

Minutes of the Ethics Hearing Board
November 1, 2018

City of Pittsburgh Ethics Hearing Board ("Board")
Ethics Office - Room 328, City-County Bldg., Pittsburgh, PA 15219

Board members present:

Khalif Ali
Patrick Bigley
Sean Coleman
Lynn Davenport, Vice Chair
Greg Monaco

Board members absent who provided notice of anticipated absence:

Jeanette Ho, Chair (Notice provided; 1st absence since July 2018.)
Melanie Harrington (Notice provided; 2nd absence since July 2018.)

Board members absent who did not provide notice prior to 10 a.m. this morning:

Fred Brown (Notice of tentative attendance provided; 5th absence since July 2018.)
Orlando Portela Valentin, Secretary (Notice of absence provided by e-mail soon before the meeting was scheduled to begin; 3rd absence since July 2018; this is the first absence without requested notice provided.)

Also present:

Leanne Davis, Executive Manager
Matthew Stidle, Assistant Solicitor

- **Call to order**
 - The meeting was called to order at 4:21 p.m. by Vice Chair Lynn Davenport.
- **Public comment**
 - There was no public comment.
- **Approval of the minutes**
 - Vice Chair Lynn Davenport called for a motion to approve the minutes of the October Board meeting with suggested corrections. Greg Monaco moved to approve the minutes and Khalif Ali seconded the motion. The Board voted unanimously to approve the minutes as revised whereupon the motion carried.
- **Executive Manager's report**
 - Updates concerning the Investigator vacancy and the Board's 2019 budget were discussed.

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- The Executive Manager was happy to report all requested budgetary items are now approved.
- The Executive Manager provided requested ethics training to Finance Department staff on October 23, 2018.
- The Executive Manager updated a portion of the Ethics website, which now contains easily accessible information regarding how to request an advisory opinion.
- Work on the Board's proposed revisions to Chapter 198 of the Code, relating to campaign finance, has begun. The Board reviewed the document to be considered by Pittsburgh City Council containing changes to Section 198.05(1), as well as the introductory sentence for the request. A review of the matter was discussed for those members who were absent during the October meeting. The next step is for the matter to be reviewed by City Council.

- **Committee reports:**
 - There were no committee reports this month.

- **Discussion and review of Ethics Code and procedure**
 - A discussion regarding gifts and the procedural issues of gift disclosure in Section 197 was renewed in order to ensure the Board's potential concerns or suggested improvements are addressed.
 - The discussion began with a review of the past work of the Board and the prior Executive manager.
 - Attorney Matthew Stidle answered questions.
 - Current and proposed procedure for disclosing gifts were discussed. The Board and the Executive Manager discussed how gifts are disclosed in comparable cities with ethics agencies, and discussed how different aspects of our Ethics Code could result in a different outcome.
 - Some issues and concerns were addressed. Various Board members suggested different ideas to increase the ease of utilization and compliance.
 - The Executive Manager also provided a review of steps she has taken with the City's Innovation and Performance Department to address authentication concerns; this work is ongoing.
 - Ultimately, it was determined that a proposed revision to gift disclosure reporting procedure combined with the annual ethics training could address the concerns raised, and any outstanding or new issues will be revisited during a future Board meeting.

- **New business and announcements**
 - Vice Chair Lynn Davenport asked for any additional business, comments or announcements. There were none.

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- **Adjournment**
 - At 5:00 p.m., Vice Chair Lynn Davenport called for a motion to adjourn the meeting. Patrick Bigley moved to adjourn and Khalif Ali seconded the motion, whereupon the meeting concluded.

The meeting adjourned at 5:00 p.m. The next meeting will be held on December 6, 2018.

Minutes prepared by Leanne Davis.