

**Minutes of Ethics Hearing Board
July 5, 2018**

**Ethics Office - Room 328, City-County Bldg.
Pittsburgh, PA 15219**

Present:

Jeanette Ho
Patrick Bigley
Lynn Davenport
Greg Monaco
Melanie Harrington
Khalif Ali
Sean Coleman
Fred Brown

Absent:

Orlando Portela Valentin

Also present:

Leanne Davis, Executive Manager
Shannon Overholt, Investigator

- The meeting was called to order at 4:25 p.m.
- **Approval of the minutes**
 - Jeanette Ho called for a motion to approve the minutes of the June Board meeting. Greg Monaco moved to approve the minutes and Lynn Davenport seconded the motion. The Board voted unanimously to approve the minutes whereupon the motion was carried.
- **Public Comment**
 - There was no public comment.
- **Welcome new board members**
 - Each member introduced themselves and provided a brief background.
- **Executive Manager's Report**
 - The Executive Manager provided updates as to past and upcoming events.
 - The Ethics Hearing Board website has been updated and is in the process of being updated further. One of the upcoming updates will contain photos of members as well as detailed biographies.

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- Financial Interest Disclosure Statements are under review. The Executive Manager is in the process of accounting for which individuals have yet to file them. This will be a part of upcoming trainings to applicable personnel and officials.
 - Ethics complaint forms will be updated so as to make them more user friendly. The Board discussed the possibility of creating an electronic system where complainants can file and submit the form from the Ethics website. It was determined that this topic will be revisited at a later date.
 - The hearing for case 001-C-2016 has concluded and a findings of fact, conclusions of law and final order are in the process of being drafted.
 - The Executive Manager discussed overlapping jurisdiction of incoming complaints with other City agencies. It was determined that instances where an incident may best be handled within the Ethics Department should be considered. The Executive Manager discussed current steps and plans for ensuring complaints which address violations of the Ethics Code are routed to the Ethics Hearing Board.
 - The Executive Manager noted the recent installment of an Ethics hotline. Discussions were held regarding the proper manner in handling anonymous complaints.
 - Members proposed the idea for a case management system which would track who, when, and what a person complained about. It was also suggested that there be a survey which would be sent to complainants. The survey would ask whether the Ethics Hearing Board helped to resolve their issue and whether the complainant experienced retaliation. This way, members argued, we could create a statistical report showing the efforts the Board has made and feedback from complainants. It was also suggested that data from the case management system could be incorporated into an annual report submitted to Council so as to monitor the Board's success rate.
- **Elections of Chairperson, Vice-Chairperson, Secretary and Ethics Officer positions**
 - It was decided voting be deferred until next month.
 - **Discussion and vote of amendment to Bylaws regarding attendance at Board Meetings**
 - The Board agreed that attendance must be in-person.
 - Board members reviewed revisions to the Bylaws drafted by Lynn Davenport. Jeanette Ho called for a motion to accept the changes to the Bylaws. Patrick Bigley moved to accept the changes and Khalif Ali seconded the motion, whereupon the motion was carried.

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- **New Business and Announcements**
 - Rotation of the Probable Cause Panel was discussed and it was concluded that Sean Coleman, Orlando Valentin, and Patrick Bigley are serving this term.
 - Jeanette Ho asked for additional questions or comments. There were none.
 - At this time Jeanette Ho called for a motion to adjourn the meeting. Fred Brown moved to approve and Khalif Ali seconded the motion, whereupon the meeting was adjourned at 5:27 p.m.

The meeting adjourned at 5:27 p.m. The next meeting will be held on August 2, 2018.

Minutes prepared by Shannon Overholt and reviewed by Leanne Davis.