

**MINUTES OF THE
MACOMB COUNTY ETHICS BOARD**

Wednesday, May 22, 2013

A meeting of the Macomb County Ethics Board was held Wednesday, May 22, 2013, at 3:00 p.m., in the Media Room, on the 8th Floor of the Administration Building, Mount Clemens, Michigan.

CALL TO ORDER

Chair Amboyer called the meeting to order at 3:04 p.m.

ROLL CALL

The following members were present:

Dr. Donald J. Amboyer, Karen Smith, Jim Caygill and Jermaine Jackson

Jill Smith, Corporation Counsel and Michelle LaBelle, Finance - Risk & Insurance Division were also present.

ADOPTION OF AGENDA

MOTION

A motion was made by Karen Smith, supported by Jim Caygill, to adopt the Agenda, as presented.

Vote: 4 – 0. **The Motion Carried.**

APPROVAL OF MINUTES OF 2/14/13

MOTION

A motion was made by Karen Smith, supported by Jim Caygill to approve the Minutes of February 14, 2013 as presented.

Vote: 4 – 0. **The Motion Carried.**

EMERGENCY CONTINGENCY PLAN

Chair Amboyer discussed the need to relocate the Ethics Board Office due to the fire on April 17, 2013 in the County Building. Vicky Wolber, Emergency Management provided a few different locations to review. Talmer Bank will be toured as a possible office location.

2013 ELECTION OF OFFICERS

An Election of Officers for 2013 was held with the following results: Don Amboyer and Karen Smith remain Chair and Vice-Chair and Jim Caygill was nominated as Secretary.

MOTION

A Motion was made by Jermaine Jackson, supported by Karen Smith to elect Jim Caygill as Secretary.

Vote: 4-0. **The Motion Carried.**

2013 MEETING SCHEDULE

Meetings will be held on the second Thursday of each Month at 8:30 am.

CORRESPONDENCE

The Ethics Office has received (1) legitimate complaint to date which was resolved. Numerous inquiries are received that have nothing to do with the Ethics Board. The budget was discussed along with the need to re-order all office supplies including stationary, business cards and envelopes due to the fire.

ANNUAL REPORT

The first Annual Report, as required by the Charter, was submitted to the Executive Office on May 8, 2013. A copy was distributed to Members.

SIX COMPONENTS OF ETHICS TRAINING

A handout entitled Six Components of Ethics Training was distributed for review.

ETHICS BOARD TRAINING UPDATE

Karen Smith went over training and education materials. The Board has reached out to various colleges and their Curriculum Departments for ideas on web-based learning. A Power Point training handout and a test was distributed for review in education training. Time restrictions for various employees and availability were discussed along with looking into other education options.

ETHICS BOARD WEBSITE

A current photo will be taken to post to the website. Lynne LaPierre, Finance, is currently working to update Vendor Disclosure Forms and the Board is very appreciative of her assistance. This years meeting dates will be posted online before the next meeting.

OTHER BUSINESS

None

PUBLIC PARTICIPATION

Mr. Brian Bourbeau

NEXT MEETING

The next meeting will be on June 13, 2013 at 8:30 a.m.

ADJOURNMENT

MOTION

A motion was made by Jim Caygill, supported by Jermaine Jackson, to adjourn the meeting at 4:35 p.m.

Vote: 4 – 0. **The Motion Carried.**

Respectfully submitted:

Jim Caygill,
Secretary

Approved:

Donald J. Amboyer, Ph.D.
Chair