

**WASHINGTON SUBURBAN SANITARY COMMISSION**

**BOARD OF ETHICS**

**OPEN MEETING MINUTES**

**Thursday, February 14, 2008  
Laurel, Maryland**

**The Board met in General Manager's Conference Room 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 2:07 p.m. Chair *pro tem* Hausman called the meeting to order with the following members present:**

**Steve Hausman, Chair *pro tem*  
William Walton  
Robert Moore, Alternate Member**

**Also present:**

**Heather Ashbury, Associate Counsel I  
Maxene Bardwell, Internal Audit Manager  
Lucretia Morris, Administrative Assistant IV**

**Mr. Charles Kuderna was not in attendance.**

**Open Session**

**Approval of Minutes**

**The Board discussed the "draft" minutes. On motion of Mr. Walton, seconded by Mr. Moore, the Board unanimously approved the minutes for Thursday, January 10, 2008.**

**On-line Ethics Training Software  
Demonstration**

The Board attended a demonstration of the on-line ethics training software this is to be administered to the WSSC workforce in the near future. IT representatives, Mr. Coverstone, Enterprise Technology Solutions Division Manager, and Ms. Kau, Web-base Trainer, explained the process of the web-based program and how it can be modified to accommodate the requirements of the WSSC's ethics training program.

**Closed Session**

On motion of Mr. Walton, seconded by Mr. Moore, the Board unanimously approved to end the open session and move into closed session at 3:24 p.m.

The Board discussed Advisory Opinion A-08-01 and 02. In addition, the Board approved the closed session minutes.

On motion of Mr. Walton, seconded by Mr. Moore, the Board unanimously agreed to end the closed session and return to open session at 4:42 p.m. to discuss the remaining items on the Agenda.

**Visioning Session**

Ms. Bardwell will present the new format for the formulated ethics program benchmarks at the March meeting.

**Other Matters of Discussion**

**1. 2<sup>nd</sup> Draft Annual Ethics Report**

- The Board discussed the "Draft" Annual Ethics Report to the Commissioners for transmittal to the County Executives in Montgomery

**and Prince George's Counties. Additional recommendations were made to improve the details of the report.**

**2. Lobbyist Registration and Reporting**

- The Board suggested that staff review the Lobbyist reporting and registration process and prepare recommendations for discussion at the May meeting.

**3. Status of Ethics Quiz**

- By consensus, the Board agreed to move this item to the June meeting.

**4. Debrief – 30 Jan. Ethics Steering Committee Meeting**

- The General Manager's recommendation did not support having a full-time Ethics Officer. The Internal Audit Manager prepared a response explaining the need for a full-time Ethics Officer and the Associate Counsel for the Board of Ethics agreed to do additional research to find out about the Ethics Officer positions in neighboring counties (i.e., Montgomery, Prince George's, and Anne Arundel Counties).

**On motion of Mr. Walton, seconded by Mr. Moore, the Board unanimously agreed to adjourn the meeting at 5:00 p.m.**

*/signed/*  
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**Lucretia Morris**  
**Administrative Assistant IV**