

WASHINGTON SUBURBAN SANITARY COMMISSION

BOARD OF ETHICS

OPEN MEETING MINUTES

Thursday, June 12, 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 Walton called the meeting to order with the following members present:

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

Also present: Maxene Bardwell, Internal Audit Manager
Heather Ashbury, Associate Counsel I
Mary Clahane, Legal Secretary II

Open Session

Approval of Minutes

The Board discussed the "draft" minutes. On motion of Mr. Kuderna, seconded by Mr. Hausman, the Board unanimously approved the minutes for Thursday, May 8, 2008.

Closed Session

On motion of Mr. Hausman, seconded by Mr. Kuderna, the Board unanimously approved to end the open session at 2:06 p.m. and move into closed session at 2:08 p.m.

The Board discussed the closed session minutes and a Complaint.

On motion of Mr. Hausman, seconded by Mr. Kuderna, the Board unanimously agreed to end the closed session and return to open session at 2:15 p.m.

Other Matters of Discussion

1. Status of the Ethics Officer Position
Ms. Bardwell informed the Board that Human Resources received some applications. Human Resources is currently reviewing the applications and screening for qualified individuals. The position is being kept open until filled.
2. Draft On-line Code of Ethics Quiz
Ms. Bardwell informed the Board of the progress on the On-Line Code of Ethics Quiz. A New York Ethics quiz is an example of an existing quiz that can be modified to fit our environment. Questions received from WSSC's employee wide Ethics Training will be beneficial as well.
3. Update – Board Member Position Advertisement
The Board discussed that Mr. Kuderna's term ends in August; advertising for his position should start in early July.
4. WSSC Water Fund
Mr. Kuderna suggested that WSSC put something in the Pipeline to advertise more widespread for the WSSC Water Fund. Mr. Moore suggested including the practice of an independent 501(c)3 charitable organization conducting the fund activities instead of having a government account with possible conflicts for staffing Commissioners.
5. Ethics in the Workplace
Towanda Livingston, SLMBE Director, provided an overview of how she addresses ethics in the workplace.

On motion of Mr. Hausman, seconded by Mr. Kuderna, the Board unanimously agreed to adjourn the meeting at 3:10 p.m.

/signed/

Mary E. Clahane
Legal Secretary II