

**City of Atlanta Board of Ethics Meeting  
Minutes of February 17, 2011**

The monthly meeting of the City of Atlanta Board of Ethics was called to order by Chair Caroline Johnson Tanner at 6:08 p.m. in City Council Committee Room 2, 55 Trinity Avenue, Atlanta, GA 30303. Attending the meeting were board members Charles B. Crawford Jr.; Carol Snype Crawford; Cathy Daniels; MaryAnne Gaunt; Shukura Ingram; and Charmaine Ward. Staff members Ginny Looney and Jabu M. Sengova also attended.

**MINUTES**

1. The Board adopted the minutes of the January 21, 2011, meeting on a motion by Mr. Crawford and a second by Ms. Gaunt.

**SETTLEMENT AGREEMENT**

**2. CO-07-028. In the Matter of H. Lamar Willis**

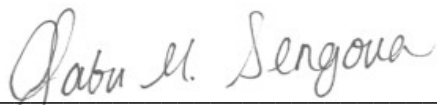
Ms. Looney presented and recommended approval of a settlement agreement with Councilmember H. Lamar Willis concerning his solicitation and acceptance of donations from prohibited sources on behalf of his unincorporated foundation, which was under his sole control and ownership, and his use of city property and staff for the private advantage of his foundation. Following a brief discussion, Ms. Gaunt moved to adopt the settlement agreement, with a second by Ms. Ward. The Board approved the settlement unanimously.

**FORMAL ADVISORY OPINIONS**

**3. Proposed Formal Advisory Opinion 2011-1 on Solicitations**

The Board discussed a draft opinion concerning the circumstances under which city employees may solicit donations from companies doing business with or seeking official action from their city office, department, or agency. The opinion concludes that city employees should not solicit donations for city programs from companies or individuals when they know or should know that the potential donor is regulated by, doing business with, or seeking business from the employee or the employee's agency or has a specific matter pending before the agency. The Board agreed that an exception should be made for Airport's Annual Customer Service Employee Recognition program based on safeguards the department has put in place.

Having no further business, the meeting adjourned at 7:12 p.m.



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Jabu M. Sengova, Associate Ethics Officer  
Approved March 17, 2011