

BOARD OF ETHICS
Open Session Minutes
April 23, 2008 - 3:15 p.m.
740 North Sedgwick, Suite 500

Board Members Present

Thomas McCarthy
Michael F. Quirk
Mary Beth S. Robinson
John L. Wilhelm, M.D.

Alison C. Chisolm, Absent
Miguel A. Ruiz, Chair, Absent

Staff Present

Steven I. Berlin, Acting Executive Director
Richard J. Superfine, Legal Counsel
Edward Primer, Program Director
Paully Casillas, Staff Assistant

After a quorum of Board members (Miguel A. Ruiz and Alison C. Chisolm, absent) assembled, the members present elected Michael Quirk to act as Chair *Pro Tem* for the April meeting of the Board of Ethics.

I. Approval of Minutes

The Board VOTED 4-0 (Miguel A. Ruiz and Alison C. Chisolm, absent) to approve the Open Session minutes of the March 19, 2008 meeting.

II. Chair's Report

None.

III. Acting Executive Director's Report

A. Staff Vacancy

Most formal approvals for staff's hiring of Courtney L.D. Kimble have been received. We are anticipating that she will begin here on or about May 1.

B. Education-Classes

Since the last Board meeting, staff has conducted 3 regularly scheduled classes for persons required to attend ethics training. On March 20, 32 attended, and on April 3, 27 attended, and on April 17, 17 attended. There are currently 34 persons scheduled for class on May 8, and 15 on May 22.

On March 27, staff made a 60 minute presentation on the agency and the Governmental Ethics and Campaign Financing Ordinances to all 25 employees of the Office of Compliance, at the request of its Director.

On April 4, staff, together with a senior attorney from the Law Department, made a 2 hour presentation on ethics for attorneys working for and under contract with the City. 125 attorneys attended, including about 90 representatives of 9 law firms under contract with the Law

Department. The class was very well received, and all participants (and the instructors) earned CLE credit for their participation.

On April 8, staff made a 60 minute presentation to 3 remaining attorneys from the law firm of Linebarger, Goggan, Sampson and Blair, at the request of the firm. All their attorneys and other Chicago personnel have now received training.

The new video for City contractors has been completed and will soon be posted on the web. The video for employees is still in production.

C. Mandatory Annual Ethics Education

As of today at 2:55 pm, approximately 16,000 City employees have completed their 2008 on-line training. According to departmental training plans, the City is right on course as to where it should be in late April.

Staff finalized and distributed to three departments a DVD version of the on-line training so that these departments can train their employees who do not have easy PC access.

Staff is also in the process of finalizing the 2008 Aldermanic on-line program. We anticipate deploying it into production about May 10.

D. Statements of Financial Interests

As of today at 2:30, staff has processed approximately 9,850 FIS forms from employees, plus about another 355 from appointed officials. Together this is about 78% of the total number of individuals required to file by May 1.

On April 15, 3,425 reminder postcards were mailed to employees and officials who had not yet filed their form with the Board.

Staff has begun informal discussions with the Department of DOIT regarding electronic filing of these forms. DOIT has assigned a project manager for this effort. According to him, all the "infrastructure" is in place through the on-line training program.

E. COGEL Conference

On Friday, April 18, I attended meetings of the COGEL Host and Program Committees. A preliminary grid of conference plenary and breakout sessions was developed. One of our responsibilities as the host City is to ensure that prominent speakers are secured for the welcome plenary session and one other. The consensus was that the Mayor will be invited to give the opening welcome remarks, and then for the other plenary session, either Congressman Rahm Emanuel, or former U.S. Attorneys Scott Turow or Tom Sullivan will be invited. In addition, we will be responsible for having a conference logo designed, providing visitors' packets, and for various logistical issues, including photocopying and portfolios for participants.

F. Lobbyist Registration

There are currently **547** lobbyists that have registered with the City for this year. To date, approximately **\$101,400.00** in lobbyist registration fees have been deposited with the Department of Revenue.

G. Illinois Freedom of Information Act

Since the last regularly scheduled Board meeting, the office has received four requests under the Freedom of Information Act, namely, ONE HUNDRED SEVENTY SIX records of lobbyists', THREE HUNDRED NINETY FOUR Aldermanic recusals and NINE requests for materials not kept by this agency, resulting in copying and production of THIRTEEN records.

IV. Old Business

None.

V. New Business

None.

The Board VOTED 4-0 (Miguel A. Ruiz and Alison C. Chisolm, absent) to adjourn into Executive Session at 3:30 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.