

**City of Atlanta Board of Ethics Meeting
Minutes of March 19, 2015**

The monthly meeting of the City of Atlanta Board of Ethics was called to order by Board Chair Shukura Ingram Millender at 6:06 p.m. in the City Council Chambers, 55 Trinity Avenue, Atlanta, Georgia 30303. Attending the meeting were board members Brent Adams, Carol Snype Crawford, Jessica Stern, and Kate Wasch. Board members Patricia Upshaw-Monteith and Kai Williamson were absent. Staff members Nina R. Hickson, Sherry H. Dawson, Carlos R. Santiago and Jabu M. Sengova also attended.

MINUTES

1. Ms. Wasch moved to approve the minutes the February 19, 2015 board meeting which was seconded by Ms. Crawford. The Board unanimously adopted the minutes.

BOARD OPERATIONS

2. **Request pursuant to Section 2-802(d) – Jennifer Ogunsola, Communications Director, Atlanta Workforce Development Agency**

Ms. Ogunsola appeared before the Board to seek permission to teach an online master's level course. Ms. Crawford moved to approve Ms. Ogunsola's request for outside employment to teach the online course which was seconded by Ms. Stern. The Board unanimously approved the request.

ENFORCEMENT ACTIONS

3. **CO-14-015. In the Matter of Pamela Lockett**

Ms. Sengova reported to the Board on the subpoena issued for Ms. Lockett to appear regarding her noncompliance with the settlement agreement previously reached in her case. Ms. Lockett is currently unemployed and the Ethics Office came to an agreement with Ms. Lockett that she would pay \$20 per month for the next six months and then the parties would revisit the terms of the modified agreement.

4. **CO-14-013. In the Matter of Cynthia Burch**

Carlos Santiago presented evidence that former city employee, Cynthia Burch, violated Sections 2-817, 2-818, and 2-811 of the City of Atlanta Code of Ethics. Because Ms. Burch had not responded to the proceedings nor appeared for the hearing, Mr. Santiago requested that the Board accept the proposed findings of fact as outlined. He then proceeded to present evidence that the Ethics Office had met all notice requirements pursuant to Board Rule 6 which included mailing notices to Ms. Burch by regular and certified mail. Mr. Santiago submitted evidence to the Board that Ms. Burch acknowledged receipt of one of the notices sent by certified mail. The Board issued a subpoena which the Ethics Office was unable to have served on Ms. Burch because she no longer resided at the her last known address. However, Mr. Santiago asserted that the Ethics Office had utilized all efforts to notify Ms. Burch of the pending ethics case. Ms. Wasch made a motion for the Ethics Board to accept the proposed findings of facts and the evidence presented. The motion was seconded by Ms. Crawford and unanimously approved.

The Board next considered the sanctions to be imposed against Ms. Burch. Mr. Santiago outlined five counts of the allegations against Ms. Burch and her violations of

Sections 2-817, 2-818 and 2-811 of the Code of Ethics. Mr. Santiago asserted that Ms. Burch accepted \$100 gratuity from a contractor, a prohibited source, in violation of Section 2-817, after a city inspection; she also accepted free meals from Manuel's Tavern, a prohibited source, in violation of Section 2-817. Further, Ms. Burch violated Section 2-818 when she solicited meals and food services for her private advantage while using her apparent authority as a food establishment inspector. Mr. Santiago stated that Ms. Burch used her assigned city vehicle for her private advantage in violation of Section 2-811 while traveling to food establishments and other private establishments during her assigned city work hours. Finally, Ms. Burch used city time for her private advantage in violation of Section 2-811 while using her assigned city hours to obtain meals and other food services at Manuel's Tavern and while traveling to other private establishments.

Mr. Santiago recommended that the Board impose a \$1000 fine for each count for a total fine of \$5000, that the Board issue a public reprimand which should be forwarded to the Department of Human Resources for inclusion in Ms. Burch's personnel file, and that the case be forwarded to the City's Solicitor's office for prosecution if the Respondent failed to comply with the final order. Following a brief discussion, Ms. Crawford moved that the proposed sanctions be approved which was seconded by Mr. Adams. The motion carried unanimously.

FINANCIAL DISCLOSURE

5. Report to Board on 2015 Filing Season

Ms. Dawson reported that the 2015 City Financial Disclosure Statement became available online as scheduled on March 2, 2015. The filing deadline is April 1, 2015 and the grace period ends on April 16, 2015.

ETHICS OFFICER'S REPORT

6. Work Plan

Ms. Hickson reported on activities that support the Ethics Office Work Plan in the following areas: operations, training, activities, advice, investigation and enforcement actions, and financial disclosure.

7. FY15 Budget Report

Ms. Hickson presented a budget report indicating spending being in line with projected expenditures.

Having no further business, the meeting adjourned at 6:44 p.m.



Jabu M. Sengova, Associate Ethics Officer
Approved May 21, 2015.