

**Minutes of the Ethics Hearing Board
July 11, 2019**

**City of Pittsburgh Ethics Hearing Board (“Board”)
Conference Room 646, City-County Bldg., Pittsburgh, PA 15219**

Board Members Present:

Khalif Ali
Patrick Bigley
Sean Coleman
Lynn Davenport
Melanie Harrington
Jeanette Ho
Alex Matthews
Gregory Monaco
Orlando Portela Valentin

Board Members Absent:

None

Staff, Advisors and Others Present:

Leanne Davis, Executive Manager
Da’Mesha Carpenter, Intern
Brittany de Hoyos, Law Clerk

- **Call to Order**
 - This primary monthly meeting was called to order at 4:00 p.m. by Acting Chair Lynn Davenport.

- **Public Comment**
 - There was no public comment.

- **Approval of May Minutes** (Note: the arrival of board members Melanie Harrington and Orlando Portela Valentin was slightly delayed; they were not present during the discussion or vote on the minutes.)
 - May 9, 2019
 - Lynn Davenport called for discussion of the May 9, 2019 minutes. There were no noted corrections. The Chair then called for a motion to approve. Alex Matthews moved to approve the May 9, 2019 minutes. Sean Coleman seconded the motion. Greg Monaco abstained from the vote. The participating members of the Board then voted unanimously to approve the minutes, whereupon the motion carried.

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- May 23, 2019
 - Lynn Davenport called for discussion of the May 23, 2019 minutes, and noted corrections. The Chair then called for a motion to approve. Alex Matthews moved to approve the May 23, 2019 minutes, as amended. Jeanette Ho seconded the motion. Greg Monaco abstained from the vote. The participating members of the Board then voted unanimously to approve the minutes as amended, whereupon the motion carried.

- **Executive Session**
 - The Board entered into executive session to discuss implementation of internal administrative agency matters, including: Board Conference/Training and Board Procedures.

- **Executive Manager's Report**
 - Executive Manager briefly discussed the recent work and administrative matters of the Ethics office:
 - valuable gifts review per 197.07(f);
 - quarterly rotation of committee panels;
 - updating regulations and code;
 - budget meetings and 2020 proposals;
 - developments in partnership with I&P, related projects;
 - preparation and efforts toward improving 2020 SOFI; and
 - the creation of forms to assist with nepotism waivers and valuable gifts review.

- **Executive Roles and Elections**
 - Lynn Davenport called for a vote to approve the nominated panel of members to serve on the executive committee. Melanie Harrington moved to approve the panel. Jeanette Ho seconded the motion. No one abstained from the vote. The Board then voted unanimously to approve the panel as amended, whereupon the motion carried. Lynn Davenport graciously continued to chair the meeting, given the few remaining agenda items.

- **New Business**
 - Lynn Davenport called for any new business. There was none.

- **Adjournment**
 - At 5:27 p.m., with Lynn Davenport announcing there being no new business and moving to conclude the meeting, Greg Monaco called to adjourn the meeting. Alex Matthews seconded the motion, whereupon the meeting concluded.

Minutes prepared by Brittany de Hoyos and reviewed by Leanne Davis.