

Clayton County Ethics Committee Notes
June 20, 2016
6:30 PM
Room 1 @ Board of Commissioners Office

Present: Ms. Karen Sullivan, Ms. Shonterria Stokes, Mr. Samuel Dixon, Mr. Walter Nix, Mr. Joshua Byrd
The Committee came up with a list of immediate tasks at hand:

1. Select an outside counsel
2. Obtain a manual describing Parliamentary Procedures
3. Discuss a training schedule for the Board with the Carl Vinson Institute
4. Elect a Chair Person to govern meetings
5. Ask for a volunteer to take notes

Joshua Byrd was selected as the Chair Person
Walter Nix will assist when necessary
Karen Sullivan volunteered to take notes

It was decided that the Committee will meet not less than once per month. The meetings will be held on the 3rd Monday of each month at 6:30 PM in room 2 of the Board of Commissioners Office. The schedule is as follows:

2016

July 18
August 15
September 19
October 17
November 14
December 12

2017

January 23
February 20
March 20
April 17
May 15

Tamara Duggans, Human Resources Manager and Shalanda Miller, Senior Staff Attorney with Clayton County were present at the meeting and agreed to help with anything needed.

The qualifications for outside counsel should include experience in government and ethics background. The candidate must have a law degree and licensed in the State of Georgia. He/She will not reside in Clayton County. The rate to be paid is \$195.00 and this fee will be paid by the County. Candidates will be interviewed by attorneys. Before firming up these qualifications, it was agreed that the Board will look to other neighboring County Ethics Boards to see what they have done. Also, all interviews for the Attorney we hire will be conducted by Board Members

The Board will not be able to act until training has been completed.
Joshua Byrd will obtain a copy of the Open Records Act and the Open Meeting Act for the next meeting.