

**CITY OF HARTFORD
ETHICS COMMISSION**

**AGENDA
November 12, 2014
5:00 P.M.**

Function Room (Room 212), 2nd Floor City Hall

- I. ROLL CALL
- II. APPROVAL OF MINUTES FOR October 14, 2014
- III. OLD BUSINESS
 - A. Statements of Financial Interests for Calendar Year 2013-Update
 - B. Discussion of preparation of Ethics Commission pamphlet outlining the Commission's purpose and responsibilities
 - C. Discussion of Ethics training/informational sessions
- IV. NEW BUSINESS
 - A. Discussion of Complaint #002-14 (Executive Session)
- V. ADJOURNMENT

**CITY OF HARTFORD
ETHICS COMMISSION**

**AGENDA
December 9, 2014
5:00 P.M.**

Function Room (Room 212), 2nd Floor City Hall

- I. ROLL CALL
- II. APPROVAL OF MINUTES FOR November 12, 2014
- III. OLD BUSINESS
 - A. Statements of Financial Interests for Calendar Year 2013-Update
 - B. Discussion of Ethics Commission pamphlet outlining the Commission's purpose and responsibilities
 - C. Discussion of Complaint #002-14 (Executive Session)
- IV. NEW BUSINESS
 - A. Discussion of Complaint #003-14 (Executive Session)
- V. ADJOURNMENT

**CITY OF HARTFORD
ETHICS COMMISSION**

AGENDA

**August 13, 2013
5:00 P.M.**

Function Room (Room 212), 2nd Floor City Hall

- I. ROLL CALL
- II. APPROVAL OF MINUTES FOR July 9, 2013
- III. OLD BUSINESS
 - A. Update on 2012 Statements of Financial Interests
 - B. Update on Commission membership
 - C. Discussion of July 5, 2013 Request for Advisory Opinion from the Internal Audit Commission (Request for Advisory Opinion # 13-02)
- IV. NEW BUSINESS
 - A. Discussion of Request for Advisory Opinion from Acting Chief Operating Officer re: Tax Deed Sale (Request for Advisory Opinion # 13-03)
 - B. Discussion of Complaint # 001-13 (Executive Session)
- V. ADJOURNMENT

**CITY OF HARTFORD
ETHICS COMMISSION**

AGENDA

**September 10, 2013
5:00 P.M.**

Function Room (Room 212), 2nd Floor City Hall

- I. ROLL CALL
- II. APPROVAL OF MINUTES FOR August 13, 2013
- III. OLD BUSINESS
 - A. Update on 2012 Statements of Financial Interests
 - B. Follow-up discussion on Commission membership
 - C. Discussion of July 5, 2013 Request for Advisory Opinion from the Internal Audit Commission (Request for Advisory Opinion # 13-02)
 - D. Discussion of proposed written response to Request for Advisory Opinion from Acting Chief Operating Officer re: Tax Deed Sale (Request for Advisory Opinion # 13-03)
 - E. Discussion of Complaint # 001-13 (Executive Session)
- IV. NEW BUSINESS
 - A. October meeting – possible date change
- V. ADJOURNMENT

**CITY OF HARTFORD
ETHICS COMMISSION**

AGENDA

**October 8, 2013
5:00 P.M.**

Function Room (Room 212), 2nd Floor City Hall

- I. ROLL CALL
- II. APPROVAL OF MINUTES FOR September 10, 2013
- III. OLD BUSINESS
 - A. Update on 2012 Statements of Financial Interests
 - B. Discussion of July 5, 2013 Request for Advisory Opinion from the Internal Audit Commission (Request for Advisory Opinion # 13-02)
 - 1. Review and approval of response letter to Internal Audit Commission
 - 2. Discussion of 9/26/13 Courant article re: Internal Audit Commission referral to the Ethics Commission
 - C. Discussion of Complaint # 001-13 (Executive Session)
- IV. ADJOURNMENT

CITY OF HARTFORD
ETHICS COMMISSION
MONTHLY MEETING

Bobsie Ness
David Klein
Chuck Culliton
Kurtis Denison

Date: August 13, 2013

Time: 5:00 p.m.

