

WASHINGTON SUBURBAN SANITARY COMMISSION

BOARD OF ETHICS

OPEN MEETING MINUTES

Thursday, September 9, 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 2:10 p.m. Mr. Pruden called the meeting to order with the following members present:

George Pruden, II, Chair *pro tem*  
Rachel Brown  
Robert Moore

Also present: Dana Whiting, Internal Auditor IV  
Matthew Gallagher, Associate Counsel I  
Lucretia Morris, Administrative Assistant IV

Mr. Steven Hausman and Ms. Heather Ashbury were absent from the meeting.

**Open Session**

**Approval of Minutes**

The Board discussed the "draft" open meeting minutes. On motion of Ms. Brown, seconded by Mr. Pruden, the Board approved the Open Meeting minutes from Thursday, August 12, 2010.

**Other Matters of Discussion**

1. **Update – Lobbyist Awareness**

Mr. Gallagher informed the attendees that this project is ongoing.

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

No update at this time.

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 2 outstanding statements (1 completed awaiting management's review and 1 not started).

***Conflict of Interest Statements:***

Ms. Morris informed the attendees that as of today, there are a total of 15 outstanding statements excluding the employees on special leave.

***Annual Online Ethics Challenge:***

Ms. Morris informed the attendees that since the Challenge is not a mandatory requirement, no updates will be provided from this point on. In addition, Ms. Morris asked the question from Ms. Bardwell on whether the online training should be considered mandatory training.

The Board unanimously agreed that the Annual Online Ethics Challenge should be considered mandatory. The Board requested that Mr. Gallagher inform Ms. Ashbury to prepare a "draft" amendment for review and approval for inclusion in the Code of Ethics booklet.

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

No update at this time.

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

Mr. Whiting informed the attendees that the advertisement was posted on 09/3/10 and provided copies for review. The Board questioned the salary as posted for less than full-time EO position. They also recommended two (2) additional websites to post the advertisement (i.e., Corporate Secretary's Association and Josephson's Institute).

After much discussion, the Board requested that the posting be removed from the website(s), if possible, to modify the salary range to be more factual and the ending date should not be indefinite. This will allow the incumbent to move forward and have closure. Mr. Whiting agreed to meet with the HR Representative, Ms. Bui, to address the concerns of the Board.

**6. Code of Conduct**

Mr. Whiting informed the attendees that IAO presented a voting poll to management for the theme of the Code of Conduct. There were four (4) themes provided; 1) Doing What's Right; 2) Integrity in Action; 3) Make a Difference; 4) The Right Choice. The Board would like to receive the results of the poll once completed.


**Closed Session**

On motion of Mr. Moore, seconded by Ms. Brown, the Board agreed to end the Open Session at 2:44 p.m. to convene in Closed Session.

The Board discussed the "draft" closed session minutes from Thursday, August 12, 2010.

On motion of Mr. Moore, seconded by Ms. Brown, the Board agreed to end the Closed Session to reconvene in Open Session at 2:54 p.m.

On motion of Mr. Moore, seconded by Ms. Brown, the Board agreed to end the  
Open Session at 2:3:03 p.m.

  
Lucretia Morris  
Administrative Assistant IV