

Minutes State Ethic's Commission December 5, 2018

Present were Commissioner's Madeline Motta, Julie Hulburd, Sarah Biolsi Vangel, and Christopher L. Davis. Commissioner Suzanne Lowensohn participated by telephone. Also present was Larry Novins.

1. Madeline called the meeting to order at 1:00 p.m.
2. Minutes: Christopher Davis moved to accept the November 7, 2018 minutes as amended. Julie Hulburd seconded the motion and it was approved unanimously. Sarah Biolsi Vangel abstained.

Julie Hulburd then moved to accept the minutes of the November 27, 2018 special meeting. Sarah Biolsi Vangel seconded the motion and it was approved unanimously.

3. SEC website development. Madeline Motta reported that she had signed a contract on behalf of the Commission with Vermont Web Marketing so that the company can start developing further the website. The cost will be just over \$2,000 for one year.
4. SEC marketing update. Madeline Motta reported that she met with The Mailing Center and obtained an estimate for mailing the brochures and posters to various state agencies and municipalities at a cost of just over \$400. It was decided to do the mailing after the holidays in January. Sarah Biolsi Vangel moved to authorize Madeline Motta to enter into the contract for the mailing services. Julie Hulburd seconded the motion and it was approved unanimously. It was also agreed to ask the printer to revise if possible the brochure to change the name of the Executive Director. Julie Hulburd also agreed to draft a cover letter to go with the mailings.
5. Review of draft of Operating Policies and Procedures. After discussion Sarah Biolsi Vangel moved to amend paragraph 9 of the draft Policies and Procedures regarding privacy and data to state that the electronically stored information would be stored on a "secured website provided by the State of Vermont." Julie seconded the motion and the policies were adopted with the referenced amendment. Suzanne Lowensohn abstained.
6. Budget update. Madeline Motta reported that the budget for the new fiscal year is approximately \$120,000. In addition approximately \$65,000 of unused funds from the previous fiscal year were rolled over into the current fiscal year (the fiscal year begins July 1 of each year). Madeline Motta reviewed the expenses incurred from inception to date. Suzanne Lowensohn offered to compare the current year's budget to the actual expenses incurred to date.
7. Consultant discussion. Madeline Motta reported that TJ Jones will be at the COGEL Conference and available to meet with the Commission members and Larry Novins. She is working on a contract with Mr. Jones and anticipates it would be under \$5,000 for approximately 6 months of consulting work at an agreed upon hourly rate. It was agreed that at the next meeting the terms of that consulting contract will be on the agenda.

8. Annual Report. The Commission discussed at length the contents of its first Annual Report including reviewing outlines prepared by its former Executive Director and Julie Hulburd. The following was agreed upon:
 - a. Sarah Biolsi Vangel volunteered to revise the chart of complaints prepared by the prior Executive Director to:
 - Redact identifying information
 - Add a column for state or municipal complaints and also which branch of government
 - Insert dates of referral
 - Indicate the nature of the complaint (for example conflict of interest; gifts; etc.)
 - Use the complaint number that the Commission is currently using.
 - b. Tentatively it was agreed that the revised chart would not be part of the Annual Report as it is unclear whether or not all of the data has been tracked. Rather a narrative approach will be used.
 - c. Sarah Biolsi Vangel volunteered to prepare a narrative regarding the first five sections of Julie Hulburd's outline.
 - d. Suzanne Lowensohn and Julie Hulburd volunteered to draft a narrative on the data analytics and more particularly sections 6, 7 and 8 of Julie's outline.
 - e. Madeline Motta volunteered to draft the recommendations and goals contemplated in section 9 of Julie Hulburd's outline to be assisted by Christopher Davis.
 - f. Christopher Davis agreed to assemble all of the sections into a draft Annual Report. All sections are to be forwarded to Christopher Davis by December 20 for him to assemble.
9. Review of draft legislation. Christopher Davis agreed to prepare a revised draft of the proposed legislation to be circulated among the Commission members prior to the next meeting.
10. Update on governmental training. It was agreed that once Larry Novins is appointed Executive Director one of his tasks will be to contact to government operations committee with both the Senate and the House to schedule trainings for their members.
11. Complaints update. There were no new complaints since the last meeting.

12. Disclosure form update. After discussion Sarah Biolsi Vangel moved to adopt the changes to the disclosure form which consisted of including an “other income” section and some wording changes. Suzanne Lowensohn agreed to draft the new form.
13. Other business. It was acknowledged that an offer has been made to Larry Novins to become the new Executive Director. Mr. Novins has accepted the offer and will assume the position once approval is received from the Secretary of Administration. In view of these facts Christopher Davis moved to authorize Madeline Motta to issue a press release upon Mr. Novins’ official appointment indicating that the earlier Executive Director had resigned and that Larry Novins had accepted the position.
14. Christopher Davis moved to adjourn. Julie Hulburd seconded the motion and it was approved unanimously with the Commission adjourning at 3:05 p.m.

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