

# **BOARD OF ETHICS**

## **Open Session Minutes**

January 20, 2011 - 3:11 p.m.  
740 North Sedgwick, Suite 500

### **Board Members Present**

Tiffany Chappell Ingram  
Eileen Libby  
Thomas McCarthy  
Michael F. Quirk  
Miguel A. Ruiz, Chair  
Lisa M. Taylor  
John L. Wilhelm, M.D.

### **Staff Present**

Steven I. Berlin, Executive Director  
Richard J. Superfine, Legal Counsel  
Courtney L.D. Kimble, Attorney/Investigator  
Edward Primer, Program Director  
Pauilly Casillas, Staff Assistant

## **I. Approval of Minutes**

The Board VOTED 6-0 (Tiffany Chappell Ingram, absent) to approve the Open Session Minutes of the December 16, 2010 meeting.

Tiffany Chappell Ingram, joined the meeting in progress at 3:12 p.m.

## **II. Chair's Report**

None.

## **III. Executive Director's Report**

### **A. Education–Classes**

Since the last meeting, staff has conducted 1 class for those required to attend, on January 13. 24 employees attended. There are currently 34 persons scheduled for class on January 27, and 34 for February 25.

At last Thursday's cabinet meeting, the Executive Director gave a 10 minute presentation on lobbyists, and what's expected of City employees and officials who deal with them. This was at the request of the Chief of Staff.

Staff is working with the Department of Housing and Community Development on a training program for all the SSA (Special Service Area) Commissioners. This is also at the request of the Chief of Staff. We anticipate that a combination of PowerPoint and face-to-face training will be used.

**B. Education–Mandatory Annual Ethics Education**

I'm pleased to announce that, to date there have been 32,834 employees scheduled to complete the 2010 on-line training, and 32,819 completions--a rate of 99.99% compliance. The remaining 15 employees should complete their training before the next Board meeting. There was 100% compliance with the 2010 Aldermanic Training requirement. To date, 119 Lobbyists have completed the program—about 21% of the expected total.

**C. Statements of Financial Interests**

To date, there remain 3 employees and 7 appointed officials who have yet to file their 2010 forms as required by law.

In calendar year 2010, the office collected \$12,060 in late filing fees.

Staff will be trained next week on the operation of the on-line filing, retrieval, and data processing system for Statements of Financial Interests. Emails and notifications will be sent in early February to all City employees and officials required to file regarding the new system, and log-in information will be sent around March 1.

**D. Candidates**

To date, the office has received 309 candidates' forms. All these forms will be posted for public inspection on our website by the end of today.

**E. Lobbyist Registration**

Today, January 20, is the date for lobbyists to file their annual registration forms and their semi-annual activity reports for the 6 months ended December 31, 2010. There are currently **about 80** lobbyists that have re-registered with the City for this year; forms are coming in as we meet. To date, approximately \$17,000 in lobbyist registration fees have been received.

For calendar year 2010, a total of **\$291,300** in lobbyist registration fees were deposited with the Department of Revenue.

**F. Illinois Freedom of Information Act**

Since the last regularly scheduled Board meeting, the office has received 26 new requests under the Freedom of Information Act, these were 1 request for a candidate's statement of financial interests, 1 for request for removal of recycling bins, and 22 requests for 399 lobbyists' filings for years varying from 2004-2010, an unknown number of records not in

our possession, and 12 statements of financial interests this all resulted in production of 360 filed records and copying of 1,109 records or pages therefrom.

**IV. Old Business**

None.

**V. New Business**

None.

The Board VOTED 7-0 to adjourn into Executive Session at 3:26 p.m. to review matters concerning the conduct of employees and officials of the City that could result in their discipline or dismissal, to review questions concerning matters of professional ethics and performance, to review matters in which litigation is ongoing, and/or to review matters in which the Board finds that litigation against or affecting the Board is probable or imminent.