Location: 2nd Floor Function Room, City Hall

MINUTES:

Present: Commissioner Ness, Commissioner Klein, Commissioner Culliton, Assistant Corporation Counsel Lori Mizerak, Deputy Corporation Counsel L. John Van Norden, Corporation Counsel/Acting Chief Operating Officer Sandra Kee Borges, Terry Waller, Councilman Deutsch, Juan Figueroa, and Jan Klein

The monthly meeting was called to order by Commissioner Ness at 5:05 p.m.

Commissioner Klein made a motion to approve the minutes of the July 9, 2013 meeting. Commissioner Culliton seconded the motion, and the minutes were unanimously approved.

A brief discussion ensued as to the first order of old business, the updates on the Statements of Financial Interests. Ms. Mizerak reported that third letters went out and seventeen responses remain outstanding; of the seventeen, the majority are individuals who either no longer work for the City of Hartford or are no longer serving on City boards or commissions. Ms. Mizerak noted that in the past, the Commission has sent final notice letters, under the Ethics Commission's Chairperson's signature; to date, all notice letters have been signed by Ms. Mizerak as the Commission's counsel. Commissioner Ness asked that Ms. Mizerak make contact with any individuals who are still working for the City and/or are City Commissioners (through their supporting departments) and attempt to get any outstanding forms returned in that manner. Commissioner Ness noted that given that over 200 individuals are required to complete Statements of Financial Interests, the return rate has been very successful this year.

With respect to the next order of old business, update on Commission membership, Commissioner Klein inquired as to next steps on finding a new Commissioner who could replace Commissioner Ness, whose term has expired. Ms. Mizerak advised that to her knowledge, the one potential candidate who the Commission members had met with a few months back has not further pursued appointment. This candidate had indicated to the Commission that she had applied for City employment and if hired, she could not serve on the Ethics Commission. Ms. Mizerak advised that she will send an email to Linda Bayer in the Mayor's Office informing her that the Commission would like to move on and seek out other potential candidates.

Commissioner Ness noted that A.J. Sierra, who was a Commissioner for many years until his term expired and Daniel Yaffe was appointed, was a vital and great asset to the Commission. All Commissioners agreed and thanked Commissioner Sierra for his many years of service. Commissioner Klein noted that the new commissioner, Daniel Yaffe, will be sworn in by the town clerk at the September meeting.

With respect to the last order of new business, the discussion of Request for Advisory Opinion #13-02 (Request from the Internal Audit Commission), Ms. Mizerak advised that she received a call from Councilman Aponte earlier in the day who advised that he was planning to come to today's meeting but had a professional obligation out of town at 6:00 p.m. and thus could not be in two places at once. Councilman Aponte further indicated that he would like an opportunity to speak to the Commission about the opinion request and answer any questions the Commission may have. Commissioner Ness made a motion to continue the matter to the next regularly scheduled meeting on September 10, 2013. Commissioner Klein seconded the motion and it passed unanimously. A gentleman in the audience, who did not identify himself by name and who entered the meeting at about 5:15 p.m., stated that he was Councilman Aponte's attorney and noted that he appreciated that the matter would be continued, reiterated that Councilman Aponte would like an opportunity to attend the next meeting, and then exited the Function Room.

As to the first order of new business, discussion of the request for advisory opinion #13-03 (request from Acting Chief Operating Officer), Commissioner Ness invited Ms. Kee Borges and Mr. Waller to speak to the Commission and explain why the request was being made. Ms. Kee Borges indicated that it was her understanding that some individuals had raised an issue with respect to Mr. Waller, who is her fiancé, bidding on various properties at a recent City tax deed sale. She further indicated that there were not written queries made directly to her but that there was a blog entry expressing concerns on Kevin Brookman's "We the People Blog". Ms. Kee Borges thought that it was appropriate to ask the Ethics Commission to opine on the matter so that any concerns could be addressed.

