***City of Scranton***

 **Ethics Board**

 340 N. Washington Avenue

 Scranton, PA 18503

 Board Members: Stephanie Bressler, David Falchek,

 Kathryn Lafferty-Danner, Harry McKay, 1 vacancy

 Solicitor: John M. Hart

**Meeting Minutes**

**Wednesday, December 15, 2021 @ 6:00 p.m.**

**Virtual Session Broadcast on ECTV**

1. **Call to Order**

Ethics Board Secretary Stephanie Bressler called the meeting to order at 6:00 p.m.

1. **Welcome and Roll Call**

Secretary Bressler, Board Members Dave Falchek, Kate Lafferty-Danner, Harry McKay, and Solicitor John Hart were in attendance and answered affirmatively to the roll call. The Board Members welcomed new Board Member Harry McKay. The Board currently has one vacancy.

1. **Reading and Approval of the Minutes of the November 17th Meeting**

Board Member Falchek made a motion to suspend the reading of and approve the minutes of the November 17th meeting. Board Member Lafferty-Danner seconded the motion. The motion passed.

1. **Reports**
	1. Solicitor’s Report
		1. Pending Complaint

Solicitor Hart brought the Board up-to-date on the status of Complaint 20-001 and reviewed the complaint process. He reported the Investigative Officer of Complaint 20-001 has completed his Findings Report and, as required by the Ethics Code, the IO is providing the subject with a copy of the Report. The subject will have 30 days to request an Evidentiary Hearing at which time the Board will be notified. Solicitor Hart emphasized the deliberate anonymity of the process up to this point.

* + 1. Review and Approval of Investigative Officer’s Invoice

Board Member Lafferty-Danner made a motion to approve payment of Investigative Officer Ryan Campbell’s invoice of $3465. Board Member Falchek seconded the motion. The motion passed.

* + 1. Review and Approval of Solicitor’s Invoice

Board Member Falchek made a motion to approve payment of Solicitor Hart’s invoice of $1215. Board Member McKay seconded the motion. The motion passed. Board Secretary Bressler will notify the City Business Administrator’s Office of payment approvals.

* 1. Secretary’s Report
1. Plans for January Re-organization Meeting

Secretary Bressler reminded the Board that the Ethics Code requires the Board meet each January to elect officers. The Board may also decide whether to continue meeting monthly.

1. Review of Offices to be Filled

Secretary Bressler reminded the Board that the Code requires election of a Chairperson and Vice Chairperson. The Board added a Secretary position in early 2020 to maintain meeting minutes and other records and to communicate with various city departments to arrange meeting room or Zoom session, place legal ads, approve vouchers and update the Board’s webpage. Secretary Bressler is willing to continue or relinquish this role.

Secretary Bressler also reminded the Board that the Code requires the Board designate two members to a Gift Subcommittee to evaluate gift reports.

* 1. Finance Report

Secretary Bressler reported that with receipt of the IO’s and Solicitor’s invoices, the Board will stay within its current budget.

* 1. Gift Subcommittee Report

Secretary Bressler reported no gift reports were received since the last meeting.

1. **Other Business**

Board Members did not raise other business.

1. **Public Participation**

Secretary Bressler reported that no comments or questions were submitted by the public.

1. **Next Meeting: Wednesday, January 19, at 6:00 p.m.**

Secretary Bressler confirmed the next meeting is scheduled for Wednesday, January 19, at 6:00 p.m.

1. **Adjournment**

Board Member Falchek made a motion and Board Member Lafferty-Danner seconded the motion to adjourn the meeting at 6:27 p.m. The motion passed.

**Respectfully submitted, Stephanie Bressler Board Secretary**