

**City of Atlanta Board of Ethics Meeting
Minutes of February 18, 2016**

The monthly meeting of the City of Atlanta Board of Ethics was called to order by Board Chair Kate Wasch at 6:11 p.m. in Committee Room 1, 55 Trinity Avenue, Atlanta, Georgia 30303. Attending the meeting were board members Carol Snype Crawford, Jessica Stern and Kai Williamson. Staff members Nina R. Hickson, Sherry H. Dawson, Carlos R. Santiago and Jabu M. Sengova also attended. Board members Brent Adams, De'Lonn Brown and Riah Greathouse were absent.

MINUTES

1. Ms. Crawford moved to approve the minutes of the January 21, 2016 board meeting with a proposed amendment to reflect a request to explore options to share the e-learning program with persons who are not city employees but who are required to file financial disclosure statements. The motion was seconded by Ms. Williamson and unanimously approved by the Board.

PRESENTATIONS

2. **Resolution for the Honorable Shukura Ingram Millender, former Chair, Board of Ethics**
Ms. Hickson, Ms. Wasch and Ethics Board members presented Judge Millender with a resolution honoring her for her years of service on the Ethics Board.

BOARD OPERATIONS

3. **Request for outside employment pursuant to Section 2-820(d)**
This matter is deferred until the March Board meeting.

ENFORCEMENT ACTIONS

4. **CO-14-010: In the Matter of Clela Winslow**
Ms. Hickson presented the settlement agreement in this matter for approval by the Board. She indicated there were several aspects to this case that she found especially troubling and the investigation had been lengthy due to potential violations of the Atlanta Code of Ordinances in addition to violations of the Ethics Code. Ms. Winslow was allegedly misusing city funds for campaign purposes and for personal expenses; therefore, the distinction between the two had been difficult to ascertain. Ms. Hickson discussed Ms. Winslow's violation of the use of casual labor which is strictly prohibited under city law. Ms. Winslow sought reimbursement on behalf of a staff member for gas purchases made while taking her on personal and campaign-related errands which demonstrated poor record keeping by her office. Further, the Ethics Office was unable to access several months of emails because emails had been deleted prior to them being archived which made it difficult to quantify which city funds were improperly used for campaign expenses. Ms. Hickson further stated that this is a re-occurring issue with this particular council member who has appeared before the Board of Ethics on three separate occasions since 2006.

The proposed agreement included a civil penalty of \$2,500, an acknowledgment

by Ms. Winslow of having violated the City of Atlanta's ethical standards, and an agreement for Ms. Winslow to provide the Ethics Office with quarterly reports outlining her use of city funds for the next twelve month period. Should Ms. Winslow fail to make these reports in a timely manner, she will have another ethics code violation and a fine of \$1,000 per month for each month she has not filed the report. After some discussion, Ms. Stern made a motion to adopt the agreement with an amendment to issue a public reprimand which should be sent to all Members of Atlanta City Council and to increase the amount of the civil penalty to \$3000. The motion was seconded by Ms. Crawford and unanimously approved by the Board.

FINANCIAL DISCLOSURE

5. 15-FD-033: In the Matter of Alfreda Stukes

This matter came before the Board on September 17, 2015 wherein a final order was entered finding that Ms. Stukes violated section 2-814 of the Code of Ethics by failing to file the 2015 City Financial Disclosure Statement. Ms. Sengova presented a Consent Order for approval in which both parties agreed to resolve the matter. Ms. Stern moved to approve the Consent Order as presented. This motion was seconded by Ms. Williamson and unanimously approved by the Board.

6. Report on 2016 Filing Season

Ms. Dawson reported that the 2016 filing season begins on March 1, 2016. She reported that the number of required filers for 2016 has increased 21% from the number of required filers in 2015.

ETHICS OFFICER'S REPORT

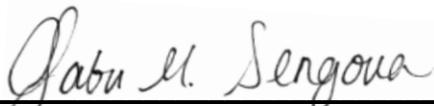
7. Status Report on Activities Performed Under the Work Plan

Ms. Hickson reported on activities that support the Ethics Office Work Plan in the following areas: operations, training, activities, advice, investigation and enforcement actions, and financial disclosure. Ms. Hickson reported that Ethics Office has provided notice to the City's Chief Information Officer about the need for a new e-file system. Further, Ms. Hickson has met individually with City Council President Mitchell and Council Member Archibong regarding potential legislation proposed by the Board of Ethics.

8. FY16 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 7:10 p.m.



Jabu M. Sengova, Associate Ethics Officer
Approved March 17, 2016