

**WASHINGTON SUBURBAN SANITARY COMMISSION**

**BOARD OF ETHICS**

**OPEN MEETING MINUTES**

**Thursday, July 10, 2008  
Laurel, Maryland**

**The Board met in the Commissioners' 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 2:07 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: Heather Ashbury, Associate Counsel I  
Lucretia Morris, Administrative Assistant IV**

**Maxene Bardwell, Internal Audit Manager, was present via telephone conference.**

**Open Session**

**Approval of Minutes**

**The Board discussed the "draft" minutes. On motion of Mr. Hausman, seconded by Mr. Kuderna, the Board unanimously approved the minutes for Thursday, June 10, 2008.**

**Closed Session**

On motion of Mr. Kuderna, seconded by Mr. Hausman, the Board unanimously approved to end the open session at 2:10 p.m. and move into closed session at 2:11 p.m.

The Board discussed the closed session minutes, Advisory Opinions and a Complaint.

On motion of Mr. Kuderna, seconded by Mr. Hausman, the Board unanimously agreed to end the closed session at 3:24 p.m. and return to open session at 3:25 p.m.

**Other Matters of Discussion**

1. **Status of the Ethics Officer Position**

Ms. Bardwell informed the Board that the Human Resources Group received a good pool of candidates. The first set of interviews will start Friday, July 18, 2008. All interview packages will be provided to each panel member prior to the scheduled interviews. The position is being kept open until filled.

2. **Update – Board Member Position Advertisement**

Ms. Bardwell informed the Board that the position has been advertised and it closes on July 31, 2008. Mrs. Morris informed the Board that Internal Audit has received four applications thus far.

3. **Code of Ethics Training**

Ms. Bardwell informed the Board that the Code of Ethics training for the remainder of the workforce was completed on schedule and Human Resources Group did a superb job meeting the deadline. Ms. Bardwell suggested that the Board prepare a thank letter to the Interim General Manager and Human Resources Director acknowledging the great job performed in meeting the set deadline of June 30, 2008. The Board Chair agreed to draft the letter and vet it to meeting attendees prior to distribution.

On motion of Mr. Hausman, seconded by Mr. Kuderna, the Board  
unanimously agreed to adjourn the meeting at 3:28 p.m.

/signed/  
\_\_\_\_\_  
Lucretia Morris  
Administrative Assistant IV