With respect to the tax deed sale process, Ms. Kee Borges explained that (1) the sale/auction was conducted and overseen by an outside entity, Tax Serve; (2) that in the first round of the auction, the bidding price of the properties is the amount of the taxes owed; (3) in the second round, if properties are not bid on, the tax collector can set the price of the properties and also has discretion to remove properties from the list of properties available to be bid on; (4) none of the properties that the City was interested in were bid on in the first round and those properties were taken off the list by the tax collector and did not make it to the second round; (5) the tax deed sale was open to the public and about 20 people attended; and (6) the City was not interested in purchasing any of the properties that Mr. Waller successfully bid on. Mr. Waller stated that (1) the City was not interested in any of the properties that he successfully bid on; (2) he had bid on properties in a previous tax deed sale about 10-15 years ago; and (3) there was a bidding war with respect to one of the properties and his bid was the highest.

After hearing from Ms. Kee Borges and Mr. Waller, Commissioner Ness stated that she recommends that an advisory note be issued that the Commission has found no Ethics violation with respect to Mr. Waller's participation in the tax deed sale. Commissioner Ness made a motion to issue such an opinion, Commissioner Klein seconded the motion and it passed unanimously. Commissioner Ness then asked if Councilman Deutsch had a question as he had raised his hand earlier. Councilman Deutsch indicated that he had a question as to how the prices for the properties at the tax deed sales get set but that would be a more appropriate question for the tax collector.

At 5:20 p.m., Commissioner Ness made a motion to go into executive session to discuss the last item of new business, Complaint #001-13. Present in Executive Session were all Commissioners and Assistant Corporation Counsel Lori Mizerak. The Commission came out of Executive Session at 6:00 p.m. Commissioner Ness stated that the Commission would like to further review the matter before making a

ruling and will review additional information that would assist the Commission in rendering its decision. The matter will thus be placed on the September meeting's agenda. Commissioner Klein made a motion to further investigate the matter and place it on next month's meeting agenda, Commissioner Culliton seconded, and the motion passed unanimously.

Commissioner Ness made a motion to adjourn the meeting, which was seconded by Commissioner Culliton. The meeting was adjourned at 6:02 p.m.

The next regular meeting is September 10, 2013, at 5:00 p.m. in the 2nd Floor Function Room.

Respectfully submitted,
Lori Mizerak

CITY OF HARTFORD
ETHICS COMMISSION
MONTHLY MEETING

Bobsie Ness
David Klein
Chuck Culliton
Kurtis Denison
Daniel Yaffe

Date: September 10, 2013

Time: 5:00 p.m.

Location: 2nd Floor Function Room, City Hall

MINUTES:

Present: Commissioner Klein, Commissioner Culliton, Commissioner Denison, Commissioner Yaffe
Assistant Corporation Counsel Lori Mizerak, Councilman Aponte, Patrick Campbell, Olga Colon, Gigi Feliciano, Assistant Town Clerk Kelly Bilodeau (in attendance for beginning of meeting to swear in new Commissioner Daniel Yaffe)

The monthly meeting was called to order by Commissioner Klein at 5:05 p.m. Assistant Town Clerk swore in new Commissioner Daniel Yaffe.

Commissioner Culliton made a motion to approve the minutes of the August 13, 2013 meeting. Commissioner Yaffe seconded the motion, and the minutes were unanimously approved.

A brief discussion ensued as to the first order of old business, the updates on the Statements of Financial Interests. Ms. Mizerak reported that there is only one current employee who has not completed the Statement of Financial Interests for 2012. Commissioner Culliton suggested that Ms. Mizerak follow-up with that individual and his/her department head as an additional push to complete the form. With respect to employees who have not completed their forms, Commissioner Klein inquired as to whether a note could be placed in these employees' personnel files indicating that the form was not completed; Ms. Mizerak noted that in the past, we have made such a notation in the Ethics Commission's files on Statements of Financial Interests and Commissioner Klein stated that we should do so again for this year's filings. Ms. Mizerak reported that 15 statements remain outstanding, the majority of which are individuals who either no longer work for the City of Hartford or are no longer serving on City boards or commissions.

