

**City of College Park
Ethics Commission Meeting
Virtual Meeting
February 8, 2021
7:00 PM**

Draft Minutes

PRESENT ABSENT

	PRESENT	ABSENT
Commissioner Alan Bradford		X
Commissioner Nora Eidelman	X	
Commissioner Rachel Gregory	X	
Commissioner Jane Hopkins	X	
Commissioner Frank Rose	X	
Commissioner Joseph Theis	X	
Commissioner Robert Thurston	X	

Also Present: Victoria Shearer, Legal Counsel; Yvette Allen, Assistant City Clerk; Janeen Miller, City Clerk

I. Call to Order

Commissioner Joe Theis called the Public Session to order at 7:34 p.m.

II. Approval of the February 8, 2021 Agenda

Commissioner Gregory motioned to approve the agenda for the February 8, 2021 meeting. Commissioner Thurston seconded the motion. All were in favor, none opposed. The motion passed.

III. Approval of January 21, 2021 Minutes

Commissioner Thurston motioned to approve the January 21, 2021 minutes as submitted. Commissioner Hopkins seconded the motion. All were in favor, none opposed. The motion passed.

IV. Review of Financial Disclosure Statements- conflicts of interest and gifts

The Commission discussed incomplete Financial Disclosure Statements.

- The following people failed to state if they did nor did not receive any gifts on their Financial Disclosure Statement:
 - Maria Bustos – Bee City USA
 - Todd Larsen – CBE
 - Dylan Burns – CBE
 - Andrea McNamara – CBE

- Daniel Walfield – CBE
- Emily Shohfi – CBE
- Matt Dernoga – CBE
- Jordan Schakner – Martin Luther King Jr. Committee
- Mary Daniel – Education Advisory Committee
- Hellen Jane Miller – Recreation Board
- Andrea Benedetti – Veterans Memorial Committee

Commissioner Rose motioned to resubmit the forms to obtain responses for missing to items. Commissioner Gregory seconded the motion. All were in favor, none opposed. The motion passed.

The board reviewed the remainder of the Financial Disclosure Statements.

Commissioner Rose motioned to accept the remainder of the Financial Disclosure Statements without further comment. Commissioner Hopkins seconded the motion. All were in favor, none opposed. The motion passed.

V. Financial Disclosure Requirements for the Executive Director of College Park Housing Authority

The Commission discussed jurisdiction of employment and exemption from requirements to complete Financial Disclosure Forms. Noted points included:

- The Executive Director is employed by the State Housing Authority. The city appoints Commissioners to the Housing Authority.
- Counsel Shearer advised the Executive Director Position is included in the City Code 38-4.
- Next steps include presenting the commission’s position, that the Executive Director position is covered under Chapter 38 of the city code and the need completion of the Financial Disclosure form by a determined date.

Commissioner Gregory motioned for Counsel Shearer to draft a letter explaining the city’s financial disclosure reporting requirements, the applicability of compliance for the position, and a deadline for response. The letter will be reviewed and approved by the commission prior to being forwarded to the Executive Director of the College Park Housing Authority. Commissioner Rose seconded the motion. All were in favor, none opposed. The motion passed.

- Commissioner Theis will initiate final correspondence offering additional information about the qualifying factors of city employees, and subsequent actions, including a Show Cause Hearing if no response is provided.

VI. Financial Disclosure Statements – clarification of language

The Commission discussed changes to Financial Disclosure forms 1 and 2 regarding clarification of the language used in the disclosure forms about leasehold interests in Schedule A. The Commission reviewed the recommended changes outlined in the memo from Counsel Shearer.

Commissioner Gregory motioned to accept analysis and recommend changes to the Financial Disclosure forms. Commissioner Eidelman seconded the motion. All were in favor, none opposed. The motion passed.

VII. Election of Commission Chair for one-year term

Commissioner Gregory motioned to elect Commissioner Theis as chair of the Ethics Commission for the next year. Commissioner Rose seconded the motion. All were in favor, none opposed. The motion passed.

VII. Review of FY 2022 budget parameters

The commission discussed budget considerations FY 2022, noted points of discussion include:

- Potential for additional meetings during an election year
- Need for additional correspondence related to the functions of the commission
- Fiscal year ends 6/30/2021
- Funds allocated for training
- \$7500 forecasted expenditure for Legal Services

Janeen Miller proposed to maintain current focus of the mission without expansion to the scope of work for the remainder of FY 2021 to maintain the budget.

- Financial Disclosure Forms 1 & 2 Schedule A adjustments
(See item VI. *Financial Disclosure Statements – clarification of language*)
 - Associated costs to modify the forms' language in consideration of the budget. Commissioner Theis recommended an increased focus on the questions in Schedule A during training to provide clarity for candidates and reduce errors and requests for resubmission.

VIII. Ethics Training

The Commission discussed:

- Ethics Training needs for City Officials and staff, consideration of training adjustments for FY 2021 due to changing terms.
- Partnering with the Human Resources to update Ethics training.

Commissioner Gregory and Commissioner Theis expressed interest in forming a subcommittee. Yvette Allen provided clarity about forming subcommittees.

IX. A motion was made by Commissioner Thurston and seconded by Commissioner Gregory to establish a focus on training about city ethics recommendations for consideration by the commission. All were in favor, none opposed. The motion passed.

X. Role and responsibilities of Ethics Commission per the City Code

Discussion postponed

XI. Meeting schedule

Meetings will be held as needed in accordance with the mission and purpose of the Ethics Commission.

XII. Adjournment

A motion was made by Commissioner Gregory and seconded by Commissioner Rose to adjourn the meeting. Meeting adjourned at 9:00 p.m.