

WASHINGTON SUBURBAN SANITARY COMMISSION

BOARD OF ETHICS

OPEN MEETING MINUTES

Thursday, August 12, 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 2:06 p.m. Mr. Hausman called the meeting to order with the following members present:

Steve Hausman, Chair
Rachel Brown
George Pruden, II

Also present: Maxene M. Bardwell, Internal Auditor
Heather Ashbury, Associate Counsel II
Matthew Gallagher, Associate Counsel I
Lucretia Morris, Administrative Assistant IV

Mr. Robert Moore was absent from the meeting.

Closed Session

The Board discussed the "draft" closed session minutes from Thursday, July 8, 2010, and Waiver No. W-10-02.

On motion of Mr. Pruden, seconded by Ms. Brown, the Board agreed to end the Closed Session to convene in Open Session at 2:23 p.m.

Open Session

Approval of Minutes

The Board discussed the "draft" open meeting minutes. On motion of Mr. Pruden, seconded by Ms. Brown, the Board approved the Open Meeting minutes from Thursday, July 8, 2010.

Other Matters of Discussion

1. Update – Lobbyist Awareness

Ms. Ashbury informed the attendees that she met with the staff in Communications & Community Relations Office and they had some great ideas for promoting the program. She has to provide them with additional information by 08/31/10.

2. Update – Ethics Training for Commissioners

Ms. Bardwell will follow-up with the Corporate Secretary to request time on the Commission Agenda for the September meeting.

Ms. Ashbury will prepare the training materials.

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 23 outstanding statements (20 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 29 employees that have not taken the Ethics Challenge excluding the employees on special leave and summer interns.

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

Ms. Bardwell informed the attendees that the contract for The Network was signed today. WSSC was able to ride the contract held by the MNCPP-C. The representative from The Network will be contacting Ms. Bardwell to discuss implementation of the program.

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

Ms. Ashbury informed the attendees that the EO can report to the Board of Ethics members functionally and report administratively to a higher official within WSSC, which is to be determined in the near future. She also stated that we can start the advertising process.

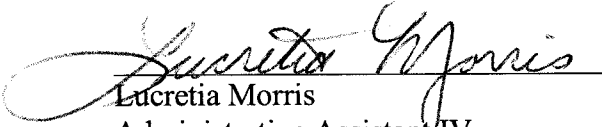
Ms. Bardwell will request time on the September Meeting Agenda to discuss the advertisement with the Commissioners in Closed Session. In addition, she will meet with Mr. Johnson to discuss the administrative reporting structure for the EO.

6. **Code of Conduct**

Ms. Bardwell informed the attendees that the contract has been awarded and the reference check went very well.

She also stated that the HR Training Office is willing to provide face-to-face Code of Conduct training in early spring.

On motion of Mr. Pruden, seconded by Ms. Brown, the Board agreed to end the Open Session at 2:45 p.m.


Lucretia Morris
Administrative Assistant IV