

**City of Atlanta Board of Ethics Meeting
Minutes of November 20, 2008**

The monthly meeting of the City of Atlanta Board of Ethics was called to order by John Lewis, Jr., at 6:19 p.m. in City Council Committee Room 2, 55 Trinity Avenue, Atlanta, GA 30303. Attending the meeting were board members Carol Snype Crawford; Charles B. Crawford, Jr.; Cathy Daniels; MaryAnne Gaunt; Caroline Tanner; and Charmaine Ward. Staff members Ginny Looney, Jabu Sengova and Nasceas Timms also attended.

MINUTES

1. The Board adopted the minutes of the October 16, 2008 meeting on a motion by Mr. Crawford and a second by Ms. Gaunt.

ELECTION OF OFFICERS

2. Ms. Daniels moved that the Board reelect John Lewis, Jr., as the chair and MaryAnne Gaunt as vice chair; Ms. Ward and Ms. Crawford seconded this motion, which the Board unanimously adopted.

FORMAL ADVISORY OPINIONS

3. Ms. Daniels moved, with a second by Ms. Gaunt, that the Board adopt proposed Formal Advisory Opinion 2008-7 on use of city letterhead. The Board adopted the motion unanimously. The opinion concludes: "City officials may not use official city letterhead or other city resources to raise funds on behalf of individuals, organizations, or non-profit groups that are not affiliated with the City."
4. The Board agreed that the issue of when endorsements are official city business should be addressed on a case-by-case basis through the informal advice process.
5. Ms. Gaunt made a motion to adopt Proposed Formal Advisory Opinion 2008-8 on representing clients in matters adverse to the City. Ms. Daniels and Ms. Crawford seconded the motion, and it was adopted unanimously. The opinion concludes that city "officials who serve as board members may not represent any person or private interest in any action or proceeding in conflict with the interests of the City or in litigation in which the City is involved." This ban does not apply to the board member's firm, provided the firm erects a firewall that insulates the official from any participation in the matter. Further, the Ethics Code does not prevent the board member from receiving his or her proportional share of any firm proceeds derived from the matter.

REQUEST FOR OUTSIDE EMPLOYMENT

6. Ms. Gaunt moved to approve Lisa Gordon's request for outside employment with the University of Georgia's Carl Vinson Institute of Government; she will provide instruction and training for up to five assignments a year. Ms. Ward seconded the motion, which the Board approved unanimously.

ETHICS OFFICER REPORT

7. The Board agreed to send a letter to the Mayor on the budget cutbacks and the independence of the board.

Having no further business, the meeting adjourned at 7:17 p.m.


Ginny Looney, Ethics Officer
Approved January 15, 2009