

The Ethics Review Board
City of New Orleans

Tuesday, February 1, 2011
2:30 p.m.
City Council Chambers
City of New Orleans
1300 Perdido Street
New Orleans, Louisiana 70112

Present: Rev. Cornelius Tilton, Chair; Betsy Nalty, Vice-Chair; Okyeame Haley, Secretary; Michael Cowan

Absent: Pastor Antoine Barriere

Staff Present: Steven Scheckman, General Counsel to ERB

Guests: Edouard Quatrevaux, IG

Rev. Cornelius Tilton called the meeting to order at 2:35 P.M.

Betsy Nalty moved to approve the minutes from the December 17, 2010, meeting. Michael Cowan seconded, all were in favor – motion passed.

Inspector General Edouard Quatrevaux advised the Board that since the last meeting the OIG has engaged in the following activity:

- Released a Consultation Report on the case allotment system used in Criminal District Court
- Issued a Report on the Audit of Municipal Court remittances to City
- Issued a Public Letter regarding the assignment of City take-home cars to Municipal Court
- Issued a draft report to the N.O. Municipal Retirement System re their travel which will become public in the near future.

Inspector General Edouard Quatrevaux also advised the Board that there are also many projects underway including:

- Orleans Parish Prison inmate charges
- 3 Internal Control Reviews concerning fixed assets, payroll, accounts payable
- The Donations Audit: recently a new fund was discovered: “America’s New Orleans Fund”
 - Obtained records and now reviewing
 - Will be March before we issue a report

- Orleans Parish Prison – cost of arrest policies
- E&E of Municipal and Traffic Courts

At the conclusion of his presentation, Inspector General Edouard Quatrevaux responded to questions from members of the audience, Edward H. Parker, on behalf of the NAACP, and Ronald McCoy on behalf of Safe Streets. Inspector General Edouard Quatrevaux also responded to questions from the members of the Ethics review Board.

Okyeame Haley moved to approve and adopt a revised job description for the ERB Executive Director. Betsy Nalty seconded, all were in favor – motion passed. The ERB Executive Director job description now provides:

EXECUTIVE DIRECTOR JOB DESCRIPTION ETHICS REVIEW BOARD

Effective February 1, 2011

Title: Executive Director to the Ethics Review Board

Number of positions with title: 1

Persons to whom the individual reports: Members of the Ethics Review Board

Duties and responsibilities: The Executive Director (ED) shall carry out the administrative duties of the Ethics Review Board (ERB) and be the administrative liaison between the Chairman of the ERB and the Inspector General (IG). The ED shall ensure the smooth operation of ERB functions. The ED shall schedule meetings of the ERB and maintain the agenda and records of the meetings. It shall be the duty of the ED that all meetings shall be properly scheduled and meet with the standards of the open meeting law. The ED shall be responsible for developing and implementing an ethics education training curriculum for all public officials and employees of the City of New Orleans and shall be responsible for coordinating with the Louisiana Board of Ethics relative to the implementation of the mandatory ethics education requirements for public servants as required by La. R.S. 42:1170. The ED shall assist the ERB and General Counsel in drafting and maintaining the rules and regulations for the operation of the ERB. The ED shall assist the ERB in the handling of complaints filed, and advisory opinions requested. The ED shall ensure that all advisory opinions are distributed in an appropriate and timely manner. The ED shall assist the ERB in the administration of oaths and affirmations and may work with the General Counsel to subpoena witnesses, compel their attendance, take evidence, and require the production of any records which the ERB deems relevant or material to an investigation or hearing. The ED shall be responsible for the security and maintenance of all records, evidence and documents. The ED shall be responsible for the establishment and maintenance of a secure evidence room as the receptacle of all confidential documents.

Michael Cowan moved to adopt the proposed revisions to the Ethics Board Rules. Betsy Nalty seconded, all were in favor – motion passed.

The Board next discussed a revised 2011 meeting schedule. By consensus the Board agreed to the following meeting schedule for the remainder of 2011:

- March 1
- April 5
- May 3
- June 7
- (no meeting scheduled in July)
- August 2
- September 9 (**instead of September 13**)
- October 4
- November 1
- December 9 (**instead of December 6**)

All meetings are at 2:30 P.M. All meetings are scheduled to be held at the City Council Chambers. The Chair further advised that the ERB may decide to meet less frequently in 2011, subject to call, such as on a bi-monthly or quarterly basis.

By consensus the Board agreed to continue to review and discuss Ethics Education programs from other jurisdictions all subject to the hiring of the new ERB Executive Director who will lead the ERB ethics education effort.

Betsy Nalty made a motion to enter into executive session, Okyeame Haley seconded, all were in favor – motion passed.

The Board entered into executive session at 3:00 P.M.

Okyeame Haley made a motion to resume open session, Betsy Nalty seconded, all were in favor – motion passed.

The Board resumed open session at 3:35 P.M.

Meeting adjourned at 3:35 P.M.