

## **MINUTES OF THE ETHICS HEARING BOARD**

City of Pittsburgh Ethics Hearing Board (“Board”)

Video Meeting via Zoom and Livestreamed on Pittsburgh City Channel YouTube

February 1, 2021

### Board Members Present:

Pat Bigley

Samantha Bushman

Brazitte Poole

Maryann Herman

Alex Matthews

Rhoda Neft

Orlando Portela-Valentín

Jennifer Richnafsky

### Board Members Absent:

Lynn Davenport

### Staff, Advisors and Others Present:

Leanne Davis, Executive Director

City Channel Staff (during open sessions of the meeting)

- I. Call to Order
  - This meeting was called to order at 4:16 p.m. by Board Chair, Alex Matthews. The meeting was livestreamed on the City’s YouTube Channel.
- II. Public Comment:
  - There was none.
- III. Minutes:
  - After a review of the November 2, 2021 minutes, Pat Bigley moved to adopt the minutes. Maryann Herman seconded the motion, whereupon the Board voted unanimously to approve the minutes, with Brazitte Poole abstaining due to her absence at the November meeting.
- IV. Advisory Opinion
  - It was announced that the party requesting the advisory opinion referenced in prior meetings has withdrawn their request. Accordingly, as advice regarding ethics matters is highly fact-specific, no opinion will be issued by the Board.
- V. ED Updates/ New Business
  - a. The following updates were provided.
    - i. The Board will hold its main, monthly board meetings on the first Tuesday generally, and the third Tuesday on months beginning with a holiday. The updated meeting schedule is posted on the Board’s website at <https://pittsburghpa.gov/ehb/ehb-meetings>, with the following dates:

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<b>Tuesday, February 1</b>
4:15pm EHB Mtg
<b>Tuesday, March 1</b>
4:15pm EHB Mtg
<b>Tuesday, April 5</b>
4:15pm EHB Mtg
<b>Tuesday, May 3, 2022</b>
4:15pm EHB Mtg
<b>Tuesday, June 7, 2022</b>
4:15pm EHB Mtg
<b>Tuesday, July 19, 2022</b>
4:15pm EHB Mtg
<b>Tuesday, August 2, 2022</b>
4:15pm EHB Mtg
<b>Tuesday, September 20, 2022</b>
4:15pm EHB Mtg
<b>Tuesday, October 4, 2022</b>
4:15pm EHB Mtg
<b>Tuesday, November 1, 2022</b>
4:15pm EHB Mtg
<b>Tuesday, December 6, 2022</b>
4:15pm EHB Mtg

- ii. Engagement report – The Executive Director discussed ideas for promoting the Ethics Hearing Board, and increasing awareness of ethics provisions, so that employees and officials seek guidance when needed. The following ideas were discussed and received support from the Board:
  - 1. #Meet us Mondays campaign to introduce the Board members and staff
  - 2. Internal emails to all employees, and targeted correspondence to public employees
  - 3. Increased trainings
  - 4. Additional educational content dispersed via website updates
  
- iii. Disclosures report –
  - 1. The Executive Director provided an update on the disclosure due in early January called the Disclosure of Interests. This is a disclosure required of elected officials. It is maintained by the Controller’s Office and adopted into our jurisdiction for the purposes of enforcement. The Disclosures of Interest collected are posted on the Controller’s website.
  - 2. The Executive Director also provided an update regarding the Statements of Affiliation disclosure. Preliminary work is being completed to create a rudimentary conflicts database
  - 3. The Executive Director discussed that the state’s Statements of Financial Interests disclosure is due May 2. Work is being done to send individual reminders to assist with training and compliance. It is required of all public employees and public officials.
  - 4. Regarding our campaign finance disclosures, the Executive Director provided an update that the Board received a Commonwealth Court

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victory. We have also received a request to consider timing and number of reports. In response, board members volunteered to form a committee to assist with next steps, such as a survey and other proposals to bring back to the full Board for review and discussion.

VI. Old Business

- Legislation – The Executive Director briefly discussed progress on some past and proposed areas for revision.
- Committee structure was discussed as was committee assignments.

VII. New Matters:

- None

VIII. Adjournment to Executive Session

- At 4:41 p.m., the meeting was adjourned into executive session to discuss personnel issues.