

Clayton County Board of Ethics

Meeting Minutes

October 16, 2017
6:30 PM

Business Meeting
Meeting Facilitator: Joshua Byrd

- I. Meeting Called to Order 6:31pm (5-0)
- II. Roll call – PRESENT Clayton County Board of Ethics (CCBE) Members: Joshua Byrd (Chair), Samuel Dixon, Shonterria Martin Stokes, Walter Nix, Marla Thompson Kendall; Ryan Shaw (Clayton County Human Resources) (5-0)
- III. The August 21st Meeting Minutes and the September 18th Meeting Minutes will be approved during the November Board Meeting (5-0)
- IV. Open issues
 - a) Update regarding the Clayton County Board of Ethics Complaint Form
The following changes need to be made to the Ethics Complaint Form before the document is made available on the CCBE page of the Clayton County Government website:
The form should be updated to include
 - (1) A single continuous font should be used throughout document
 - (2) The Form/Version number should be updated to 2017
 - (3) The following address should be listed as the Official Email for the CCBE
ethical.complaints@claytoncountyga.gov
 - (4) The Clayton County Logo should be added to the form
 - b) Next steps in the Legal Advisor selection process
Official notifications will be sent to Candidates who interviewed for the Legal Advisor position (5-0)
- V. New Business
 - a) Board Meetings and Board Member Communications – The CCBE Chairperson will work with the Human Resources Liaison to address internal administrative communications and the Legal Advisor for external communications (5-0)
- VI. Business Motions – None (5-0)
- VII. Announcements – Next Board Meeting will take place November 13, 2017 at 6:30 pm (5-0)
- VIII. Adjournment 7:48pm (5-0)