



Ethics Board  
Oct 14, 6:30 p.m.  
2014

The meeting was called to order at 6:32 p.m.

Carol Seacord, Keith Wolverton, Brian Schiffelbein and Mary Oele were present.

Julie Smith was absent.

Keith made a motion to approve the agenda. Brian seconded it. The agenda was approved.

Keith made a motion to approve the minutes which Brian seconded. The minutes were approved.

Old Business:

**Mock Complaint.** Carol provided two simple mock complaints so the Board could practice going through the Complaint Process should a complaint ever be filed. We found that the question on the form about action the complainant has taken to be confusing and possibly intimidating. We recommend adding the statement "If employee, please state what actions you have taken". The Board is also proposing a change to the Standards of Conduct that the findings of the Complaint be written.

**Other areas discussed and explored;** if the stated violations are not accurate, we will need to interpret where the violations are and further investigate.

Once a complaint is filed, it is delivered to Susan who places it in the safe and then calls Carol who will call a board meeting so the Board can determine if the complaint is viable.

Will we need to engage an attorney once we get to the violation stage and at what point does it become public knowledge. Also, will the Board need to sit down with

an attorney before we meet with a complainant to discuss confidentiality and Freedom of Information.

The Board will need to explore further the above issues raised in the event that we get a complaint. When the Board investigates, we will compile recommendations and submit them to George who will then decide what to do with the information per the township employee manual. The Board also wondered if the reports would go to the Board of Trustees as well.

**Board Comments.** Carol will arrange a meeting after the election and before the next meeting in January with both George and Susan to discuss the above matters, and, also the question about the Board becoming a Committee.

**No Public comment.**

Next board meeting is <sup>2015</sup> **January 13, 2014 at 6:30.**

Motion to adjourn made by Mary, and seconded by Brian.

Meeting adjourned at 7:38 p.m.

Respectfully Submitted,

Mary Olele