

**MINUTES OF THE
MACOMB COUNTY ETHICS BOARD**

Thursday, July 19, 2012

A meeting of the Macomb County Ethics Board was held Thursday, July 19, 2012, at 4:30 p.m., in the Board's Conference Room, on the 10th Floor of the County Building, Mount Clemens, Michigan.

CALL TO ORDER

Chair Amboyer called the meeting to order at 4:31 p.m.

ROLL CALL

The following members were present:

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

Assistant Corporation Counsel, Jill Smith was also present.

ADOPTION OF AGENDA

MOTION

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

Vote: 5 – 0. **The Motion Carried.**

APPROVAL OF MINUTES OF 6/21/12

MOTION

A motion was made by Anthony Bellanca, supported by Rev. Mack to update the June 21, 2012 minutes to read, "Gregory G. Bauer as Absent & Excused" and to approve with change.

Vote: 5 – 0. **The Motion Carried.**

Operational Updates

Chair Amboyer discussed maintaining Board Agenda and Meeting Minutes in Ethics Board Office and the need for a filing system and office supplies. Original Bylaws needed to update name change and location change. Building security information shared with members. Ethics Board information is to be included in Macomb County

Directory online. Financial reports to be printed prior to the next Ethics Board meeting for review. Open Meetings Act information was distributed.

ADOPT RULES OF PROCEDURE

MOTION

A motion was made by Anthony Bellanca supported by Karen Smith to submit the adopted Rules of Procedures to the next Board and Operations Committee for approval. Vote: 5 -0. **The Motion Carried.**

WEBSITE IMPLEMENTATION

Chair Amboyer discussed the various quick links on the draft website. The complaint form and the advisory form were also reviewed. Gregory Bauer and Rev. Mack are to provide information for biography page.

MOTION

A motion was made by Rev. Mack supported by Anthony Bellanca to provide a link on website for Rules of Procedure with a note that reads, "Pending Approval from Board of Commissioners".

Vote: 5-0. **The Motion Carried.**

VOICEMAIL AND E-MAIL INQUIRIES

Chair Amboyer provided instructions for voicemail inquiries. Voicemail and e-mail retrieval will be rotated on a monthly basis between members. Chair Amboyer to get e-mail instructions from IT Department and send to all Board Members.

EDUCATION PLAN OF ACTION

Chair Amboyer discussed education options for all employees. Options discussed were new employee orientation, I-Tunes, video & brochures. Karen Smith will draft a Marketing Plan.

CASE REVIEW

None.

OTHER BUSINESS

Chair Amboyer discussed future audit on personal disclosure forms and status of vendor disclosure forms.

PUBLIC PARTICIPATION

None.

ADJOURNMENT

MOTION

A motion was made by Chair Amboyer, supported by Rev. Mack, to adjourn the meeting at 5:43 p.m.

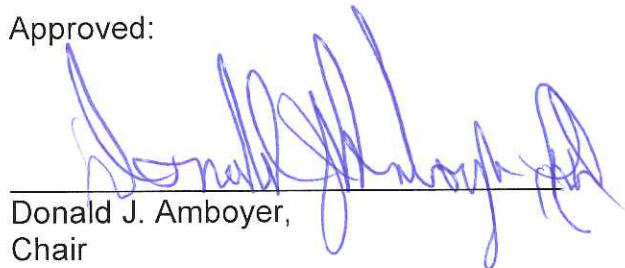
Vote: 5-0. **The Motion Carried.**

Respectfully submitted:



Anthony J. Bellanca,
Secretary

Approved:



Donald J. Amboyer,
Chair