DRAFT MINUTES

**Vermont State Ethics Commission**

February 19, 2018

City Hall Winooski

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

1. Called to order at 10 a.m. by Chair, Madeline Motta.
2. *Motion* by Julie Hulburd to approve minutes of January 3, 2018 Commission meeting; seconded by Suzanne Lowensohn; passed unanimously.
3. The Commission discussed the complaint form and procedure.
4. *Motion* by Sarah Vangel to enter into executive session for the purpose of discussing complaints filed with the commission (pursuant to 3 V.S.A. 1223(c), complaints filed with the commission are exempt from public inspection and copying under the Public Records Act); seconded by Chris Davis; passed unanimously.
5. *Motion* by Chris Davis to exit executive session; seconded by Suzanne Lowensohn; passed unanimously.
6. Madeline Motta updated the Commission on financial disclosure forms.
7. Executive Director, Brian Leven updated the Commission on progress on the Commission’s website.
8. The Commission discussed proposed legislation creating a public records ombudsman that would be administratively attached to the Commission.
9. The Commission discussed the State Ethics Code and its schedule for drafting.
10. *Motion* by Chris Davis to adopt by resolution that regular Commission meetings will be held on the first Wednesday of each month or the second Wednesday of the month if the first Wednesday falls on a state holiday; seconded by Sarah Vangel; passed unanimously.
11. *Motion* by Suzanne Lowensohn to adjourn meeting; seconded by Sarah Vangel; passed unanimously.
12. Meeting adjourned at 12:20 p.m.

Submitted by Brian Leven