With respect to the next order of old business, update on Commission membership, Commissioner Klein stated that he made calls to four potential candidates and heard a response back from only one individual. Commissioner Klein stated to those attending the meeting that if they had any suggestions as to new candidates, they should forward on names. Ms. Mizerak noted that once the Commission has identified potential candidates, she will communicate with Linda Bayer in the Mayor's Office so that the vetting process may begin.

With respect to the next order of old new business, the discussion of Request for Advisory Opinion #13-02 (Request from the Internal Audit Commission), Patrick Campbell, Chief Auditor, was first invited to speak to the Commission. Mr. Campbell gave a brief overview of the genesis of the complaint that was received by the Internal Audit Commission, noted that the complaint was anonymous, and noted that he had previously provided numerous documents to the Ethics Commission that pertained to the matter.

In addition, he clarified that the documentation that was forwarded to the Commission in July, through Ms. Mizerak, essentially showed that Councilman Aponte was the agent for service for Hispana Vision, a private business. The President of SAMA is also the President of Hispana Vision. Commissioner Klein thanked Mr. Campbell for attending the meeting and for providing information relative to the opinion request before the members.

Commissioner Klein then invited Councilman Aponte to speak to the Commission about the subject matter of the opinion request. Councilman Aponte inquired of Mr. Campbell as to who specifically brought the complaint to the Internal Audit Commission; Mr. Campbell reiterated that the complaint was brought anonymously. Councilman Aponte stated that he believed that said complaint was politically motivated, that he believed it was put forward by Internal Audit Commissioner Bruce Rubenstein, and that the statements made in the Internal Audit Commission's opinion request to the Ethics Commission did not rise to an Ethics Code-violation level. Councilman Aponte explained that a number of years ago, he was a member of SAMA, paying membership dues; at the time of the Park Street property Council vote, he was not a member of SAMA; that even if he had been a member, it is not clear to him what benefit he would have personally received as a result of the SAMA vote; and if one does not pay dues to SAMA, he/she is not considered a member. Commissioner Culliton asked why SAMA would be allowed to buy a City property for \$1.00 and then turn around and sell it for a significant profit. Councilman Aponte noted that while this was not pertinent to the issue presently before the Commission, he could provide some background on this. Specifically, he indicated that there are some City organizations that provide services for Hartford citizens, that the City, because of budgetary constraints, struggles to pay the full price for services and tries to help these organizations in other ways – for example, by providing a building or other property for the organization. Councilman Aponte stated that whether the City should do this is a different policy question. Councilman Aponte stated that with respect to the Park Street property, the understanding was that SAMA would rehab the building; the City had owned the building, but no longer wanted it, given that it was in need of substantial and expensive renovations to bring it up to Code.

Councilman Aponte then explained that he was the agent for service for Hispana Vision; that one does not get paid for being an agent for service (and he did not get paid); that about 10-15 years ago, he did some legal work for Hispana Vision but has not since; and that he is an agent for service for many organizations.

Commissioner Klein stated that he did not believe that the issues presented in the Internal Audit Commission's submission to the Ethics Commission rose to the level of an Ethics Code violation. He did state that Councilman Aponte, and all City officials, need to always be cognizant of how their private business affiliations may present an appearance of a conflict of interest. Commissioner Denison reiterated that the Ethics Code not only cautions about actual conflicts of interest but also the appearance of conflicts of interest. Commissioner Klein stated that a letter will be drafted to that effect, shared with Councilman Aponte and Mr. Campbell, and voted on at the October Ethics Commission meeting. Commissioner Culliton noted that if Councilman Aponte believes that he was mistreated by a member of the Audit Commission and that such mistreatment was also an Ethics Code issue, he always has the right to request an opinion of the Ethics Commission or file a complaint. Councilman Aponte was appreciative of this but stated that he believed that the Ethics Commission had important business to attend to and he would never want to take time away from that.

As to the next order of old business, the request for advisory opinion #13-03 (request from Acting Chief Operating Officer), Commissioner Klein provided the draft opinion for review and comment.

