

WASHINGTON SUBURBAN SANITARY COMMISSION

BOARD OF ETHICS

OPEN MEETING MINUTES

Thursday, February 25, 2010
Laurel, Maryland

Closed Session

The Board met in Closed Session from 2:05 p.m. until 4:02 p.m. The attendees discussed the Closed Session minutes from Thursday, January 14, 2010, Advisory Opinion A-10-01, and A-10-02, Waiver W-10-01, and the Summary of Complaint No. C-09-02.

On motion of Mr. Pruden, seconded by Mr. Moore, the Board unanimously agreed to end the meeting at 4:01 p.m. to convene in Open Session.

The Board met in the General Counsel'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 4:02 p.m. Mr. Hausman called the meeting to order with the following members present:

Steve Hausman, Chair *pro tem*
Rachel Brown
Robert Moore
George Pruden, II

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

Open Session
Approval of Minutes

The Board discussed the “draft” open meeting minutes. On motion of Mr. Moore, seconded by Mr. Pruden, the Board approved the Open Meeting minutes from Thursday, January 14, 2010.

Other Matters of Discussion

1. **Update – Lobbyist Awareness**

Ms. Ashbury informed the attendees that the Lobbyist Awareness is in progress and the deadline is June 30, 2010.

2. **Update – Ethics Training for Commissioners**

Ms. Ashbury informed the attendees that there is no update at this time.

3. **Update – IA Ethics-Related Departmental Action Items (DAIs)**

Conflict of Interest:

Ms. Bardwell informed the attendees that on February 26, 2010, Internal Audit staff performed the User Acceptance Testing (UAT) and provided IT with feedback. The deadline for completion and rollout to the WSSC workforce is expected to be April 1, 2010.

Annual Online Ethics Training:

Ms. Bardwell informed the attendees that on February 23, 2010, the Internal Audit staff performed the first User Acceptance Testing for the Annual Online Ethics Challenge. A Focus Group will be testing on March 4, 2010, and the deadline for completion and anticipated rollout to the WSSC workforce is April 1, 2010. Ms. Bardwell extended the invitation to the Board members to attend the focus group testing.

Fraud, Waste, and Abuse Policy:

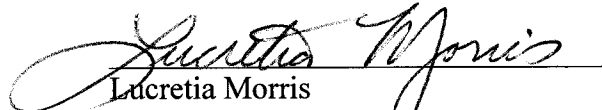
Ms. Bardwell informed the attendees that the policy name has changed to “Fraud, Waste, and Abuse Hotline Policy” and is scheduled to be submitted for a work session to the Commissioners at the March Commission Meeting. She further stated that the “Draft” procedures

and guidelines are currently under review. Ms. Bardwell offered to provide an informational copy of the procedures and guidelines to the Board.

4. **Ethics Officer Position**

Ms. Bardwell informed the attendees that the ethics officer position is contingent upon the WSSC approved rate increase. The Commissioners are recommending an 8 or 9% increase.

On motion of Mr. Pruden, seconded by Mr. Moore, the Board agreed to end the meeting at 4:10 p.m.


Lucretia Morris
Administrative Assistant IV