

## Minutes of Ethics Hearing Board

March 1, 2018

Room 646, City-County Bldg.

Pittsburgh, PA 15219

### Present:

Amy McCall

Jeanette Ho

Patrick Bigley

Lynn Davenport

Orlando Portela Valentin

Greg Monaco

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Shannon Overholt, Investigator

Matt Stidle, Assistant City Solicitor

- The meeting was called to order at 4:00 p.m.
- **Approval of the minutes.**
  - Amy McCall called for a motion to approve the minutes of the January Board meeting. Jeanette Ho moved to approve the minutes and Patrick Bigley seconded the motion. The Board voted unanimously to approve the minutes whereupon the motion was carried.
- **Welcoming the new Board Members and Election of Officers.**
  - Amy McCall stated that this agenda item would be considered at next month's meeting when all new members are in attendance.
- **Discussion concerning amendment to Board by-laws, Rules and Regulations regarding attendance at Board meetings.**
  - The Board discussed whether or not to impose a mandatory attendance policy with regard to board meetings. Specifically, the board discussed the number of meetings a member may miss before being removed from the Board. Members decided that each will conduct research on best practices and come prepared to discuss and vote on the details for addressing this concern at the next meeting.
  - Questions were raised regarding the procedure for amending by-laws and rules and regulations. Amy McCall read the by-law's Section VI, which grants the Board the authority to amend the by-laws at their discretion. The group agreed to continue this discussion at the next meeting.

- **Continuing discussion concerning proposed amendments to provisions of the Code.**
  - Assistant City Solicitor Matt Stidle gave a presentation on the proposed Code changes. Handouts detailing these proposals were distributed to the members. Members agreed to review the provisions and discuss them at next month's meeting.
  
- **New business and Updates:**
  - Amy McCall referred to a memo she received from the Executive Manager in her absence. McCall read the notice aloud to Board members.
    - Marketing Intern.
      - The Board has received significant interest from the students at Duquesne University for the internship opportunity. Approximately 24 students submitted resumes. The position has been narrowed down to seven (7) candidates, who are marketing majors. Interviews with the students are currently being arranged.
    - Mayor has nominated a new board member.
      - It was reported that the Mayor has selected a person to nominate to fill the seat vacated by Sister Janice Vanderneck.
    - Reminder concerning hearing scheduled for March 9, 2018 at 2:30 pm.
      - A reminder regarding this hearing was issued. There were no issues or comment to this point.
    - Fines have been received from Mark Johnson and Gary McBurney.
      - It was noted that Gary McBurney had tried to pay his fine before any procedure was developed to appropriately earmark and credit payments from violators of the City Ethics Code. The City returned his check twice before he contacted the Executive Manager. She spoke with him and requested that he send the check to her so that she could ensure the processing was completed. There is now a process in place to accept payments of fines. The money is deposited into the general account for the City.
      - It was also noted that, last week, the Executive Manager received payment of Mark Johnson's fine along with his campaign finance report for the month of March. Both Johnson's and McBurney's campaign finance reports have been posted to the Ethics Hearing Board's web page.

- **Update regarding search for Executive Manager**
  - Amy McCall stated that, through unanimous decision, Leanne Davis would take over the role of Executive Manager. Leanne's start date has not been determined as of this time.
  
- **Comments and Announcements**
  - Board members had questions regarding the rules and regulations of executive sessions and asked Assistant City Solicitor Matt Stidle for his input. Matt Stidle said he would conduct research on the topic and follow up at a later date. In addition to Matt Stidle's research, Amy McCall suggested that these questions be directed to the new Executive Manager once she begins her tenure.
  - Amy McCall asked for additional questions or comments. There were none. At this time Amy McCall called for a motion to adjourn the meeting. Lynn Davenport moved to approve and Jeanette Ho seconded the motion, whereupon the meeting was adjourned at 4:41 p.m.

**The meeting adjourned at 4:41 p.m. The next meeting will be held on April 5, 2018.**

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