

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

The monthly meeting of the City of Atlanta Board of Ethics was called to order by Board Chair Kate Wasch at 6:03 p.m. in the City Council Chambers, 55 Trinity Avenue, Atlanta, Georgia 30303. Attending the meeting were board members Brent Adams, Carol Snype Crawford, and Jessica Stern. Staff members Nina R. Hickson, Sherry H. Dawson, Carlos R. Santiago and Jabu M. Sengova also attended. Board members De'Lonn Brown, Riah Greathouse and Kai Williamson were absent.

MINUTES

1. Mr. Adams moved to approve the minutes of the October 15, 2015 board meeting. The motion was seconded by Ms. Crawford and unanimously approved by the Board.

ENFORCEMENT ACTIONS

2. **CO-14-016: In the Matter of Mernena Henderson.**
Mr. Santiago presented and recommended approval of a settlement agreement with former city employee, Mernena Henderson, which included a fine of \$200. Ms. Henderson acknowledges that she violated the City's ethical standards by referring individuals, distributing and collecting payment for fraudulent documents on behalf of a private business and for the private advantage of city employees, her family members and others; and by knowingly copying fraudulent documents using a city copier for the private advantage of temporary city employees who gained permanent employment with the City. Ms. Henderson agreed to pay the City of Atlanta a civil penalty of \$200 payable in ten monthly installments of \$20 from personal funds beginning on January 15, 2016.

Following a lengthy discussion, Ms. Stern recommended that Ms. Henderson also perform 50 hours of community service which must be completed by October 2016. Ms. Stern made a motion that Ms. Henderson be required to pay a civil penalty of \$200 in ten monthly installments of \$20 beginning on January 15, 2016 and perform 50 hours of community service; to be completed by October 15, 2016. Mr. Adams seconded the motion. Three board members voted in favor of the motion and one board member opposed. Thereafter, the settlement agreement was approved.

3. **CO-14-010: In the Matter of Clela Winslow.**
Ms. Hickson reported that she is currently in negotiations with Councilmember Winslow's attorney and expected a recommendation for the Board to review at the January meeting.

BOARD OPERATIONS

4. **Formal Advisory Opinion 2015-2, Post City Private and Public Employment**
Ms. Hickson presented a draft of the proposed Formal Advisory Opinion. The opinion reflects a recent discussion in which the Board determined that the prior Advisory Opinion on this issue was written too broadly which led to difficulties in interpretation and enforcement. The Board directed that a new Advisory Opinion

be written to clarify post employment issues and specify that they be evaluated on a case-by-case basis. Ms. Stern moved to adopt Formal Advisory Opinion 2015-2 as drafted. The motion was seconded by Ms. Crawford and unanimously adopted by the Board.

5. **Request from City Attorney Cathy Hampton.**

Ms. Hickson presented a request by City Attorney Cathy Hampton to serve on the Board of Directors of Ameritech Facility Services, LLC (Ameritech). Ms. Hampton's written request was submitted to the Board of Ethics in which she stated that the engagement will not interfere with her responsibilities as City Attorney, Ameritech does not conduct business with the City, and Ms. Hampton's association with Ameritech will not create a conflict of interest. Ms. Crawford moved to approve Ms. Hampton's request. This motion was seconded by Ms. Stern and unanimously approved by the Board.

FINANCIAL DISCLOSURE

6. **Status on subpoenas to appear issued for current board members**

Ms. Sengova reported on subpoenas to appear issued for current board members. She reported that the only board member that had responded is Malikah Berry. Ms. Sengova advised that Ms. Berry indicated that she would pay the fine and apologized for not responding sooner. No other board members have responded.

ETHICS OFFICER'S REPORT

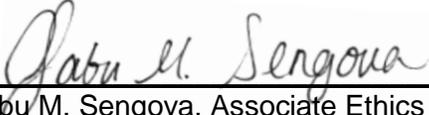
7. **Status report on activities performed under the Work Plan**

Ms. Hickson reported on activities that support the Ethics Office Work Plan in the following areas: operations, training, advice, public education and outreach, investigation and enforcement actions, and financial disclosure. She reported that the ethics e-learning course has been taken by 632 City employees to date.

8. **FY2016 Budget Report**

Ms. Hickson reported that the Ethics Office was spending as budgeted for fiscal year 2016.

Having no further business, the meeting adjourned at 6:45 p.m.



Jabu M. Sengova, Associate Ethics Officer
Approved January 21, 2016.