

**MINUTES OF THE
BOARD OF ETHICS**

Thursday, May 17, 2012

At a meeting of the Board of Ethics, held Thursday, May 17, 2012, at 4:30 p.m., in the Board of Commissioners Conference Room, on the 9th Floor of the Administration Building, Mount Clemens, the following members were present:

Dr. Donald J. Amboyer, Anthony J. Bellanca, Rev. John L. Mack
Gregory G. Bauer & Karen Smith

Assistant Corporation Counsel, Jill Smith was also present.

CALL TO ORDER

Chair Amboyer called the meeting to order at 4:36 p.m. All members present.

ADOPTION OF AGENDA

MOTION

A motion was made by Chair Amboyer, supported by Rev. Mack, to adopt the agenda, as presented.

Vote: 5 – 0. **The Motion Carried.**

MANAGEMENT INFORMATION SERVICES PRESENTATION

Annette Thompson, Marco Cuenca and Vince Randazzo gave a presentation and provided information regarding setting up email, website development and showing examples of an About Page, Picture and News Release Page, Agenda & Minutes Page, Annual Report Page, Article II & Bylaws Page, Board Members Picture Page with biographies, Subcommittee & Contact Us Page. Reviewed other County Ethics websites.

Marco Cuenca distributed a handout and discussed phone access.

APPROVAL OF MINUTES OF 4/19/12

MOTION

A motion was made by Chair Amboyer, supported by Karen Smith, to approve the Minutes of the April 19, 2012 Meeting. Chair Amboyer noted previous minutes from February, March & April should be signed by Board Secretary Anthony Bellanca and filed in Clerks Office for County record.

Vote: 5 – 0. **The Motion Carried.**

ADOPTION OF BYLAWS

MOTION

A motion was made by Karen Smith, supported by Rev. Mack to accept the Bylaws of the Macomb County Board of Ethics.

Vote: 5 – 0. **The Motion Carried.**

FINANCIAL SUB-COMMITTEE REPORT

Karen Smith and Chair Amboyer discussed meeting with Pete Provenzano and Steve Smigiel to develop budget and office location on 10th Floor, County Building.

Compared Clerk's Office clerical assistance to Finance clerical assistance. Discussed format pros & cons regarding the recording of meetings by either podcast or transcription.

LEGAL SUB-COMMITTEE REPORT

Anthony Bellanca discussed Rules & Procedures draft with Jill Smith. (See Agenda Item #6).

EDUCATION SUB-COMMITTEE REPORT

Gregory Bauer distributed a handout called the "Ethics Standard Code" for the Board to review. Chair Amboyer discussed new employee education. Board watched an 11 minute video on Government Employee Training & Government Ethics.

MOTION

A motion was made by Anthony Bellanca, supported by Rev. Mack to purchase DVD with copyright authority – Government Employee Training – Government Ethics by CMS Learning.

Vote: 5 – 0. **The Motion Carried.**

OPERATIONS SUB-COMMITTEE REPORT

Chair Amboyer and Karen Smith discussed business cards, letterhead and office location in County Building, 10th Floor.

RULES OF PROCEDURE ACTION PLAN

Jill Smith provided draft for Anthony Bellanca to review.

OTHER BUSINESS

None.

PUBLIC PARTICIPATION

Erin Stahl, 20113 Avalon, St. Clair Shores, MI 48080

ADJOURNMENT

MOTION

A motion was made by Chair Amboyer, supported by Gregory Bauer, to adjourn the meeting at 6:11 p.m.

Vote: 5 – 0. **The Motion Carried.**

Anthony Bellanca
Secretary