

CITY OF SALISBURY
ETHICS COMMISSION MEETING
MAY 17, 2016

Ethics Commission Members Present

Dr. Francis Kane, Chairperson
Reverend Thomas Tucker

Cindy Pilchard

Absent Members from Meeting

Rabbi Arnold L. Bienstock
City Administrator, Tom Stevenson

Maureen McNeill

In Attendance

Assistant City Administrator, Julia Glanz, Attorney Mark Tilghman, and
Office Administrative Associate, Michelle Odom

The Ethics Commission met at 11:00 a.m. in Conference Room #306 of the GOB

Dr. Kane reviewed some of the new forms the Ethics Commission would like to be available on the COS website once Mark Tilghman reviews them. Cindy Pilchard encouraged the Commission how important these forms are, and should be available sooner than later on the website. A brochure would also be helpful to create for people who want to know the procedure on "how to file" a complaint. Please see the attached FAQs sample that might be helpful in a brochure. Attorney Mark Tilghman will look back in his notes to confirm if his notes were incorporated or not. The State could come and audit the COS Ethics Commission at any time to verify that we are compliant according to the Regulations.

Reverend Tucker re-emphasized to the members that we should submit all of the Commission's correspondence to the Attorney Mark Tilghman for review.

Unfortunately the financial disclosure statements to review were not available to present to the Ethics Commission. There are (12) delinquent financial disclosure forms as of today's date. Dr. Kane will send a follow up letter after May 30th to remind individuals who are non-compliant and must fill out the form. That letter will be reviewed by Mark Tilghman before mailing it.

Dr. Kane presented (3) three comments regarding what the Commission should look for when reviewing the forms.

1. Form must be completed.
2. Any inconsistencies should be flagged.
3. Check that any gifts received over \$20.00 must be verified who they were from and what the gift was for. Make sure there is no conflict of interest in gift giving.

Dr. Kane presented the outstanding issue regarding Mr. Bruce Williams who resigned and is refusing to complete the financial disclosure forms. He is no longer serving on any of the City of Salisbury Boards or Commissions. The regulations clearly state that even after you resign you must complete the forms. After some discussion it was decided that to pursue with penalties may not be the best course of action at this time. A follow up letter will be mailed to Mr. Williams encouraging him to be compliant and complete the forms or warn him that he will not be eligible to serve on any future Boards or Commissions for the City of Salisbury. All agreed this would be the next form of action. Dr. Kane will discuss this letter with Tom Stevenson and Attorney Mark Tilghman before sending.

The next meeting will be to go over any delinquent financial disclosure statements or those that have inconsistencies.

Meeting adjourned at 11:35 am.

/mlo