**Vermont State Ethics Commission**

**6 Baldwin St. Rm. 315, Montpelier, VT**

**June 5, 2019 Meeting Minutes**

1. **Call to Order:** The meeting was called to order by Commission Chair Julie Hulburd at 10:15 a.m.. Also present for the meeting were Commission members Christopher Davis, Sarah Biolsi Vangel, Paul Erlbaum, Michele Eid, and Executive Director Larry Novins.

1. **Minutes:** On the motion of Paul Erlbaum, second by Michele Eid, the minutes of the May 1, 2019 meeting (with one correction) were approved.

1. **Introductions:** None
2. **Public Comment**: None
3. **Website:** Novins will contact the website developer to add a link to show the ORCA Vermont Votes Interview that he gave. He will check to see if an edited version can be created. Also to be added to the Commission website is the ethics video. Novins will explore how other revisions or additions to the website may be achieved.
4. **Operating Procedures, Review, Revision:**  Executive Director Novins updated the Commission on his end of session report to the House Government Operations Committee. As promised earlier in the legislative session, Novins shared via email to the Committee Vice Chair copies of the revised policy on Advisory Opinions and information about the process leading to the changes.
5. **Training report:**  Larry Novins will speak as part of an ethics panel for attorneys in Vermont State government sponsored by the Attorney General’s Office. He will also speak to the Defender General/Criminal Defense bar’s annual CLE meeting. He shared with the Commission a Power Point presentation that he prepared for those events. It can be used for future trainings as well.
6. **General Principles:** Larry Novins shared a draft gender-neutral revision to the General Principles and highlighted parts of the General Principles that need substantive revision. He will draft language for those highlighted sections and send a new draft to the Commission before its next meeting.
7. **Executive Director Report:**
   1. Larry Novins reported end of legislative session contacts with legislators. Over the summer he will renew contact with Senators involved in Ethics Commission legislation and training to keep them abreast of the Commission’s activities and policy changes.
   2. Novins updated the Commission on his research and review of ethics laws and rules of other states. He gave a summary of some provisions that might be appropriate for use in Vermont when additional ethics legislation is contemplated.
   3. The Ethics Commission office conference table and chairs are expected to be delivered in about 10 days. Needed office supplies have been purchased.
   4. The final revisions for letterhead and business cards will be completed in the next day or two.
8. **Municipal Complaints, General Discussion:** The Commission discussed what will happen in December 2020 if the provision in Act 79, under which the Secretary of State’s office receives complaints about municipal government, is allowed to expire. Under Act 79, 24 V.S.A. § 1984, Vermont municipalities are required by July 1, 2019 to have adopted conflict of interest policies. Some municipalities have gone further and adopted ethics codes. Larry Novins will contact the clerks of the municipalities to ask if they would be willing to send copies of their adopted conflicts of interest rules or ethics codes to the Commission where they may be posted and readily accessed.
9. **Outreach:** To promote general awareness of the Commission’s activities and offerings, the Commission will contact the Vermont League of Cities and Town in hopes of getting a table at the League’s October annual meeting. The Commission discussed other ways to remind the public of the Commission’s role.
10. **Executive Session to Discuss Complaints and Guidance Requests:** On the motion of Paul Erlbaum, second by Michele Eid, the Commission went into executive session to discuss complaints and guidance requests. These matters are confidential per 3 V.S.A. §§ 1221(d), 1223(c), and 1225(a)(3). On the motion of Paul Erlbaum, second by Michele Eid, the Commission concluded its executive session.
11. **Other business:**  None
12. **Adjournment:** Sarah Vangel moved to adjourn, second by Chris Davis. The meeting adjourned at 12:10. p.m. The Commission’s next meeting is scheduled for July 3, 2019.