

WASHINGTON SUBURBAN SANITARY COMMISSION

BOARD OF ETHICS

OPEN MEETING MINUTES

**Thursday, May 8, 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 2:06 p.m., Chair Walton called the meeting to order with the following members present:

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

Mr. Hausman was absent during open session, but attended the remainder of the meeting.

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. Kuderna, seconded by Mr. Moore, the Board unanimously approved the minutes for Thursday, April 10, 2008.

Closed Session

On motion of Mr. Kuderna, seconded by Mr. Moore, the Board unanimously approved to end the open session at 2:08 p.m. and move into closed session at 2:10 p.m.

The Board unanimously approved the closed session minutes for April 10, 2008.

The Board briefly discussed the signed Advisory Opinion A-08-04. The Board preceded to discuss Advisory Opinion A-08-01 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. Ms. Bardwell provided an update using information received to date.

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. Status of the Ethics Officer Position

Ms. Bardwell informed the Board that the following action has been taken by the Human Resources Director and staff:

- **Position has been advertised internally and externally**
- **Advertised on additional websites (i.e., Ethics & Compliance Officer Association (ECO) and Society of Corporate Compliance and Ethics)**

In addition, Ms. Bardwell explained to the Board that the Ethics Steering Committee does have a process in place to review the applications and interview candidates.

2. Ethics Activities – CY 2008

Ms. Bardwell informed the Board that the following items for the Commission-wide ethics training are in progress:

- **Training Office has begun the planning stages to provide the corporate-wide training.**
- **Ms. Ashbury combined the two current presentations (new hires and financial disclosures) and included more field office examples.**

- **A meeting has been scheduled to Train-the-Trainer.**

On motion of Mr. Hausman, seconded by Mr. Kuderna, the Board unanimously agreed to adjourn the meeting at 3:40 p.m.

/signed/

Lucretia Morris
Administrative Assistant IV