

BOARD OF ETHICS  
**Open Session Minutes**  
May 25, 2006 - 3:13 p.m.  
740 North Sedgwick, Suite 500

**Board Members Present**

Darryl L. DePriest, Chair  
Michael F. Quirk  
Mary Beth S. Robinson  
Miguel A. Ruiz  
  
Robert S. Grodnicki (absent)

**Staff Present**

Dorothy J. Eng, Executive Director  
Steven I. Berlin, Deputy Director  
Michael Haggerty, Deputy Director  
Richard J. Superfine, Legal Counsel  
Briana Milton, Attorney-Investigator  
Pully Casillas, Staff Assistant

**I. Approval of Minutes**

The Board VOTED 4-0 (Robert S. Grodnicki absent) to approve the Open Session minutes of the February 15, 2006 meeting, as amended.

**II. Chair's Report**

None.

**III. Executive Director's Report**

The Board VOTED 4-0 (Robert S. Grodnicki absent) to accept as part of the open session minutes the report of the Executive Director that covered the period February 15, 2006 thru the effective date of this meeting that was presented in writing and stated:

**A. Education**

Since the last Board meeting, staff has conducted 9 regularly scheduled and 2 specially scheduled classes for employees and officials required to attend by law. These classes were held on February 17, 21, 22, 23 and 27, March 1 and 15, April 5 and 19, and on May 3 and 17. A total of 119 persons attended these sessions.

There are currently 15 persons scheduled to attend on June 7, 14, and 21.

At the request of the Inspector General's Office, staff was to make an ethics presentation to approximately 20 investigators on March 7, but, due to installation of new computers at the IG's office, that session was postponed to a date yet to be determined.

Staff made the last of 6 presentations to attorneys from the Law Department on March 9. 45 attorneys attended. These classes were held at the request of the Corporation Counsel.

On Sunday, March 19, staff made a 30-minute presentation to members of the adult education group Odyssey Chicago, at the request of the group's program chair.

On April 3 and May 3, staff made 30-minute presentations to seasonal employees of the Department of Transportation, at the request of the department's Commissioner. A total of 305 employees attended. Staff is scheduled to give a third presentation, on June 1. 60 employees are scheduled to attend.

On May 12, at the request of the Mayor's Office of Protocol, staff made a 45-minute presentation to a visiting TV journalist from Warsaw, Poland.

On June 2, at the request of the Mayor's Office of Protocol, staff will make a 45-minute presentation to a visiting delegation of officials from the Beijing, China Municipal Supervision Bureau.

Since the last meeting, the Executive Director has participated in five integrity fora with the Mayor's Chief of Staff, Corporation Counsel and the Inspector General as follows:

February 28	Dept. of Water Management	250 Employees Attended
March 24	Dept. of Construction and Permits	100 Employees Attended
April 3	Dept. of Housing	150 Employees Attended
May 1	Dept of Planning and Development	150 Employees Attended
May 22	Dept. of Revenue	160 Employees Attended

From April 24-28, 2006, staff, with the cooperation of six City agencies (Budget Office, Business Information Services, Board of Ethics, Administrative Hearings, Human Relations and Special Events), conducted a test pilot program on the online Ethics Training Program that will be utilized for training approximately 39,000 employees. The program was successful. The results were very positive. There were minimal difficulties reported. The employees completed evaluation forms and the employee's rating in every instance was good or better than good. The average time it took employees to complete the online program was 41 minutes.

On May 22, Board staff met with the training administrators from every City agency to demonstrate the program from the "administrators" standpoint, as well as the "users" standpoint. The program assists the administrator in the scheduling and monitoring of the department's employees.

Department administrators will submit their training plans in early June. Each plan must be approved by the department head.

Training must occur during the regular workday and no overtime is to be used. Because the program is still undergoing needed changes, administrators will not schedule any employees until after July 1.

The departments with significant special needs are the Police Department (16 thousand plus employees), the Fire Department (5500 employees with no intranet access at firehouses) and City Council (because of the uniqueness of the organization).

In addition to their critical needs of how to get the employees trained, because the Police and Fire department employees are not subject to the reporting requirements on outside employment, Chapter 1- Conflicts Laws will have to be revised and a special program established.

Staff will also have to revise the online program for Aldermanic training. The law applies differently to council members. Therefore, three versions of the online program will have to be made available.

