**APPROVED MINUTES**

**STATE ETHICS COMMISSION**

Wednesday, April 4, 2018

6 Baldwin Street

Room 315

Montpelier, VT 05633

Present were Commissioners Madeline Motta, Chris Davis, Julie Hulburd, Suzanne Lowensohn, and Sarah Vangel and Executive Director, Brian Leven.

1. Madeline Motta called the meeting to order at 10:09 a.m.
2. Chris Davis moved to approve the minutes of the Commission’s March 7, 2018 meeting. Julie Hulburd seconded the motion. Motion approved unanimously.
3. Discussion about the State Ethics Code and revised draft of the General Principles and cover letter to be submitted to the House and Senate Committees on Government Operations.

1. Discussion about SEC Operating Policies and Procedures, initial draft provided by Chris Davis.
2. Discussion about SEC Marketing Plan, prepared by Julie Hulburd. Discussion also covered SEC website and guidance offered to public officials.
3. Discussion about Complaint Case Management and Monitoring Systems Discussion. Chris Davis reported on his research on Middlebury College’s system. Madeline Motta reported on her discussion with the Vermont Attorney General’s Office.
4. Coordination of Commissioners schedules with Legislative Committee Hearings; proposed dates are April 25 and 27 and May 2.
5. Julie Hulburd moved to adjourn; Sarah Vangel seconded; motion approved unanimously; SEC adjourned at 1:08.