

**MINUTES OF THE
MACOMB COUNTY ETHICS BOARD**

Thursday, August 16, 2012

A meeting of the Macomb County Ethics Board was held Thursday, August 16, 2012, at 4:30 p.m., in the Board's Conference Room located on the 10th Floor of the County Building, Mt. Clemens, Michigan.

CALL TO ORDER

Chair Amboyer called the meeting to order at 4:30 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

Chair Amboyer indicated there were two additional documents to be included in the final agenda package:

- 1) A list of requests/suggestions for modification to the Ethic Board's Rules of Procedure submitted by the Board of Commissioners, to be discussed under Item 5
- 2) Advisory Opinion Request to be discussed under Item 9

MOTION

A motion was made by Anthony Bellanca, supported by Rev. Mack, to adopt the agenda as amended.

Vote: 5 – 0 **The Motion Carried.**

APPROVAL OF MINUTES OF JULY 19, 2012

MOTION

A motion was made by Gregory Bauer, supported by Karen Smith, to approve the Minutes of July 19, 2012 as presented.

Vote: 5 – 0 **The Motion Carried.**

OPERATIONAL UPDATES

Chair Amboyer reported individual County e-mail addresses have been set up for the Ethics Board members by the I.T. Department. The I.T. Help Desk should be contacted if anyone needs assistance to establish their g-mail account. The members discussed the process to retrieve and respond to e-mail and voicemail messages in a timely manner. For the month of September, Gregory Baur will retrieve e-mail messages and Rev. John Mack will be responsible for retrieval of voicemail messages. Chair Amboyer will contact I.T. to request that the Complaint and Advisory Opinion forms be put on the Ethics Board website.

RULES OF PROCEDURE SUBMITTAL TO BOARD OF COMMISSIONERS

Chair Amboyer reported that the proposed Rules of Procedure had been submitted to the August 14, 2012 Board Operations Committee for approval. He provided a summary of the questions and responses presented at that meeting and reviewed with the Ethics Board the list of requests/suggestions for modification to the Rules of Procedure, submitted by Commissioner Tocco, Board Operations Committee Chair. The Ethics Board took under consideration and incorporated the majority of recommendations as presented. The Board discussed how to re-submit an amended set of Rules of Procedure to the Board of Commissioners to adhere to the 180 day deadline as cited in the charter.

MOTION

A motion was made by Anthony Bellanca, supported by Chair Amboyer, that a sub-committee consisting of Anthony Bellanca be formed, in conjunction with Corporation Counsel, to review tonight's Board actions and prepare a draft of an amended set of Rules of Procedure with suggested changes. Document draft will be submitted to the Ethics Board members (via e-mail) for review and approval.

Vote: 5 – 0 The Motion Carried.

MOTION

A motion was made by Gregory Bauer, supported by Karen Smith, to adopt The Ethics Board Rules of Procedure, as amended on 8-16-12, and subject to final approval by the Ethics Board members. Further, Corporation Counsel will submit the amended Rules of Procedure to the Board Operations Committee Chair prior to September 12, 2012.

Vote: 5 – 0 The Motion Carried.

2013-2014 BUDGET RESOLUTION

The Board reviewed the budget information provided by the Finance Department and concurred that the 2012 budgetary levels be continued for the 2013-2014 Fiscal Year budgets.

MOTION

A motion was made by Anthony Bellanca, supported by Rev. John Mack, to recommend that the current budgetary levels be continued, without change, for the 2013-2014 Fiscal Year Ethics Board budget as presented by the Finance Department.

Vote 5 – 0 The Motion Carried.

Chair Amboyer will send a correspondence to the Finance Department confirming the Ethics Board action relative to the 2013-2014 budgets.

STANDARDIZING INITIAL ADVISORY OPINION AND COMPLAINT RESPONSES

Chair Amboyer discussed protocol for responding to complaint and advisory opinion requests. The Board concurred to continue with past practice until the Rules of Procedure have been adopted by the Board of Commissioners. All inquires will have to be on the appropriate form which will be on the Ethics Board website shortly.

EDUCATION PLAN OF ACTION

Chair Amboyer discussed an email he received from Karlyn Semlow, Service Director, Human Resources and Labor Relations, inviting the Ethics Board to speak about the Ethics Ordinance at new hire orientations and a supervisor training program scheduled for early 2013. Chair Amboyer suggested a sub-committee be formed to further discuss an Education Plan. Gregory Bauer and Karen Smith offered to form a sub-committee and meet with Karlyn Semlow to get an understanding of the scope of what Human Resources is offering.

CASE REVIEW

The Board reviewed case file #AO 01-2012.

Anthony Bellanca will draft a response letter indicating the Ethics Board on August 16, 2012 discussed Advisory Opinion #AO 01-2012 and found no conflict of interest.

OTHER BUSINESS

None

PUBLIC PARTICPATION

None


ADJOURNMENT

MOTION

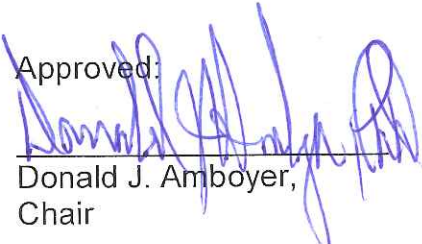
A motion was made by Rev. John Mack, supported by Gregory Bauer, to adjourn the meeting at 6:05 p.m.

Vote: 5 – 0 **The Motion Carried.**

Respectfully submitted,


Anthony J. Bellanca,
Secretary

Approved:


Donald J. Amboyer,
Chair