**APPROVED MINUTES**

**STATE ETHICS COMMISSION**

Wednesday, July 11, 2018

6 Baldwin Street

Room 315

Montpelier, VT 05633

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

1. Madeline Motta called the meeting to order at 10:06 a.m.
2. Julie Hulburd moved to approve as amended the minutes of the Commission’s June 6, 2018 meeting; Sarah Vangel seconded; motion passed unanimously.
3. Madeline Motta gave an update on the Commission’s budget.
4. The Commission discussed the need for outside website development assistance. Brian Leven to report back on the bid process by next meeting with the goal to have someone on board by the Fall.
5. Discussion of the Commission’s Operating Policies and Procedures and apportionment of section responsibilities.
   1. Complaints - Completed
   2. Guidance – Chris Davis
   3. Advisory Opinions – Chris Davis
   4. Records Retention – Brian Leven
   5. Privacy Data Protection – Sarah Vangel
   6. Media Relations – Sarah Vangel
6. Julie Hulburd provided a marketing update. Suzanne Lowensohn, Julie Hulburd, and Madeline Motta reported on their July 12 presentation. Discussion of the need for brochures (Brian Leven to provide a draft brochure for next meeting). The Commission will include a description of its marketing/outreach effort in the annual report to the Legislature.
7. Madeline Motta updated the Commission on the Data Monitoring System, continuing negotiations with NAVEX, and possible collaboration with DHR.
8. Complaints Update
   1. Chris Davis moved to enter into executive session to discussed confidential complaints filed with the Commission; Sarah Vangel seconded; motion passed unanimously.
   2. Julie Hulburd moved to exit executive session; Sarah Vangel seconded; motion passed unanimously.
9. Discussion of potential recommendations for legislative changes
   1. The confidentiality of complaints filed with the Commission only applies when to those records in the Commission’s custody.
   2. Brian Leven and Madeline Motta will meet with the Attorney General’s office regarding the Commission’s investigatory authority.
   3. Amend the Complaint Form to have complainant indicate whether they have filed the complaint with any other agency.
10. Governmental Ethics Training
    1. Brian Leven to begin creation of the curriculum/presentation
    2. Coordination with DHR
    3. Invite Tom Waldman from DHR to September meeting
11. Sarah Vangel moved to adjourn the meeting; Julie Hulburd seconded; motion passed unanimously; the Commission adjourned at 11:46 a.m.