

Minutes State Ethics Commission November 7, 2018

6 Baldwin Street, Room 315, Montpelier Vermont 05633

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

1. Madeline Motta called the meeting to order at approximately 1:05 p.m.
2. Julie Hulburd moved to approve the minutes of the Commission's October 3, 2018 meeting. Suzanne Lowensohn seconded. The motion passed unanimously.
3. SEC website development. Madeline Motta updated the Commission on the status of the proposed services contract with VT Web Marketing. The Commission asked the Executive Director to return to VT Web Marketing to complete the negotiations including obtaining clarity on the cost per hour if the Commission exceeds the agreed upon 24 hours under the proposed contract.
4. Draft Operating Policies and Procedures. The Commission continued its discussion regarding the draft with the intent to vote on the draft at its next meeting.
5. Review of proposed draft legislation. The Commission reviewed the draft legislative proposal prepared by the Executive Director. There were several suggested changes including:
 - a. Changing the language "probable cause to prosecute" to "there are reasonable grounds that a violation exists."
 - b. It was also discussed that the Commission may need to ask Bradley Kukenberger how best to fund a full time or part time investigator. Further revisions to the draft will be discussed at the next meeting.
6. SEC marketing update: Madeline Motta and Julie Hulburd reported that the posters and brochures are prepared to go to the municipalities and regional offices of the state. The Secretary of State's Office has the addresses and the Commission asked the Executive Director to contact Human Resources to obtain the contact information for all of the municipalities.
7. Budget update: There was a brief discussion about the budget and how the Commission continues to remain under budget.
8. Annual report discussion: The Commission agreed that the annual report would include the proposed draft legislation. The report is due January 15. Madeline Motta, Julie Hulburd and Christopher Davis agreed to work on the annual report with the Executive Director. Madeline Motta suggested that we look at the Human Rights Commission's report as an example of language to use when preparing the report.

9. Governmental ethics training and contact with legislators: The Executive Director reported that he had been in touch with Senator Ashe. Now that the election is over the Executive Director will reach out to Senator Ashe and Representative Mitzi Johnson to schedule training. The Executive Director needs to draft some factual scenarios as part of the training to include, for example, issues concerning gifts and conflicts of interest.
10. Complaints update: The Commission went into executive session and briefly reviewed the status of the complaints. The Commission then left executive session.
11. Julie Hulburd moved to adjourn. The motion was seconded by Christopher Davis and passed unanimously. The Commission adjourned at approximately 3:15 p.m.

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