

BOARD OF ETHICS  
**Open Session Minutes**  
January 16, 2008- 9:27 a.m.  
740 North Sedgwick, Suite 500

**Board Members Present**

Miguel A. Ruiz, Chair  
Alison C. Chisolm  
Thomas McCarthy  
John L. Wilhelm, M.D.

Michael F. Quirk, Absent  
Mary Beth S. Robinson, Absent

**Staff Present**

Steven I. Berlin, Acting Executive Director  
Edward Primer, Program Director  
Pauilly Casillas, Staff Assistant

**I. Approval of Minutes**

The Board VOTED 4-0 (Michael F. Quirk and Mary Beth S. Robinson absent) to approve the Open Session minutes of the December 12, 2007 meeting.

**II. Chair's Report**

None.

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

**A. Staff Vacancy**

The position (for Attorney-Investigator) left vacant upon the departure of Briana Billingslea closed on December 26. This morning, the office is picking up a packet from the Department of Human Resources giving the information on the 83 applicants who, DHR has concluded, meet the screening criteria. Staff will then review those applications and interview appropriate candidates.

**B. Education-Classes**

Since the last Board meeting, staff has conducted 2 regularly scheduled classes for persons required to attend ethics training. On December 19, 16 persons attended, and on January 10, 24 persons attended. There are 19 scheduled for January 24, and 29 for February 7.

**C. Mandatory Annual Ethics Education**

As of today at 12:00 a.m., 36,532 employees and all 50 aldermen--all but 15 of the City's eligible full-time workforce--have completed the 2007 on-line ethics training program. We anticipate that all remaining employees will complete their training today, and that the City will reach 100% compliance at that time. My sincerest congratulations go to our hard-working staff, especially Ed and Doretha.

**D. Statements of Financial Interests**

Currently there remain 3 employees who, despite having been found in violation of the Ordinance by the Board, have failed to file their 2006 Statements of Financial Interests as required by law.

Of the employees found in violation of the Ordinance by the Board for failure to file their 2007 Statements of Financial Interests, all but 10 have filed.

There remain no appointed officials left to file either 2006 or 2007 forms, as the ones who had not filed no longer serve on their Boards or Commissions.

Staff collected \$17,160 in late filing fees in 2007.

Staff continues to work closely with each department's ethics liaison or a senior manager to achieve 100% compliance with this requirement, and to close remaining cases.

Staff intends to have the 2008 Statements of Financial Interest go to print around February 9, and then have them distributed around March 1. To save on postage expense, the Board is intending to distribute as many forms as possible through the various departments.

**E. Lobbyist Registration**

The registration deadline is January 20, 2008 for all re-registering and newly registering lobbyists. There are currently **98** lobbyists that have registered with the City for 2008. Since the last meeting **no** lobbyists terminated their registration. To date, approximately \$ **9,400.00** in lobbyist registration fees have been deposited with the Department of Revenue.

**F. Illinois Freedom of Information Act**

Since the last Board meeting, the office has received 2 requests under the Freedom of Information Act, for a total of 12 Statements of Financial Interests from 2 employees. All records were available, copied and produced.

In the last Board meeting, staff reported that it was researching a FOIA request involving two appointed officials and four employees. Staff completed its research and provided the requestor copies of 111 records, which were all the available and responsive records.

**G. Performance Management Meeting**

On Friday, January 18, staff is scheduled to meet with the First Deputy Chief of Staff, Budget Director and other employees of both offices to review the agency's performance in the four key areas of its work: advice and guidance, education, enforcement and investigations, and regulation and disclosure. (The Chief of Staff was to have attended, but the Budget Office informed us yesterday that she cannot, due to a scheduling conflict.) Staff has developed a PowerPoint presentation that highlights the areas of growth and those areas in which the Board's ability to fulfill

its legal mandates will be impaired unless it is at full staff. The document also highlights initiatives for the coming year, and outlines the proposed collaboration between our agency and the Office of Compliance and the Inspector General's Office. The document is available for review.

**IV. Old Business**

None.

**V. New Business**

None.

The Board VOTED 4-0 (Michael F. Quirk and Mary Beth Robinson, absent) to adjourn into Executive Session at 9:58 a.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.