The production of this training program has been very difficult due to the many errors of the technicians. Rollout has been delayed till July 1, with the hope they can correct the problems.

**B. Statements of Financial Interests**

On March 1, 13,009 Statements of Financial Interests forms for 2006 were mailed to officials and employees required to file them in May, as required by Ordinance.

Through Friday, May 19, staff had processed 11,374 of these. As required by law, on May 15, staff sent out written notice to 1,411 employees and 78 appointed officials who had not filed their statements. Notice of the impending May 31 deadline was sent by certified (and first class) mail.

To date, we have collected approximately \$7,700.00 in late filing fees.

**C. Lobbyist Registration**

There are currently 523 lobbyists that have registered with the City (2 to process). Since the last meeting 87 lobbyists terminated their registration. To date, \$105,000.00 in lobbyist registration fees has been deposited with the Department of Revenue.

Board staff continues to work with the Department of Business and Information Services in the development of an electronic lobbyist filing system. The project is approximately 85% completed.

**D. Illinois Freedom of Information Act**

Since the last meeting the following requests for review of documents were received:

1. This request was for TWENTY-FOUR FORMS. It was a request for three employees' Statements of Financial Interests, for 1998 - 2005; available records only for one; these were produced, and were copied, being 1999 - 2002.
2. This request was for THIRTY-TWO FORMS. It was a request for 32 employees' Statements of Financial Interests, for 2005; eleven records were available; these records were produced and copied.
3. This request was for SEVEN FORMS. It was a request for one employee's Statement of Financial Interests, for 1999 - 2005; all available records were produced and copied, being 1999 - 2005.
4. This request was for ONE FORM. It was a request for one employee's Statement of Financial Interests, for 2005; all available records were produced and copied.
5. This request was for ONE HUNDRED AND TWENTY-FOUR FORMS. It was a request for thirty-nine lobbyists' Registration, Termination and Activity Reports, for 1998; and one request for one lobbyist's 1999 records; twenty-six records were available and were produced; of these, all but four have been copied and the remainder are being copied per a schedule determined by requestor.
6. This was a request for TWELVE FORMS. It was a request for six lobbyists' Registration and Activity Reports, for 2005 and 2006; for four lobbyists, both 2005 and 2006 records were produced and copied; for two lobbyists no records were available.
7. This request was for SEVEN FORMS. It was a request for one employee's Statement of Financial Interests, for 1999-2005; all available records were produced and copied.
8. This request was for THREE forms. It was a request for one employee's Statement of Financial Interests, for 2002-2004 and 2006; all available records were produced and copied; this did not include 2006.
9. This request was for FIVE forms. It was a request for three employees' Statements of Financial Interests for the years 2005-2006; all available records were produced and copied; this did not include 2006 for one employee.

#### **IV. Old Business**

The Board members, each having previously reviewed online the five chapters of the All Employee Ethics Training Program, unanimously VOTED 4-0 (Robert S. Grodnicki absent) to approve its content, and use it to satisfy the requirements of §2-156-145(b).

#### **V. New Business**

##### **E. Semi-Annual Review of the Confidentiality of Executive Session Minutes under the Illinois Open Meetings Act.**

It was announced that during the executive session, Board members would conduct the semi-annual review of Board executive session minutes as required by the Illinois Open Meeting Act, and would reconvene in open session to confirm the Board's determination.

The Board VOTED 4-0 (Robert S. Grodnicki absent) to adjourn into Executive Session at 3:36 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.

#### **VI. New Business (Reconvened)**

##### **H. Semi-annual Review of the Confidentiality of Executive Session Minutes under the Illinois Open Minutes Act.**

At 5:19 p.m. the Board reconvened in open session to confirm its vote in Executive Session on the confidentiality of the Executive Session Minutes. The Board VOTED 4-0 (Robert S. Grodnicki absent) to confirm that the Executive Session Minutes of the Board from August 1987 to May 2006 remain confidential, on the ground that the need for confidentiality still exists as to those minutes, with the exception of those that have already been made publicly available by vote of the Board.

The Chair called for the next meeting of the Board of Ethics to be on June 14, 2006 at 3:00 p.m. The Board VOTED 4-0 (Robert S. Grodnicki absent) to adjourn at 5:20 p.m.