

WASHINGTON SUBURBAN SANITARY COMMISSION

BOARD OF ETHICS

OPEN MEETING MINUTES

Thursday, January 12, 2012  
Laurel, Maryland

The Board met in the Commissioners' Conference Room at the offices of the Washington Suburban Sanitary Commission, 14501 Sweitzer Lane, Laurel, Maryland pursuant to the Open Meetings Act, Section 10-502(g).

At 2:05 p.m. Mr. Hausman called the meeting to order with the following members present:

Steve Hausman, Chair  
George Pruden, II  
Rachel Brown, Alternate Member

Also present: Heather Ashbury, Associate Counsel II  
Maxene Bardwell, Internal Audit Manager  
Lucretia Morris, Administrative Assistant IV

Mr. Moore attended the meeting via teleconference.

**Open Session**

**Approval of Minutes**

The Board discussed the "Draft" Open Meeting Minutes. On motion of Mr. Pruden, seconded by Mr. Moore, the Board unanimously approved the Open Meeting Minutes from Thursday, December 8, 2011.

**Other Matters of Discussion**

1. **Update – Lobbyist Awareness and Registration Campaign**

Ms. Bardwell informed the attendees that she attended the first Small, Local Minority Business Enterprise (SLMBE) event to provide approximately 20 visiting business persons with information regarding Lobbyist Registration. She also stated that a Power Point Presentation needs to be prepared for these types of events.

2. **Update – Revised Code of Ethics (COE) Booklets**

Ms. Morris informed the attendees that the “Draft” of the COE booklet was reviewed by Ms. Ashbury and is ready for printing. Ms. Bardwell suggested having the COE as a “flip book” on the WSSC website and the Board members agreed and requested Ms. Bardwell to proceed with the recommendation.

3. **Update - Fraud, Waste, and Abuse (FW&A) Hotline:**

Ms. Bardwell informed the attendees that the Internal Audit Office (IAO) is receiving monthly reports from The Network. The Board requested an informational copy of the report. The Network and IAO are working together to provide a more industry comparison/trends for presentation to the Commissioners and will include copies to the Board.

4. **Update - Code of Conduct (COC)**

On 01/10/12, Ms. Bardwell approved the final product for printing by the vendor. She also informed the attendees that the COC booklet will also be available via “flip book” on the WSSC website.

5. **HRO Existing Process – Final FD Statements**

At the request of the Board, Ms. Bardwell contacted the two outstanding FD statement filers as a final attempt to receive their statements. One agreed to send it in and a voice message was left for the other one. To date the 2<sup>nd</sup> individual has not contacted Ms. Bardwell or sent in her final financial disclosure statement. The members suggested waiting until the February meeting to allow the employees time to send in their FD statements.

Ms. Bardwell recommended that the Board send a letter to the HRO Director reiterating that employees who are required to complete a financial disclosure (FD) statement are required to check out with IAO to complete their final statement.

Ms. Ashbury advised the Board that they can file a complaint against the employee who has not responded and take the matter to Circuit Court. On motion of Mr. Pruden, seconded by Mr. Moore, the Board unanimously agreed to start the proceedings against the employee regarding failure to complete the financial disclosure submission.

**6. Informational Items**

Mr. Moore was placed on mute from the teleconference.

Ms. Bardwell informed the attendees that the Search Committee has made a recommendation and the resolution is being presented to the Prince George's County Commissioners for a vote at the January 18<sup>th</sup> Commission Meeting.


On motion of Mr. Pruden, seconded by Mr. Moore, the Board unanimously agreed to end the Open Session to convene in Closed Session at 2:27 p.m.

**Closed Session**

On motion of Mr. Moore, seconded by Mr. Pruden, the Board agreed to convene in Closed Session at 2:28 p.m. to discuss the status of Advisory Opinion Nos. A-11-01 and -02. The Board also discussed the "Draft" closed session minutes from Thursday, December 8 2011 and Friday, January 6, 2012.

**Adjournment**

On motion of Mr. Moore, seconded by Mr. Pruden, the Board agreed to  
adjourn the meeting at 2:53 p.m.

  
Lucretia Morris  
Administrative Assistant IV