

Minutes of Ethics Hearing Board

March 2, 2017

Room 646, City-County Bldg.

Pittsburgh, PA 15219

Present:

Amy McCall
Sister Janice Vanderneck
Christopher Amar
Jeanette Ho
Gregory Monaco
Patrick Bigley
Lynn Davenport

Lourdes Sanchez Ridge, City Solicitor
Shannon Overholt, Investigator

- The meeting was called to order at 4:00 p.m.
- Approval of minutes
 - A motion was made by Amy McCall to approve the minutes of the February 2, 2017 meeting. The motion was carried whereupon the Board voted unanimously to approve the minutes.
- Update on status of investigation
 - To date, there have been 4 cases considered by the Probable Cause Panel. Two cases were found to have cause and two were considered without cause.
 - Investigations of the 2 cases with cause are ongoing. Half of intended interviews have been conducted and collection of intelligence is ongoing.
- Investigator is hired
 - The City Solicitor introduced Ethics Investigator, Shannon Overholt, who proceeded to give a brief introduction of her background.
- Homewood Concerned Citizens Council presentation concerning the new Ethics Board
 - The City Solicitor relayed that the Executive Manger was invited to speak at The Homewood Concerned Citizens Council to introduce the Ethics Hearing Board and to talk about its function. The Council was inquisitive of the Board's purpose and mission. The City Solicitor added that the community is becoming increasingly aware of the Ethics Hearing Board.
- Filing of Campaign Finance Reports
 - This discussion was reserved to take place in executive session.

- Rotation of Probable Cause Panel
 - Board members discussed various suggestions regarding the method of rotation for the Probable Cause Panel. A three (3) month, staggering method was suggested whereby every 3 months 1 member would rotate off the Panel as another member rotated on. The rotation would occur so that every member would serve a term. Rotation on and off the Board would occur on a voluntary basis. It was determined that Lynn Davenport would be the first person to rotate off the Panel and Jeanette Ho would rotate on in her place. This rotation is to take place at the next board meeting on April 6, 2017. Amy McCall made a motion to approve the method. The motion was seconded by Greg Monaco, whereupon the Board voted unanimously to approve this method of rotation for the Probable Cause Panel.

- Discussion of process for the review and update of the Ethics Code
 - Amy McCall reconfirmed the method of using existing city models as a resource. She suggested a timeline be created where the Board would focus on one code subject per meeting. She expressed her interest in seeing models of comparison for gifts, conflict of interest, and appearance of propriety. It was suggested that the Board start with Conflict of Interest at the next meeting.

- The Board retired into an executive session for a discussion concerning the filing of Campaign Finance forms
 - Executive Session ends. Amy McCall made a motion to instruct the Executive Manager to prepare a press release regarding enforcement of the municipal code, which requires the filing of campaign finance reports by candidates for city-elected offices. The Board voted unanimously to approve the motion.

- **The meeting was adjourned at 5:00 p.m. and our next meeting will be held on April 6, 2017 at 4:00 p.m. in Room 646 City-County Building, Pittsburgh, PA 15219.**

Minutes prepared by Shannon Overholt, reviewed by Linda A. King