Regular Meeting:

Roll Call:

X Chair Ms. Rhonda Smiley
E Member Ms. Mary Ann Slattery
X Member Mr. J. Anthony Snorgrass
X Member Mr. John Zawacki
E Member Mr. Gilbert Castro
X Ruth Benien, Administrator

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

Call to Order:

Chairperson Rhonda Smiley called the meeting to order at 4:02 p.m. Commissioners Snorgrass and Zawacki were present.

Old Business:
Minutes of the May 1, 2008 meeting were reviewed. A Motion to Approve the Minutes was made by Commissioner Zawacki with a second by Commissioner Snorgrass. The motion passed unanimously. The Minutes are now being posted on the UG Ethics Website. Minutes from 2007 that have been located are also posted.

Administrator Benien reviewed the monthly report with the Commission which outlined the training provided in May, 2008 and the nature of the ethics opinions rendered and complaints received. A question was raised as to the role of the Ethics Commission and Administrator when complaints about the residency requirement are received or inquiry is made and the person making the contact does not want to file a formal complaint. The Administrator was advised to notify Human Resources. The nature of the complaints and inquiries being received was discussed. The Administrator is to check to determine if
there is the equivalent of an ombudsman position within the UG and/or to track what departments or agencies are referring individuals to the Ethics Administrator’s office versus elsewhere in the UG.

A one-on-one Continuing Basic Ethics training session for an employee needing reasonable accommodation for medical reasons was completed on May 15, 2008. A Basic Ethics training and a Continuing Ethics Training were provided on May 15, 2008 at the Human Resources conference room. A Basic Ethics training session for the library board is scheduled for September 23, 2008. The Ethics Pledge form is now being distributed and signed by employees after completion of training. The Administrator and Human Resources revised the Ethics Pledge Form to include a line for each individual to print his or her name. Seven new verbal complaints were received. One written complaint was received. One verbal opinion was provided. Administrator Benien advised she had sent an e-mail to former Administrator Frederickson regarding a potentially outstanding complaint from November, 2007, but still had received no response. It was decided she would recontact the person making the report to determine its status and if it had been satisfactorily resolved. Seven complaints, new or outstanding were resolved. There are two complaints open for thirty day follow-up to see if the individual wishes to proceed. One complaint is resolved but needs a written response.

The status of the updates and revisions to the Ethics Code were reviewed. Administrator Benien is still completing her review and recommendation of the proposed changes. She will try to have the review completed by next month.

Administrator Benien advised she is still awaiting receipt of prior memorandums prepared by the administration with respect to distribution of a memorandum with respect to political and casino activities. She advised she would like to send the same out with the pay check prior to the August primary election.

Commissioner Snorgrass made request that Administrator Benien make inquiry into the ability to create ethics e-mail accounts for each of the Commissioners. This was raised before but no further action taken to investigate the same. He also requested that the website be updated to include information about the new Administrator and Commissioner. Commissioners present were asked to provide photographs if they had not done so.

Administrator Benien advised that the Budget proposals had been submitted but that the budget process was still ongoing so no report had been received back on whether the 2008 and 2009 were approved as submitted.

**New Business:**

Administrator Benien advised that Tom Standish is retiring as the Legislative Auditor in June, 2008 and that his successor has not yet been selected. She also advised that Chief Administrative Judge Philip Sieve retired in May, 2008.
It was discussed and agreed that Administrator Benien will send a Proposed Agenda to each member of the Commission prior to the meeting. Anyone having additions to the Agenda should get them to Administrator Benien within three days. If no additions or corrections are received Administrator Benien will authorize the Agenda to be posted.

The set up and process for monitoring the UG hotline, both the phone and e-mail cite was discussed and Administrator Benien was asked to place the matter on the Agenda for the July, 2008 meeting so all Commissioners could be part of the discussion.

It was moved by Commissioner Snorgrass and seconded by Commissioner Zawacki that the July, 2008 meeting be moved to July 10, 2008 due to the July 4th holiday. Motion passed unanimously.

**Executive Session:** No Executive Session was held.

Adjournment:

Motion for adjournment by Commissioner Zawacki.

Seconded by Commissioner Snorgrass.

Meeting Adjourned at 5:25 p.m.

Next Meeting is July 10, 2008 at 4:00 p.m.

Respectfully Submitted,

s/Ruth M. Benien

Ruth M. Benien
Ethics Administrator