

**City of Atlanta Board of Ethics Meeting  
Minutes of January 21, 2016**

The monthly meeting of the City of Atlanta Board of Ethics was called to order by Board Chair Kate Wasch at 6:08 p.m. in the City Council Chambers, 55 Trinity Avenue, Atlanta, Georgia 30303. Attending the meeting were board members Brent Adams, De'Lonn Brown, Carol Snype Crawford, and Riah Greathouse. Staff members Sherry H. Dawson, Carlos R. Santiago and Jabu M. Sengova also attended. Board members Jessica Stern and Kai Williamson, and Ethics Officer, Nina R. Hickson, were absent.

**MINUTES**

1. Ms. Crawford moved to approve the minutes of the November 19, 2015 board meeting. The motion was seconded by Ms. Brown and unanimously approved by the Board. Mr. Adams moved to approve the minutes of the December 5, 2015 board retreat. The motion was seconded by Ms. Crawford and unanimously approved by the Board.

**FINANCIAL DISCLOSURE**

2. **In the Matter of Brian Kincaid: Request to Vacate Final Order (15-FD-017)**  
Mr. Santiago presented a Request to Vacate the Final Order in this case and stated that, after the Final Order was issued, new facts were provided to the Ethics Office indicating that Mr. Kincaid had not served on the Atlanta Workforce Development Board since 2012. Accordingly, the Board of Ethics voted unanimously to vacate the Final Order and Reprimand and close the matter.

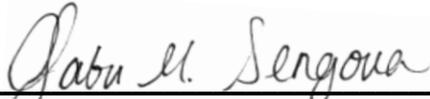
**ETHICS OFFICER'S REPORT**

3. **FY2016 Budget Report**  
Ms. Dawson reported that the Ethics Office was spending as budgeted for fiscal year 2016 and it does not foresee any unexpected expenditures for the remainder of this fiscal year. The Ethics Office is also currently working on the five-year budget projections.
4. **Status Report on Activities performed under Work Plan**  
Ms. Sengova reported that Ms. Hickson recently met with City Council President, Ceasar Mitchell, to discuss proposed amendments to the city ethics code which were previously outlined at the December 2015 Board of Ethics retreat. Ms. Sengova then reported on recent public education and outreach activities, which included news that over 3,400 city employees had completed the newly launched Ethics E-Learning Course. Further, feedback on the course has been overwhelmingly positive and the final departmental rollout to the Police and Fire Departments is underway. Ms. Crawford made a request for the Ethics Office to explore options to share the e-learning program with persons who are not city employees but who are required to financial disclosure statements. Regarding financial disclosure, Ms. Sengova reported that the Ethics Office has entered a critical time for the 2016 city financial disclosure process and the Office is currently working closely with the site developer to ensure that this year's rollout goes smoothly.

5. **Annual Reports**

Ms. Sengova next provided annual reports on ethics training, complaints and investigations, and ethics advice. She reported that ethics training was provided to 3501 full-time employees, which included classroom training to 908 employees and online training to 2507 employees with an increase of over 500% from the previous year. In regards to complaints and investigations, Ms. Sengova reported that 8 new cases were opened, 10 cases were closed, and four cases remained open by the end of the year. The total fines assessed for 2015 was \$20,760.81 and the amount collected was \$11,092. The Ethics Office responded to 104 requests for advice and Ms. Sengova stated that the report on ethics advice showed a significant shift towards the providing of written advice over verbal advice to city officials and employees. The report further showed an increase in advice related to gifts and gratuities and the use of city property.

Having no further business, the meeting adjourned at 6:31 p.m.



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Jabu M. Sengova, Associate Ethics Officer  
Approved February 18, 2016