

WASHINGTON SUBURBAN SANITARY COMMISSION

BOARD OF ETHICS

OPEN MEETING MINUTES

Thursday, July 12, 2012
Laurel, Maryland

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

At 2:10 p.m. the Board recognized Ms. Rachel Brown's dedicated services provided to the Board of Ethics for the period of October 21, 2009 to June 14, 2012. Ms. Morris presented Ms. Brown with a Beveled Water Drop Plaque on behalf of the Ethics Officer and the members of the Board.

At 2:24 p.m., Mr. Moore called the meeting to order with the following members present:

Robert Moore, Chair
Steve Hausman
George Pruden, II

Also present: Kim Neal, Ethics Officer
Heather Ashbury, Associate Counsel II
Lucretia Morris, Administrative Assistant IV
Jocelyn Ford, Administrative Assistant III (Temp)

Ms. Rachel Brown, former Ethics Board member, attended the Open Session.

Open Session

Approval of Minutes

The Board discussed the "Draft" Open Session Meeting Minutes. On motion of Mr. Pruden, seconded by Mr. Hausman, the Board unanimously approved the Open Session Meeting Minutes from Thursday, June 14, 2012.

Other Matters of Discussion

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

Ms. Neal provided the Board members with a revised "Draft" plan for their review and comments.

The Board reviewed the updates and agreed that it is a good plan of action and to proceed accordingly.

2. **Update - Fraud, Waste, and Abuse (FW&A) Hotline Executive Summary Report**

Ms. Bardwell attended the meeting at 2:35 p.m. to provide an overview of the FW&A Hotline Monthly Executive Summary and Activity Report.

Ms. Bardwell informed the attendees that there are five cases pending in Security and one on hold in Internal Audit.

3. **Update – Customer Letter**

Ms. Bardwell informed the attendees that a memorandum was issued to the Acting Customer Care Team Chief regarding documenting the process for Customer Claims.

Ms. Bardwell departed at 2:45 p.m. and did not attend the remainder of the meeting.

4. **Ethics Office Monthly Report**

Ms. Neal provided an overview of the report and highlighted a few items:

- Revamping the Financial Disclosure (FD) database regarding the process to address technical issues and allow delegation changes for approval authority. The Engineering and Construction Group was provided as an example where the Team Chief has more than 300 employees to approve.

Additional testing will have to be completed to review the mapping of the new system. There is a possibility of using the Engineering and Construction Team as the test team.

- Ms. Neal to follow-up with the Chief Information Officer (CIO) regarding the timeline and testing of the new system. She also plans to review and address the delegation issue, which may incorporate the preparation of a new memorandum by the General Manager addressing approval authority per the Code. The prior memorandum by a previous General Manager is unavailable.
- The Board requested that Ms. Neal provide an update on what this effort entails along with any recommendations at the August meeting.

5. **Financial Disclosure (FD) and Conflict of Interest (COI) Statements**

Ms. Neal informed the attendees of the following information:

FD Statements:

- 99% have been completed

COI Statements:

- 96% have been completed

Ethics Challenge:

- 100% have been completed

Ms. Neal also stated that the Ethics Challenge information excludes the employees on extended leave.

6. **Information Item(s)**

1. Ms. Neal continues to attend the Smart Start meetings with the Team Chief/Directors.
2. The Board requested that Ms. Morris restart the Senior Management Team meetings with them in August.

Ms. Brown departed the meeting at 3:03 p.m. prior to the Board going into Closed Session.

On motion of Mr. Pruden, seconded by Mr. Hausman, the Board unanimously agreed to end the Open Session at 3:05 p.m. to convene in Closed Session.

Closed Session

On motion of Mr. Hausman, seconded by Mr. Pruden, the Board agreed to convene in Closed Session at 3:06 p.m. to discuss the preliminary report regarding the findings pertaining to Complaint No. C-12-02; the "Draft" closed session minutes from Thursday, June 14, 2012; and discuss Advisory Opinions A-12-02, 12-03, 12-04 and Advisory Opinion Request A-12-05.

The Board ended the Closed Session at 4:36 p.m. to convene in Open Session.


Lucretia Morris
Administrative Assistant IV