Commissioner Culliton indicated that other than it being a little long, he thought it accurately summarized the Commission's position of this matter. The Commissioners collectively thanked Commissioner Klein for drafting the opinion. Commissioner Culliton made a motion to approve the letter and forward it to Ms. Kee Borges, Commissioner Denison seconded, and the motion unanimously passed.

Commissioner Klein made a motion to go into Executive Session, Commissioner Culliton seconded and the Commission went into executive session at 5:40 p.m. to discuss Complaint #001-13. Present in Executive Session were all Commissioners and Assistant Corporation Counsel Lori Mizerak. The Commission came out of Executive Session at 6:00 p.m. Commissioner Klein stated that a letter would be issued by the Commission with respect to its finding/decision on the Complaint and reviewed at the October meeting.

With respect to the only order of new business, a possible date change, Ms. Mizerak apologized and stated that she had originally thought she would be unable to attend the next regularly scheduled meeting and thus the Commission might want to consider picking a new October meeting date. However, Ms. Mizerak had her dates confused and will be in attendance at the October 8 meeting.

Commissioner Klein made a motion to adjourn the meeting, which was seconded by Commissioner Denison. The meeting was adjourned at 6:05 p.m.

The next regular meeting is October 8, 2013 at 5:00 p.m. in the 2nd Floor Function Room.

Respectfully submitted,
Lori Mizerak

CITY OF HARTFORD
ETHICS COMMISSION
MONTHLY MEETING

Bobsie Ness
David Klein
Chuck Culliton
Kurtis Denison
Daniel Yaffe

Date: October 8, 2013

Time: 5:00 p.m.

Location: 2nd Floor Function Room, City Hall

MINUTES:

Present: Commissioner Ness, Commissioner Klein, Commissioner Culliton, Commissioner Denison, Commissioner Yaffe, Assistant Corporation Counsel Lori Mizerak, Kevin Brookman and Len Bestoff

The monthly meeting was called to order by Commissioner Ness at 5:05 p.m.

Commissioner Ness made a motion to approve the minutes of the September 10, 2013 meeting. Commissioner Klein seconded. Before the minutes were unanimously approved, Commissioner Ness asked that one of the Commissioners summarize what happened at the last meeting with respect to the Internal Audit-Aponte opinion request since she was not in attendance at the September meeting. Commissioner Klein indicated that both Councilman Aponte and Patrick Campbell attended last month's meeting and were very helpful in explaining the issues surrounding the opinion request. In addition, Commissioner Klein indicated that although the Commission was satisfied that Councilman Aponte's voting on the SAMA deal did not present any Ethics Code problems, the Councilman did mention that he was an agent for service for a number of entities, and he receives no compensation for doing so. Commissioner Klein indicated that the Commission was concerned that there may be an appearance of a conflict of interest if Councilman Aponte serves as an agent for service and also must vote on a matter before the Council as related to the entity for which he serves as an agent. Commissioner Culliton stated that a conflict would only arise if Councilman Aponte actually started to do business with the entities for which he serves as an agent and if he votes on any matters before Council related to such entities.

A brief discussion ensued as to the first order of old business, the updates on the Statements of Financial Interests. Ms. Mizerak reported that she believes that current employees have completed their Statements of Financial Interests for 2012. Ms. Mizerak reported that 15 statements remain outstanding, the majority of which are individuals who either no longer work for the City of Hartford or are no longer serving on City boards or commissions. Ms. Mizerak further reported that all letters and notices sent to these individuals are documented in the Statements of Financial Interests files. Commissioner Ness commented that there has been great improvement with compliance and that the Corporation Counsel's Office's follow-up has been appreciated and effective. Ms. Mizerak states that she gets significant help with this process from staff in her office, including Susan O'Brien and Betty Szubinski.

Commissioner Klein then moved to add an item to the agenda which was seconded by Bobsie and the Commission voted unanimously to add the item. Commissioner Klein stated that he reached out to

a potential candidate and sent her some materials on the Ethics Commission but has not heard back from her. Commissioner Yaffe suggested that the Commission reach out to Leadership Greater Hartford for assistance in recruitment and Commissioner Klein indicated that he will contact Ted Carroll of Leadership Greater Hartford. Commissioner Culliton inquired as to whether a commissioner recruitment fair was planned for the future. Ms. Mizerak indicated that she would contact Linda Bayer in the Mayor's Office and ask.

