**DRAFT MINUTES**

**STATE ETHICS COMMISSION**

Wednesday, August 1, 2018

6 Baldwin Street

Room 315

Montpelier, VT 05633

Present were Commissioners Madeline Motta, Julie Hulburd, and Sarah Biolsi Vangel, and Executive Director, Brian Leven. Commissioner Suzanne Lowensohn participated by telephone. Candace Elmquist, Budget and Management Analyst from the Department of Finance and Management, also attended the meeting.

1. Madeline Motta called the meeting to order at 10:14 a.m.
2. Julie Hulburd moved to approve the minutes of the Commission’s July 11, 2018 meeting; Sarah Biolsi Vangel seconded; motion passed unanimously.
3. Budget Update – Madeline Motta updated the Commission on its budget. The Commission’s excess receipts request was granted.

1. Website Development – Brian Leven updated the Commission on the process for obtaining services for website development/support services. Candace Elmquist explained to the Commission that no public bidding process is required if the cost of the services will be less than $10,000.
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.
3. Marketing Update – the Commission discussed having the brochure and rack card ready for next meeting.
4. The Commission agreed to hold its next meeting on September 5 from 1 – 3 p.m. The Commission further agreed to hold its October 3 meeting at a public building near the VLCT Town Fair at the Hilton Hotel.
5. Data Monitoring System – Now that our excess receipts request was granted, Madeline Motta will resume negotiations with NAVEX.
6. Discussion of Legislative Recommendations
7. Governmental Ethics Training Efforts discussion. Brian Leven to add more substance to presentation.
8. Complaints Update
   * 1. Sarah Biolsi Vangel moved to enter into executive session for the purpose of discuss confidential complaints; Julie Hulburd seconded; motion passed unanimously.
     2. Sarah Biolsi Vangel moved to exit executive session; Julie Hulburd seconded; motion passed unanimously.
9. Sarah Biolsi Vangel moved to adjourn; Suzanne Lowensohn seconded; motion passed unanimously. The Commission adjourned at 12:30 p.m.