

CITY OF TROY  
ETHICS COMMITTEE

MEETING MINUTES  
FEBRUARY 22, 2018

ATTENDEES: Ryan Manley, Karen Pelland, Daquetta Jones, Marcia Keefe, Steve Muller

Meeting convened at 6:20 p.m.

Discussion about nominees and voting for Chairperson and Secretary. Karen Pelland offered that Ryan Manley would be good choice for Chairperson and nominated him for the position. Vote was taken and was unanimous.

Discussion about Secretary position. Karen Pelland stated that Daquetta Jones would be good choice for Secretary and nominated her for position. Daquetta showed interest but concerned about the amount of work that comes with the position. After further discussion about delegating some responsibilities to other Board members, votes were cast and was unanimous in favor of Daquetta as Secretary with responsibilities divided as follows:

- Karen Pelland – transcription of meeting minutes and any correspondence or other documents, as needed/required.
- Marcia Keefe – Drafting of documents, letters, decision, etc., as necessary for review by Board.
- Steve Muller – Annual Disclosures
- Daquetta – Website info and updates, contact with City and Mayor's office, room reservations and file oversight.

Website email address and incoming email will be handled by Ryan and distributed to 2 Committee members as needed for review and resolution. Daquetta will backup Ryan on email review and distribution, as needed. Complaints will be assigned to 2 committee members

Council was in agreement that any complaints received in person by meeting attendees would be handled in a calm and respectful manner.

Discussion regarding 2 open council seats. Ryan will reach out to the City Council to advise they should be filled. 1 seat available for the Minority and 1 for the Majority.

Ryan will reach out to the Mayor's office and the City Attorney to find out if there are any outstanding FOIL request or complaints to be reviewed and addressed by the Committee.

Ryan proposed that the Committee meet on a Quarterly basis unless otherwise needed. Ryan made a motion that a Resolution be drafted to approve, Steve Muller seconded the motion. All committee members in favor and motion passed. Karen will draft resolution for review and approval. Resolutions from this committee will be numbered as E-2018-\_\_.

Quarterly Meetings will be held on the following dates:

- 2<sup>nd</sup> Quarter – April 26, 2018
- 3<sup>rd</sup> Quarter – July 26, 2018
- 4<sup>th</sup> Quarter – October 25, 2018

Daquetta will make sure all meeting dates are posted to the website.

Steve Muller reported that he reviewed and completed the online ethics training. Stated he does not feel it is necessary for all committee members to complete at this time because the training was somewhat useful but difficult to absorb in the absence of an actual ethics issue.

Also, regarding annual disclosures, the Ethics Committee has already submitted theirs and we need them from all Council members.

Steve Muller made a motion to adjourn the meeting. Ryan Manley seconded. All were in favor.

Meeting concluded at 7:00 p.m.