

`WASHINGTON SUBURBAN SANITARY COMMISSION

BOARD OF ETHICS

OPEN MEETING MINUTES

**Thursday, April 10, 2008
Laurel, Maryland**

The Board met in the 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 2:03 p.m., Chair Kuderna called the meeting to order with the following members present:

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

Also present:

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

Open Session

Approval of Minutes

The Board discussed the "draft" minutes. On motion of Mr. Walton, seconded by Mr. Hausman, the Board unanimously approved the minutes for Thursday, March 13, 2008.

Status of the BOE Chair

Ms. Bardwell informed the Board that the Resolution to appoint Mr. Walton as the Chair has been prepared and submitted for approval at the April 16, 2008, Commission Meeting.

Closed Session

On motion of Mr. Hausman, seconded by Mr. Walton, the Board unanimously approved to end the open session and move into closed session at 2:09 p.m.

The Board approved the closed session minutes for March 13, 2008.

The Board discussed Advisory Opinion A-08-04 and tasked Ms. Ashbury to prepare the “draft” decision and email the document to the members for input and pre-approval.

The Board asked Ms. Bardwell about the status of Complaint C-08-01 and Advisory Opinion A-08-01.

On motion of Mr. Hausman, seconded by Mr. Walton, the Board unanimously agreed to end the closed session and return to open session at 2:49 p.m. to discuss the remaining items on the Agenda.

Other Matters of Discussion

1. Ethics Activities

- **The Board discussed the Ethics Activities Log and modified the following items:**
 - a. No. 2, Annual Training Line Item on Performance Evaluation form – changed *CECO* to *CECO/IA***
 - b. No. 5, Dedicated/publicized Ethics Hotline – changed *CECO* to *CECO/IA***
 - c. No. 7, Evaluate Lobbyist Registration Program and Provide Information to Board of Ethics – changed *CECO* to *CECO/IA* and the date from *May 31, 2008, to December 31, 2008***

- d. **No. 8, Evaluate Contract Employee Training and Compliance - changed *CECO* to *CECO/IA* and the date from *December 31, 2008*, to *Deferred***

2. Ethics Steering Committee Debriefing

- Ms. Bardwell informed the Board that the Ethics Steering Committee decided the Ethics Officer should be a Contract Career Employee. The job description was reviewed and modified. The Committee requested the HR Director to advertise the position for 30 days.

3. Ethics Training for Commissioners

- Ms. Ashbury reiterated to the Board that the State Ethics Commission is willing to provide the necessary ethics training to the Commissioners on site at WSSC. In addition, she agreed to call her point of contact at the State Ethics Commission and inquire about the training.
- Ms. Bardwell stated that she included this ethics training opportunity in her monthly report to the Commissioners.

On motion of Mr. Hausman, seconded by Mr. Walton, the Board unanimously agreed to adjourn the meeting at 3:31 p.m.

/signed/
Lucretia Morris
Administrative Assistant IV