

**City of Atlanta Board of Ethics Retreat
Minutes of August 18, 2018**

The 2018 summer retreat of the City of Atlanta Board of Ethics was held at City Hall, 68 Mitchell Street, Suite 1100, Atlanta, Georgia, 30303. Attending the retreat were Board Chair Kate Wasch and board members Todd Gray, Nichola Hines, Gerry Neumark, Jessica Stern, and Wesley Tharpe. Ethics Officer Jabu M. Sengova and staff members Carlos R. Santiago, Sherry H. Dawson, Janet R. Keene, Investigator Larry Mason, and Portia Reeves also attended. Ethics Officer Jabu M. Sengova opened the meeting at 9:00 a.m. with welcoming remarks.

BOARD TRAINING ON STANDARDS OF CONDUCT

1. Ms. Sengova and Mr. Santiago led the Board through a series of multiple choice questions using hypothetical situations focused on key ethics rules and facilitated discussions about the applicability of the Ethics Code.

ENFORCEMENT PROCESS AND BOARD RULES

2. Ms. Sengova and Mr. Santiago presented an overview of the Rules of the Board of Ethics pertaining to the Enforcement Process as follows: Rule 4 Complaints; Rule 5 Investigations; Rule 6 Enforcement Hearings; and Rule 7 Disposition of Cases. Staff facilitated a discussion to ensure board members' understanding of the rules and the enforcement process.

ETHICS STUDY ON PROHIBITED SOURCES

3. Ms. Sengova and Mr. Santiago presented the Ethics Office's comprehensive study on prohibited sources doing business with the city which was requested by the Atlanta City Council in January 2018 pursuant to Resolution 18-R-3075. Board members and staff discussed the findings of the study relevant to ethics reform in the City of Atlanta.

CITY CREDIT CARD PROGRAM

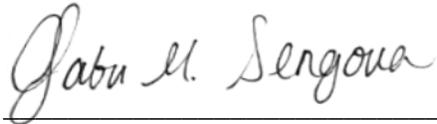
4. Ms. Sengova provided an overview of the city credit card program instituted in 1996 with issues involving possible inappropriate use of city credit cards beginning in 2007. Board and Staff discussed fraudulent use of government credit card cases from other municipalities. Ms. Sengova facilitated a discussion about the Ethics Office's continued investigation into recent, specific uses of city credit cards.

INVESTIGATION OF CITY BONUSES

5. Ms. Sengova presented the Ethics Office's investigation of city bonuses and contest winnings distributed during the previous mayoral term requested by the Atlanta City Council in May 2018 pursuant to Resolution 18-R-3544. Ms. Sengova reported that the investigation found evidence that bonuses and contest winnings awarded by the former Mayor, the former Human Resource Commissioner and City Council were not allowed under existing city and state law. Ms. Sengova also reported that the investigation found that use of city funds for contest winnings was inappropriate and that the former Chief Financial Officer abused his position by authorizing a bonus payment to himself. Ms.

Sengova stated that the investigation found that many of the bonuses distributed did not follow the typical process for bonus payments and did not have supporting documentation.

Having no further business, the meeting adjourned.

A handwritten signature in cursive script that reads "Jabu M. Sengova". The signature is written in black ink and is positioned above a horizontal line.

Jabu M. Sengova, Ethics Officer
Approved October 18, 2018