

Clayton County Ethics Committee Notes
July 18, 2016
6:30 PM
Room 1 @ Board of Commissioners Office

- I. Call to Order
 - a. Mr. Byrd called the meeting to order at 6:30 pm.
- II. Roll Call
 - a. Four of the Five Board Members were present (Ms. Shonterria Stokes, Mr. Samuel Dixon, Mr. Walter Nix, Mr. Joshua Byrd). Ms. Nella Cooper, Human Resources Manager for Clayton County was also in attendance.
- III. Approval of Minutes
 - a. Two changes to the June 20th meeting minutes were to be made before the June 20th 2016 minutes are approved. The two changes are listed below:
 1. Correctly spell all Board Member names in the meeting minutes
 2. Include in the minutes that “all interviews for the Attorney we hire will be conducted by Board Members”
- IV. Open Issues
 - a. Selection of Legal Representation
 - i. Ms. Cooper will be working with us and will assist us as needed. Ms. Cooper will reach out to legal and other jurisdictions in an attempt to determine the process that other Ethics Boards in the Metropolitan Atlanta area use in selecting legal representation. We will no longer be working with Ms. Tamara Duggans.
 - b. Scheduling Ethics Training
 - i. Ms. Cooper has already reached out to the Carl Vinson Institute at the University of Georgia (UGA) and provided the Board with a Doodle survey which requested our input as to our availability for training. The Doodle survey was sent to everyone via email.
 - c. The Ethics training which is a three-hour training, will take place in either August or September 2016.
 - d. Discuss meeting procedures and issue copies of Roberts Rules of Order
 - i. Ms. Stokes provided each Board Member with a copy of Roberts Rules of Order
 - ii. Mr. Byrd agreed to send Ms. Cooper a copy of meeting Minutes and Agendas before each meeting
- V. New Business
 - a. Mr. Byrd sent Board Members a copy of the Georgia Open Meetings Act via email
 - b. The Board read and discussed selected portions of the Georgia Open Meetings Act
 - c. The Board read and discussed various duties for members of the Board of Ethics
- VI. No Business Motions were made
- VII. There were no Announcements
- VIII. The Meeting was Adjourned at approximately 7:40 pm

Other Notes:

- Send out Meeting Agenda and Minutes to all Board Members and to Ms. Cooper at least one week before each meeting.
- Contact Ms. Sandra Davis. She is responsible for posting all open meetings. Ms. Cooper will get with her and have her reach out to me in regards to the postings.