

**Minutes of the Ethics Hearing Board
December 19, 2018**

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

Board Members Present:

Jeanette Ho, Chair
Orlando Portela Valentin, Secretary
Patrick Bigley
Sean Coleman
Melanie Harrington
Khalif Ali
Greg Monaco
Fred Brown

Board Members Absent:

Lynn Davenport, Vice Chair

Also present:

Leanne Davis, Executive Manager
Heather Schultz, Investigator

- **Call to Order**
 - This supplementary meeting was called to order at 3:02 p.m. by Chair Jeanette Ho. The conference call was broadcast in the Ethics office by speakerphone.

- **Public Comment**
 - There were no members of the public in attendance. All those present are listed above.

- **Discussion regarding meetings, and providing adequate notice under the Sunshine Act**
 - Discussion occurred regarding the advance notice of Board meetings required under the Sunshine Act.
 - The Executive Manager voiced concerns regarding providing legally sufficient notice to be printed in the newspaper on short notice for supplementary meetings, due to the amount of lead-time the newspaper requires compounded with the uncertainty as to whether print space will be available.
 - The Board and the Executive Manager discussed having recurring supplementary meetings on a routine basis. Advantages were discussed such as providing quicker processing times on Board investigations, advisory opinions, and other matters requiring a vote.
 - The Board articulated preferences for conducting meetings. The Board will continue to hold primary meetings in-person and conduct supplementary meetings by conference call and in-person. Legal analysis, detailed reviews of potential code revisions, and other

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complicated or immersive tasks for the Board are to be scheduled for in-person meetings. Agendas for supplementary meetings should be kept minimal, mainly focusing on items that require a vote of the Board.

- Ultimately, a motion was presented from Melanie Harrington to have a scheduled supplementary meeting on the fourth Thursday of each Month at 3:00 p.m., to be held via teleconference. Patrick Bigley seconded the motion. The Board voted unanimously to approve whereupon the motion carried.

- **Discussion and Review of Advisory Opinion**
 - The Board deliberated regarding responding to a request for an advisory opinion concerning post-employment restrictions covered in §197.06(a) of the City of Pittsburgh Code of Conduct (“Ethics Code”).
 - After discussion, a motion was presented by Melanie Harrington to approve an advisory opinion to include the content put forth in this meeting, to be drafted by Chair Jeannette Ho and Executive Manager Leanne Davis and shared with the entire Board for any non-substantive revisions. Greg Monaco seconded the motion. The Board then voted unanimously to approve, whereupon the motion carried.

- **Complaints, Investigations and Hearings**
 - The Board deliberated regarding an investigation. Multiple board members recused themselves from the discussion, including Fred Brown and Khalif Ali, who both left the meeting. Prior to leaving, Khalif Ali and the Executive Manager noted it may not be necessary for him to recuse himself, but as there were sufficient parties available for quorum for the matter, he would opt to recuse himself at this time.

- **Adjournment**
 - At 3:50 p.m., Chair Jeanette Ho called for a motion to adjourn the meeting. Patrick Bigley moved to adjourn and Melanie Harrington seconded the motion, whereupon the meeting concluded.

Minutes prepared by Heather Schultz and reviewed by Leanne Davis.