

Minutes of the Ethics Hearing Board

**December 1, 2016
Room 646, City-County Bldg.
Pittsburgh, PA 15219**

Present:

Amy McCall
Sister Janice Vanderneck
Jeanette Ho
Gregory Monaco
John Burkoff
Patrick Bigley
Lynn Davenport

Lourdes Sanchez Ridge, City Solicitor
Linda A. King, Executive Manager

- The meeting was called to order at 4:05 p.m.
- Approval of minutes
 - A motion was made by Lynn Davenport to approve the minutes of November 3, 2016 meeting. The motion was seconded by Patrick Bigley, whereupon the board voted unanimously to approve the minutes.
- Approval of Bylaws and Rules of the Board
 - A motion was made by Sister Janice Vanderneck to approve the Bylaws and Rules of the Board. The motion was seconded by John Burkoff, whereupon the board voted unanimously to approve the Bylaws and Rules.
- Ratify Election of Officers
 - Amy McCall recommended that the board vote to ratify the election of officers, which occurred at the November 3, 2016 meeting. Because the board voted to elect officers without completion and approval of the Bylaws, it was agreed that ratification of the election of officers was in order. Thereafter a motion was made by Patrick Bigley to ratify the election of officers. The motion was seconded by Jeanette Ho, whereupon the board voted unanimously to approve the motion.
- Priorities
 - The board discussed the need to begin the process of reviewing and revising the Code. The City Solicitor advised that Councilwoman, Natalia Rudiak, was requesting the opportunity to work with the board on the revisions to the Ethics Code. It was agreed

that Amy McCall would meet with Councilwoman, Rudiak, to get her input into the process.

- There was a question regarding whether there was a best practice resource that could be helpful to the board when trying to revise and update the Code. Solicitor Ridge stated that looking at other cities and their websites containing their Code would be helpful. It was suggested that the links to other cities be put on the board's SharePoint site.
 - Not all members have been successful in signing on to the SharePoint site. The Executive Manager suggested that it might be helpful to have a training during which time the technicians from Innovation and Performance would help any board member having trouble with the site, to sign on and work with the program. The training would take place in the computer lab. It was then suggested that the January meeting be closed to the public for purposes of training.
 - The duration and rotation of the Probable Cause Panel was deferred to a future meeting. More time was needed to assess how busy the Panel would be before a rotation is decided upon.
- Internal Operating Procedures
 - The Executive Manager reported that the office of the Hearing Board received two complaints, designated as 001-C-2016 and 002-C-2016. The complaints were provided to the members of the Probable Cause Panel, John Burkoff, Lynn Davenport and Greg Monaco, immediately prior to the meeting.
 - It was suggested that the Probable Cause Panel would need to be a sub-group on the Sharepoint site so that the panel could communicate among themselves.
 - There was a request by the Executive Manager to adjourn into an Executive Session to discuss matters of agency business.
 - There was a short discussion regarding the need to schedule training for the members of the board. It was agreed that the January 5, 2017 would be a closed meeting for the purpose of computer training. The January 5 meeting will take place in the computer lab, Department of Innovation and Performance, 6th Floor, City-County Building.
- **The meeting was adjourned at 5:15 p.m. and our next meeting will be held on January 5, 2017 at 4:00 p.m. in the Department of Innovation and Performance, George Ferris Training Room City-County Building, Pittsburgh, PA 15219.**