Regular Meeting:

Roll Call:

X  Chair Mr. Gilbert Castro
E  Member Dr. J. Anthony Snorgrass, PhD.
X  Member Mr. John Zawacki
X  Member Ms. Janey Humphries
X  Member Mr. Robert Frey
X  Ruth Benien, Administrator

X (Present)
E (Excused)
U (Unexcused)

Call to Order:

Chairperson Castro called the meeting to order at 4:00 p.m. Commissioners Castro, Zawacki, Humphries and Frey were present. Commissioner Snorgrass was absent. Administrator Benien was present.

Public Comment:  No members of the public appeared.

Old Business:

a). Approval of Minutes:

Proposed Minutes of the November 4, 2010 meeting were reviewed. A motion to approve the minutes as corrected was made by Commissioner Zawacki and seconded by Commissioner Frey. The motion passed unanimously.
b). Monthly Administrator’s Report:

Administrator Benien provided a written copy of the December 1, 2010 monthly report to the Commission which outlined the training provided in November, 2010 and the nature of the ethics opinions rendered and complaints received.

Police Department Continuing Ethics training sessions were held November 2, 2010 at 11:00 a.m., November 8, 2010 at 11:00 a.m. and November 18, 2010 at 11:00 a.m. Police Department Continuing Ethics training sessions are scheduled for December 3, 2010 at 10:00 a.m.; December 7, 2010 at 11:00 a.m.; and December 17, 2010 at 10:00 a.m. The Basic Ethics training session scheduled for 1:00 p.m. to 3:00 p.m. on November 9, 2010 was canceled due to lack of sign-up. A Continuing Ethics training session was held from 3:30 p.m. to 4:30 p.m. at the Health Department on November 9, 2010. A Continuing Ethics training session is scheduled for 3:00 p.m. to 4:00 p.m. at the NRC on December 8, 2010. Additional police ethics training and fire department training will be scheduled prior to the end of the year or shortly after the first of the year once the bid processes are complete.

One new e-mail complaint was received. Thirty two complaints are pending awaiting investigation, under investigation or determination. One complaint was closed with no violation. One new e-mail request for advisory opinion was received. Two new verbal requests for advisory opinions were received. Two written e-mail advisory opinions were provided. One verbal advisory opinion was provided. Nine requests for an advisory opinion are pending. No new requests for information were received. One request for information is pending.

The Administrator’s report was accepted as amended or corrected.

c). Discussion of Status of Proposed Revisions and Amendments to Ethics Code:

Administrator Benien advised that the proposed amendments to Sec. 2-259 and Sec. 2-267 of the UG Ethics Code were submitted to the UG Legal Department but have not been submitted as of December 2, 2010 for the Standing Committee on Administrative Affairs.

New Business:

Commission members present were asked to review and make corrections to the Ethics Commission Contact List and Information Sheet originally circulated at the November 4, 2010 meeting. Additional changes were made and will be corrected and a new contact list circulated.
The upcoming UG election cycle was discussed. Administrator Benien advised that a memorandum of prohibited and permitted political activity will be posted and distributed. Copies of the Ethics Code and the political memorandum will be provided to the UG Clerk and the UG Elections Commission offices.

A question was raised with respect to requests for information and whether the requester is obligated to pay for the costs of the same. Administrator Benien will check for any statutory requirements.

Corrections needed to the UG Ethics Website with respect to retention of Chairperson Smiley as Chairperson were reported. The Administrator will forward a request for changes to Edwin Birch at the UG.

**Executive Session:**

No Executive Session was held.

Adjournment:

Motion for adjournment by Commissioner Zawacki.

Seconded by Commissioner Humphries.

Motion passed unanimously.

Meeting Adjourned at 5:05 p.m.

Next Meeting is January 6, 2011 at 4:00 p.m.

Respectfully Submitted,

\[s/Ruth M. Benien\]

Ruth M. Benien
Ethics Administrator