**APPROVED MINUTES**

**STATE ETHICS COMMISSION**

Wednesday, June 6, 2018

6 Baldwin Street

Room 315

Montpelier, VT 05633

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

1. Madeline Motta called the meeting to order at 10:08 a.m.
2. Chris Davis moved to approve the minutes of the Commission’s May 2, 2018 meeting; Julie Hulburd seconded; Motion passed unanimously; Sarah Vangel abstained.
3. Discussion of revised draft of the State Code of Ethics: General Principles of Governmental Ethical Conduct. Julie Hulburd moved to approve and adopt the final revisions; Sarah Vangel seconded; Motion passed unanimously.

1. Discussion of complaint referral/tracking system, in particular the NAVEX system. Suzanne Lowensohn moved that the Commission enter into a contract with NAVEX provided pending questions are answered; Julie Hulburd seconded; Motion passed unanimously.
2. Brian Leven updated the Commission on inquiries regarding the Financial Disclosure Form.
3. Discussion of future governmental ethics trainings.
4. Discussion of program outreach efforts. Madeline Motta, Suzanne Lowensohn, and Julie Hulburd will be presenting to the Vermont Government Finance Officers Association.
5. Sarah Vangel moved to enter into Executive Session for the purpose of discussing Complaints filed with the Commission; Suzanne Lowensohn seconded; Motion passed unanimously. Julie Hulburd moved to exit Executive Session; Sarah Vangel seconded; Motion passed unanimously.
6. Discussion of budget and need for certain books and research materials. Chris Davis moved that the Commission purchase those books and research materials discussed; Julie Hulburd seconded; Motion passed unanimously.
7. Suzanne Lowensohn moved to adjourn; Julie Hulburd seconded; Motion passed unanimously; SEC adjourned at 1:18.