

WASHINGTON SUBURBAN SANITARY COMMISSION

BOARD OF ETHICS

OPEN MEETING MINUTES

**Thursday, January 10, 2008
Laurel, Maryland**

The Board met in Conference Room 1265 at the offices of the Washington Suburban Sanitary Commission, 14501 Sweitzer Lane, Laurel, Maryland pursuant to the Open Meeting Law, Article 10-502(g).

At 2:00 p.m. Chair Kuderna called the meeting to order with the following members present:

**Charles Kuderna, Chair
William Walton
Steve Hausman
Robert Moore, Alternate Member**

Also present:

**Heather Ashbury, Associate Counsel I
Maxene Bardwell, Internal Audit Manager
Janice Hicks, Internal Auditor II**

Open Session

Approval of Minutes

The Board discussed the “draft” minutes. On motion of Mr. Walton, seconded by Dr. Hausman, the Board unanimously approved the minutes for Thursday, December 13, 2007.

Closed Session

On motion of Dr. Hausman, seconded by Mr. Walton, the Board unanimously approved to end the open session and move into closed session at 2:06 p.m.

The Board discussed the status of the Request for a Waiver. In addition, the Board approved the closed session minutes.

On motion of Mr. Walton, seconded by Dr. Hausman, the Board unanimously agreed to end the closed session and return to open session at 2:18 p.m. to discuss the remaining items on the Agenda.

Visioning Session

The Board discussed the proposed “best practices” items and decided to revise the presentation to eliminate the appearance of a priority ranking. The new format will be presented at the next meeting.

Other Matters of Discussion

The board discussed the “Ethics Activities – CY ‘08” and addressed concerns about the following items:

1. “Employees Ethics Program” should be changes to “Ethics Program Training Initiatives”
 - Annual Training for employees and Commissioners. In the implementation stage.
 - Note Training on employee’s annual evaluation form. In the implementation stage.
 - Acknowledge annual receipt of WSSC Code of Ethics and contact phone numbers by each employee/Commissioner. No action has been taken to date. To be addressed by the end of the fiscal year to include in the annual training.
 - Dedicated/publicized phone number for ethics advice, questions and complaints. Being reviewed by staff to see if the task can be accomplished in house without incurring any additional costs.
2. Employee Financial Disclosure
 - 100% submission of financial disclosure forms with enforcement of noncompliance. There are a couple of stragglers for FY08 who still have to file. They will be notified by mail as soon as possible.
3. Lobby Registration and Reporting
 - Evaluate Lobbying registration program. Should lobbyist be required to comply with WSSC Code of Ethics? Provide for a briefing on the next agenda.
3. Contract Employees
 - Evaluate contract employee training and compliance. What standard should contract employees be held too regarding the Code of Ethics? Provide for a briefing on the next agenda.

WSSC Organization Chart

Maxene presented the board with the latest version of the organization Chart.

The board was satisfied with the presentation of the various boards.

Check Out Process

There are systematic issues that need to be address with the check out process. The Human Resources Team is currently in the process of reorganizing and they are limited in the resources. Therefore, a number of areas are dysfunctional or vacant. The Internal Audit Manager and staff are pursuing available options to ensure that persons leaving the Commission have met the filing requirement.

The check out process as well as a number of other ethics functions will become the responsibility of the Ethics Compliance Officer. The funds have been made available to fill the position however the RFP has been placed on hold for now. Mrs. Bardwell will provide a status update at the next meeting.

“Draft Annual Ethics Report

The Board discussed the “Draft” Annual Ethics Report for submission to the Commissioners. Several recommendations were made to improve the details of the report and revised version will be reviewed at the next meeting.

Status of Ethics Quiz

Ms. Bardwell informed the Board that the Information Technology is continuing to research the proper platform that will accommodate the specifications required to setup the online ethics training. The Board requested Ms. Bardwell to send an email concerning the format.

On motion of Dr. Hausman, seconded by Mr. Walton, the Board unanimously agreed to adjourn the meeting at 4:12 p.m.

/signed/ _____
Janice K. Hicks
Internal Auditor II