**DRAFT MINUTES**

**STATE ETHICS COMMISSION**

Wednesday, September 5, 2018

6 Baldwin Street

Room 315

Montpelier, VT 05633

Present were Commission members Madeline Motta and Chris Davis and Executive Director, Brian Leven. Commission members Julie Hulburd, Sarah Biolsi Vangel, and Suzanne Lowensohn participated by teleconference.

1. Madeline Motta called the meeting to order at 1:13 p.m.
2. Suzanne Lowendsohn moved to approve the minutes of the Commission’s August 1, 2018 meeting; Sarah Biolsi Vangel seconded; motion passed unanimously.
3. Discussion of VPIRG request for advisory opinion. The Commission directed Brian Leven to draft an opinion within one week for Commission review.
4. Chris Davis moved to enter into executive session to discuss requests for guidance and complaints filed with the Commission; Sarah Biolsi Vangel seconded; motion passed unanimously.
5. Chris Davis moved to exit executive session; Sarah Biolsi Vangel seconded; motion passed unanimously.
6. Budget Update – Suzanne Lowensohn reviewed the Commission’s budget.

1. Website Development – Brian Leven updated the Commission on the process for obtaining services for website development/support services. Julie Hulburd moved to have Brian work with VT Web Marketing on a more formal proposal for services; Chris Davis seconded; motion passed unanimously.
2. Review of Draft Operating Policies and Procedures – The Commission discussed and marked up the draft policies and procedures for issuing guidance and advisory opinions. Sarah’s draft to be reviewed next meeting. Brian to provide a revised draft.
3. Marketing Update – The Commission reviewed Madeline’s brochure and rack sheet.
4. Because the Commission will be exhibiting at the VLCT Town Fair at the Double Tree by Hilton Hotel in South Burlington, the Commission agreed to hold its next meeting on October 3 from 1 – 3 p.m. at the South Burlington Library. Brian will email members regarding their ability to participate at the VLCT Town Fair.
5. Chris Davis moved that the Commission resolve to hold its regular meetings on the first Wednesday of each month from 1 – 3; Sarah Biolsi Vangel seconded; motion passed unanimously.
6. Data Monitoring System – now that we have budget clarity, Madeline Motta will resume negotiations with NAVEX.
7. Governmental Ethics Training Efforts discussion. Brian will send a letter to the Speaker of the House and President Pro Tem of the Senate offering ethics training for legislators in January.
8. Chris Davis moved to adjourn; Suzanne Lowensohn seconded; motion passed unanimously. The Commission adjourned at 3:16 p.m.