

WASHINGTON SUBURBAN SANITARY COMMISSION

BOARD OF ETHICS

OPEN MEETING MINUTES

Thursday, July 8, 2010
Laurel, Maryland

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 2:03 p.m. Mr. Hausman called the meeting to order with the following members present:

Steve Hausman, Chair
Rachel Brown
George Pruden, II

Also present: Heather Ashbury, Associate Counsel II
Lucretia Morris, Administrative Assistant IV

Mr. Robert Moore was not in attendance at the opening of the meeting. Ms. Maxene Bardwell was absent from the meeting.

Open Session

Amendment of Agenda

On motion of Mr. Pruden, seconded by Ms. Brown, the Board unanimously agreed to amend the Agenda to include Advisory Opinion No. A-10-03.

Approval of Minutes

The Board discussed the "draft" open meeting minutes. On motion of Ms. Brown, seconded by Mr. Hausman, the Board approved the Open Meeting minutes

from Thursday, June 10, 2010. Mr. Pruden abstained because he was not in attendance at the June meeting.

Other Matters of Discussion

1. **Update – Lobbyist Awareness**

Ms. Ashbury informed the attendees that she is arranging a meeting with the staff in Communications & Community Relations Office to develop a communication plan for the Lobbyist Awareness Program at WSSC.

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

Ms. Ashbury stated that to date there has been no response to the letter issued to the Commissioners dated May 13, 2010 for Ethics training. Ms. Morris reminded the attendees that Ms. Bardwell has been tasked with following-up with the Corporate Secretary on the status of the request.

Ms. Brown informed the attendees that her previous employer does not provide ethics training, only standards of conduct training.

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

Financial Disclosure Statements/Training

Ms. Morris informed the attendees that as of today, there are a total of 22 outstanding statements (19 completed awaiting management's review and 3 not started).

Conflict of Interest Statements:

Ms. Morris informed the attendees that as of today, there are a total of 135 outstanding statements excluding the employees on special leave.

Annual Online Ethics Challenge:

Ms. Morris informed the attendees that as of today, there are 64 employees that have not taken the Ethics Challenge excluding the employees on special leave and summer interns.

4. **Fraud, Waste, and Abuse (FWA) Policy:**

No update provided at this time.

5. **Ethics Officer (EO) Position**

Ms. Ashbury will be researching the reporting structure and provide information at the August meeting. Preliminary review suggests that the EO should report to the highest level of management.

On motion of Mr. Moore, seconded by Mr. Pruden, the Board agreed to end the Open Session to convene in Closed Session at 2:30 p.m.

Closed Session

The Board discussed the Closed Session minutes from Thursday, June 8, 2010, and Advisory Opinion A-10-03.

On motion of Mr. Pruden, seconded by Mr. Moore, the Board agreed to end the meeting at 2:51 p.m.


Lucretia Morris
Administrative Assistant IV