



## Vermont State Ethics Commission

Minutes of August 3, 2022

6 Baldwin Street, Montpelier, Vermont

- 1. Call to Order:** The regular meeting, held remotely via Zoom, was called to order by Paul Erlbaum, Chair, at 10:10 A.M. Also present for the meeting were Commission members Sarah Biolsi Vangel, Christopher Davis, Executive Director Christina Sivret, and Administrative Assistant Carolyn Desch. Commission members Sarah Butson and Michele Eid were absent.
- 2. Approval of Minutes:** Minutes were not approved due to the lack of a quorum of members who were also present at the July 6, 2022, meeting.
- 3. Public Comment:** None
- 4. Executive Director's Report:** **Consultant contract extension.** Thomas Jones' contract was extended for another year for work on training development, legislative engagement, best practices in government, and other special projects. **Best practices for advisory opinions.** Work on an advisory opinion best practices manual is ongoing. A draft should be available by the next meeting for review. **Training update.** As of last week, 64 people had taken the new ethics training via the Learning Management System (LMS). Phase 2 of training development has begun, with a goal of making the existing training more interactive and user friendly. CAPS is working on suggested updates, after which the Ethics Commission will review and provide comments. **Priorities.** Commission priorities over the next few months will be training development and working on an advisory opinion, most likely related to conflicts of interest and boards and commissions.

**Other Business:** **Review of policy documents:** The Commission reviewed draft policy documents prepared by previous Commission staff on the topics of privacy and data protection, meeting minutes, and complaint procedures. Discussion centered around the fact that the documents mainly reflect statutory requirements and do not require many

changes. **COGEL Conference update**: Carolyn reported that reservations have been made for all participants. **Quick budget overview**: The Commission ended FY22 on target. For FY23 there is \$116,575 available in spending authority. We also have \$44,869 in remaining start-up money that can be used for training development and other special projects in FY23, including Thomas Jones' contract. **Reappointments**: Sarah Vangel has been reappointed by the Chief Justice to a second term. **Other**: It was decided that the General Principles of Government Ethical Conduct, which have been superseded by the statutory Code of Ethics, will be moved to the history section of the website.

5. **Adjournment**: Chris Davis moved to adjourn, second by Sarah Vangel. The meeting adjourned at 10:40 A.M.