

**City of Atlanta Board of Ethics Meeting  
Minutes of January 24, 2008**

The monthly meeting of the City of Atlanta Board of Ethics was called to order by Chair John Lewis Jr. at 6:05 p.m. in City Council Committee Room 2, 55 Trinity Avenue, Atlanta, Georgia 30303. Attending the meeting were board members Cathy Daniels, MaryAnne Gaunt, Susan Housen, Jacquee Minor, Kenyatta Mitchell, and Lawrence Levin. Also present were staff members Ginny Looney and Nasceas Timms.

**MINUTES**

**1. Approval of Minutes**

The Board approved the minutes of the November 15, 2007 meeting, and the December 1, 2007 board retreat on motions by Kenyatta Mitchell, which Ms. Daniels seconded.

**FORMAL ADVISORY OPINIONS**

**2. Proposed Formal Advisory Opinion 2008-1 defining prohibited sources**

The Board discussed a draft opinion on how to define a "prohibited source." Ms. Housen recommended that the opinion contain a cautionary note about the need to avoid the appearance of impropriety; board members did not agree on how long a prohibited source should retain that status after the completion of a contract or adoption of legislation. The Board asked Ms. Looney to revise the opinion for consideration at its next meeting.

**3. Gifts of travel from prohibited sources to the City**

Following a proposal to permit gifts to the City of Atlanta from prohibited sources, the Board agreed that the City and its agencies should be allowed to accept gifts of travel under certain conditions and asked Ms. Looney to draft a formal advisory opinion.

**4. Disclosure of conflicts of interest**

Ms. Housen made a motion to accept the ethics officer's recommendation to require city officials and employees to file a conflicts disclosure form for each transaction or separate matter pending before them or their agency in which they have a financial or personal interest, rather than a one-time blanket disclosure. Ms. Minor seconded the motion, and the Board adopted it unanimously. The decision will be made part of a formal advisory opinion on when to disclose conflicts of interest.

**OTHER BUSINESS**

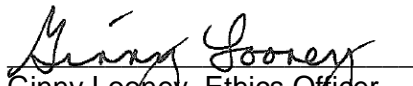
**5. Ethics Officer reports**

Ms. Looney presented a monthly report on financial disclosure filings, an annual report on advice given, and an annual report on complaints.

**6. Farewell to departing board members**

The Board adopted resolutions honoring departing board members Kenyatta Mitchell and Dr. Lawrence Levin for their board service since 2005.

Having no further business, the meeting was adjourned.

  
Ginny Looney, Ethics Officer  
Approved February 21, 2008