With respect to the next order of old new business, the discussion of Request for Advisory Opinion #13-02 (Request from the Internal Audit Commission), the Commission discussed the final letter draft that summarizes its position on this matter. Commissioner Denison noted that on the second page, there is a reference to "registered agent" and this should instead be "agent for service". Commissioner Ness made a motion to approve the letter with that change. Commissioner Culliton seconded and the letter was unanimously approved. Commissioner Culliton asked if the letter would be sent to Council Aponte, and the other Commissioners thought that it should. Ms. Mizerak noted that the letter was addressed to Patrick Campbell, Chief Auditor, since the Internal Audit Commission sent the opinion request, via Mr. Campbell. Ms. Mizerak also advised that a Commissioner of the Internal Audit Commission had contacted her and inquired as to whether he too could receive a copy. Brief discussion ensued as to whether that Commissioner was Bruce Rubenstein and whether in fact he is still an Internal Audit Commission given the recent articles in the Courant. Commissioner Culliton stated that he thought the letter should go to Mr. Campbell and he can appropriately distribute it to his commissioners. Ms. Mizerak noted that the Commission needs to be cognizant, though, that the opinion is a public document and can be requested via the Freedom of Information Act. A brief discussion then ensued about the recent Courant article which stated that the Corporation Counsel's Office would be representing Councilman Aponte in the Ethics matter. Ms. Mizerak stated that was misreported and no one from the Courant, to her knowledge, contacted the Corporation Counsel's Office for information on the matter. After discussion, the Commission agreed that it did not need to respond to the article.

Commissioner Ness made a motion to go into Executive Session, Commissioner Denison seconded and the Commission went into executive session at 5:30 p.m. to discuss Complaint #001-13. Present in Executive Session were all Commissioners and Assistant Corporation Counsel Lori Mizerak. The Commission came out of Executive Session at 5:40 p.m. Commissioner Ness made a motion to approve and issue letters to complainant and respondents with respect to the Commission's decision on this matter.

Commissioner Klein made a motion to adjourn the meeting, which was seconded by Commissioner Denison. The meeting was adjourned at 5:42 p.m.

The next regular meeting is November 12, 2013 at 5:00 p.m. in the 2nd Floor Function Room. Ms. Mizerak reported that she will be out of town on that date and if someone else in her office cannot attend the meeting in her absence, she will advise the Commission and a decision can be made as to whether the meeting should be rescheduled.

Respectfully submitted,
Lori Mizerak

CITY OF HARTFORD
ETHICS COMMISSION
MONTHLY MEETING

David Klein
Chuck Culliton
Kurtis Denison
Sibongile Magubane

Date: November 12, 2014

Time: 5:00 p.m.

Location: 2nd Floor Function Room, City Hall

MINUTES:

Present: Commissioner Klein, Commissioner Denison, Commissioner Magubane (participated by phone), and Assistant Corporation Counsel Lori Mizerak.

The monthly meeting was called to order by Commissioner Klein at 5:07 p.m.

Commissioner Denison made a motion to approve the minutes of the October 14, 2014 meeting. Commissioner Magubane moved to second, and the minutes were unanimously approved.

As to old business, Statements of Financial Interests for 2013, Ms. Mizerak advised that as directed after the October meeting, she sent out letters to the three (3) current City employees and City commissioners who have failed to complete their forms indicating that if the statements were not completed, a fine could be imposed; the employees' department heads and the commissioners' chairs were copied on these letters. As a result, two individuals completed their forms. The Commission agreed to send a letter indicating that a fine in the amount of \$100 is being imposed to the one current commissioner who has not yet completed his form. Ms. Mizerak will draft a letter and Commissioner Klein will sign the letter. The Commission also agreed to defer its review of the 2013 Statements of Financial Interests until the next meeting.

