City of Atlanta Board of Ethics Meeting
Minutes of January 19, 2012

The monthly meeting of the City of Atlanta Board of Ethics was called to order by Chair Caroline Johnson Tanner at 6:11 p.m. in City Council Committee Room 2, 55 Trinity Avenue, Atlanta, GA 30303. Attending the meeting were board members Brent Adams, MaryAnne Gaunt, Shukura Ingram, and Kate Wasch. Staff members Jabu M. Sengova and Sherry H. Dawson also attended. Board member Carol Snype Crawford was absent.

MINUTES

1. The Board adopted the minutes of the November 17, 2011 meeting and the December 3, 2011 board retreat on a motion by Mr. Adams and a second by Ms. Wasch.

FINANCIAL DISCLOSURE

2. **Report on 2012 Filing Season**
    Ms. Sengova reported that the 2012 City Financial Disclosure Statement became available online as scheduled on January 13, 2012.   The filing deadline is February 15, 2012 and the grace period ends on March 1, 2012.

BOARD OPERATIONS

3. **Interview and Appointment of New Ethics Officer**
    Ms. Tanner reported that after receiving and reviewing more than 25 diverse and extremely well qualified applicants, the Ethics Officer Search Committee reduced the number of applicants to six most worthy of consideration. Two finalists were advanced to the Ethics Board for review, and subsequently interviewed. Stacey Kalberman was determined to be the preeminent candidate for the Ethics Officer position, and invited to the board meeting for questions. Ms. Kalberman was present at the meeting, and described her qualifications and past experience as former Executive Director for the Georgia Government Transparency & Campaign Finance Commission and a regulatory attorney in the insurance industry. The Board asked Ms. Kalberman what her priorities would be as Ethics Officer and how she would improve the existing ethics program. Ms. Kalberman stated that her primary focus was increased education for city officials and employees, which would improve the Ethics Code. She indicated that it was her intention to accept the appointment as the new Ethics Officer. Mr. Adams moved to appoint Stacey Kalberman as the new Ethics Officer for the City of Atlanta and submit her name to City Council for confirmation and approval by the Mayor. On behalf of the Search Committee, Ms. Gaunt stated that the search process was as complete, thorough, and informed as possible; and the Committee was comprised of four former board members and highly ethical citizens. Ms. Ingram seconded the motion to appoint Ms. Kalberman, and the Board approved it unanimously.

4. **Budget Report**
    Ms. Sengova reported that the Ethics Office was spending as budgeted during the first half of the fiscal year, which ends on June 30, 2012.

5. **Meeting Schedule for 2012**
    Ms. Ingram made a motion to approve the meeting schedule and committee assignments for 2012, with a second by Ms. Wasch, and the motion passed unanimously.
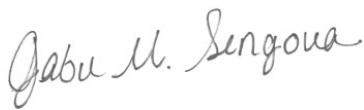
INTERIM ETHICS OFFICER REPORT

6. **Update on Projects handled by former Ethics Officer**
   Ms. Sengova presented a status on the three projects that Ginny Looney, former ethics officer, was handling. She reported that the new ethics posters and new literature for city officials, employees, and vendors were completed. The scripts for the e-learning course have been developed, but production was on hold until the new ethics officer was on board.

7. **Annual Reports**
   Ms. Sengova reported that the Board of Ethics issued one formal advisory opinion and the Ethics Office wrote one informal advisory letter and 92 advisory emails in 2011. In addition, the staff gave verbal advice to 44 persons. Ms. Sengova presented a report on complaints and investigations from January 1, 2011 through December 31, 2011, showing that six new cases were opened, six cases were closed, and three cases remained open at the end of the year. Finally, Ms. Sengova reported on action taken in 2011 on the Ethics Office's 2010-2011 Work Plan.

Having no further business, the meeting adjourned at 7:13 p.m.

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Jabu M. Sengova, Interim Ethics Officer
Approved February 16, 2012