As to the next item of old business, Ms. Mizerak provided a draft of the Ethics Commission's brochure for the Commissioner's review. The Commission approved of the draft and Commissioner Klein suggested that copies be provided to the City's Human Resources Department so that new employees will receive the pamphlet at new employee orientation. Commissioner Denison suggested that the Council members also receive a copy of the pamphlet. Commissioner Klein will draft a cover letter to the Council members, to go along with the pamphlet, advising that if the Council would like additional information about the Ethics Commission, the Commission would be happy to meet and provide such information. Ms. Mizerak also reported that she spoke to Linda Bayer about doing Ethics Code training with the Mayor's Office first and then other departments; Ms. Bayer liked the idea and will speak to the Mayor about it.

Commissioner Klein made a motion to go into Executive Session, Commissioner Denison seconded and the Commission went into executive session at 5:15 to discuss Complaint #002-14. Present in Executive Session were all Commissioners and Assistant Corporation Counsel Lori Mizerak. The Commission came out of Executive Session at 5:36 p.m.

The meeting was adjourned at 5:37 p.m. The next meeting is Tuesday, December 9, 2014 at 5:00 p.m. in the 2nd Floor Function Room.

Respectfully submitted,
Lori Mizerak

CITY OF HARTFORD
ETHICS COMMISSION
MONTHLY MEETING

David Klein
Chuck Culliton
Kurtis Denison
Sibongile Magubane

Date: December 9, 2014

Time: 5:00 p.m.

Location: 2nd Floor Function Room, City Hall

MINUTES:

Present: Commissioner Klein, Commissioner Culliton, Commissioner Magubane and Assistant Corporation Counsel Lori Mizerak.

The monthly meeting was called to order by Commissioner Klein at 5:01 p.m.

Commissioner Klein made a motion to approve the minutes of the November 12, 2014 meeting. Commissioner Magubane moved to second, and the minutes were approved. Commissioner Culliton abstained as he did not attend the November meeting.

As to old business, Statements of Financial Interests for 2013, Ms. Mizerak advised that she sent out a fine letter to the one remaining current City commissioner who has not yet completed a form, with a copy to the chair of said commission. To date, Ms. Mizerak has not received a response to the fine letter, nor has the individual completed the form. Commissioner Klein inquired as to whether Linda Bayer has been made aware of this and Ms. Mizerak reported that she did notify Linda who then informed the Mayor. Commissioner Culliton inquired as to whether the Commission should be regularly reviewing these forms. Commissioner Klein suggested that going forward, as the forms are returned for calendar year 2014, Ms. Mizerak bring a selection of the completed forms to the Commission's meetings, focusing particularly on the statements of elected officials and those individuals at the highest level of City administration and leadership. Although the goal will be to review all of the forms, the Commission agreed that this would be a start. Also, Commissioner Culliton suggested, and the other Commissioners agreed, that in the initial letter that we send out with the Statements of Financial Interests forms, we state that the forms must be returned within 30 days, instead of saying that the forms must be returned by May 1.

As to the next item of old business, the Ethics Commission's brochure/pamphlet, Ms. Mizerak reported that the pamphlet has been forwarded to the Council members and the Mayor; in addition, copies have been provided to Human Resources to provide to new employees. Commissioner Klein suggested, and the other Commissioners agreed, that a copy of the pamphlet be included with the initial mailings of the 2014 Statements of Financial Interest forms. Commissioner Culliton inquired as to whether the Commission's contact information can be made more accessible on the City website. Ms. Mizerak indicated that she would follow-up with Linda Bayer on this.

Commissioner Klein made a motion to go into Executive Session, Commissioner Magubane seconded and the Commission went into executive session at 5:15 p.m. to discuss Complaint #002-14 and

Complaint #003-14. Present in Executive Session were all Commissioners and Assistant Corporation Counsel Lori Mizerak. The Commission came out of Executive Session at 5:45 p.m.

The meeting was adjourned at 5:46 p.m. The next meeting is Tuesday, January 13, 2014 at 5:00 p.m. in the 2nd Floor Function Room.

Respectfully submitted,
Lori Mizerak