



Meeting of the Village of Buffalo Grove
Ethics Commission
Regular
Trustee Conference Room
August 24, 2022 at 7:00 PM

Fifty Raupp Blvd
Buffalo Grove, IL 60089-2100
Phone: 847-459-2500

I. Call to Order

II. Minutes Approval

1. Ethics Commission - Regular - July 28, 2022 7:00 PM

III. Discussion of Ethics Commission Workplan

1. Ethics Commission Work-plan Follow Up (Dane Bragg) (Staff Contact: Dane Bragg)

IV. Questions from the Audience

Questions from the audience are limited to items that are not on the regular agenda. In accordance with Section 2.02.070 of the Municipal Code, discussion on questions from the audience will be limited to 5 minutes and should be limited to concerns or comments regarding issues that are relevant to commission business. All members of the public addressing the Ethics Commission shall maintain proper decorum and refrain from making disrespectful remarks or comments relating to individuals. Speakers shall use every attempt to not be repetitive of points that have been made by others. The Ethics Commission may refer any matter of public comment to the Village Manager, Village staff or an appropriate agency for review.

V. Adjournment

The Ethics Commission will make every effort to accommodate all items on the agenda by 10:30 pm. The commission, does, however, reserve the right to defer consideration of matters to another meeting should the discussion run past 10:30 p.m.

The Village of Buffalo Grove, in compliance with the Americans with Disabilities Act, requests that persons with disabilities, who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of the meeting or facilities, contact the ADA Coordinator at 459-2525 to allow the Village to make reasonable accommodations for those persons.

**MINUTES OF THE REGULAR MEETING OF THE ETHICS COMMISSION OF THE VILLAGE OF
BUFFALO GROVE HELD VIA AUDIO/VIDEO CONFERENCING
THURSDAY, JULY 28, 2022**

CALL TO ORDER

Chair Rybarczyk called the meeting to order at 7:04P.M. This meeting was held at Village Hall, 50 Raupp Boulevard, Buffalo Grove

ROLL CALL

Voice vote indicated all commissioners were present: Chair Rybarczyk, Commissioners Scott, Abella, Hughes. Also present were Dane Bragg, Village Manager, Patrick Brankin, Village Attorney, and Trustee Joanne Johnson. Commissioners Patel and Yang were absent.

APPROVAL OF MINUTES

Commissioner Hughes made a motion to approve the minutes of July 21, 2022. Second by Commissioner Scott. Motion approved by unanimous voice vote.

NEW BUSINESS

Discussion of the Ethics Commission work. Commissioners Abella and Patel with the help of Village Manager Bragg and Village Attorney Brankin have created an outline at the request of this commission. Goal: Commission to be a resource to other commissions.

1. Educating Boards, Committees, and Commissions
2. Review of Procurement and Other Policies
3. Review of annual local ethics disclosures for compliance with the Village code.

Details are set forth in a document provided to Commission Members.

Highlights include an Initial presentation to Board in August 2022 for Review and Approval. Upon Approval, Fall 2022 Initial Training for Current Appointees. June/July 2023 Annual Training for all current and new Appointees.

Estimated allocated costs are \$6000 (Educating Boards, Committees, and Commission), \$600 (Review of Procurement Policies), and \$2300 (Review of Local Ethics Disclosures).

For initiative 1. Commission discussed providing the session at the regularly scheduled meetings of certain boards and committees and then providing a general meeting for those who miss their regular meeting or will be provided an online version.

For initiative 2. Brett Robinson, the Village procurement officer, would provide a review of the current policies during the first year and then would review the changes in subsequent years.

For initiative 3. Commission would recommend reviewing the efficacy of the local reporting requirements vs. County reporting requirements with a recommendation to the Village Board.

Commissioner Scott motioned to approve the outline as presented. Second by Commissioner Hughes. Motion approved by unanimous voice vote.

Will be scheduled for the August 15, 2022, Village Board meeting.

The commission set its next meeting date to occur on Wednesday, August 24, 2022, at 7:00 PM.

QUESTIONS FROM THE AUDIENCE

No members of the public were in attendance.

ADJOURNMENT

Moved by Commissioner Hughes seconded by Commissioner Abella , to adjourn the meeting. Upon voice vote, the vote was unanimous.

Motion declared carried.

The meeting was adjourned at 7:43 P.M.



Lenna Scott, Secretary of the Commission

APPROVED BY ME THIS _____ DAY OF _____ 2022

Chair, Ethics Commission

Ethics Commission Work Plan & Process Flow

July 2022

Background

Staff presented possibilities to expand the responsibilities of the Ethics Commission at the April 4, 2022 Committee of the Whole meeting. At that time, the Village Board requested additional details including a work plan, process and resource allocations based on three core functions:

1. Educating other boards, committees and commissions, staff and vendors on the State Officials and Employees Ethics Act requirements and avoiding potential infractions;
2. Periodic review of procurement and other policies for ethical conduct requirements, make recommendations to the Village Board regarding same; and
3. Review of annual local ethics disclosures for compliance with Village code.

Since that time, the Commission has met twice, as well as appointed a working group to develop the work plan items contained in this memorandum. The Commission seeks approval from the Village Board of the recommended changes. Further, an amendment to Section 2.49 of the Municipal Code will be required to effect the proposed changes.

This memorandum details the inputs and outputs of the three functions, by category.

Strategy/Process

The Ethics Commission seeks to become a resource for other boards, committees and commissions for education and support to prevent infractions of state or local ethics regulations. As such, the Commission seeks to educate new appointees and provide refresher training on current topics related to ethics on an annual basis, on a convenient schedule and using vetted sources of information. The Commission sees its work as organic, developing more capacity as Commissioners become more familiar with ethics regulations and the workings of the Village's committees, boards and commissions.

Initiative 1 – Educating Boards, Committees and Commissions

The Commission will focus content on the State Employees Ethics Act, municipal code considerations as well as required local and county disclosures (statement of economic interest and ethics reporting). The requirements of the Act will be covered, including definitions of prohibited source, gifts, what to do if a gift is offered, etc. Example scenarios will be reviewed and previously vetted state guidelines will be distributed.

Each committee, board or commission has unique characteristics and requirements. Some, such as the Planning and Zoning Commission, Board of Fire and Police Commissioners and pension boards have broader requirements under law, while others such as the Farmers Market Committee and Buffalo Grove Days, rely primarily on volunteers to staff events. As such, the Ethics Commission seeks to tailor training based on each entity's unique characteristics, with a base curriculum for all appointees. The

Commission will attend regularly scheduled meetings of various boards, committees and commissions to present materials in a timely and brief manner, thereby reaching the largest segment of appointees at one time.

Based on the timing of Village Board approval, the Commission would provide an introductory training in 2022, with full training to occur in June/July of 2023, after annual appointments have been approved. For board, committee or commission members who cannot attend a training at their respective entity's regular meeting, online or in-person options will be provided. Committee, board and commission chairs will be responsible to ensure each member of their entity receives training at least once annually.



Resources

[Office of Executive Inspector General Ethics Training \(Gifts and Political Activities\)](#)

[NIU New Hire/Orientation Ethics Training \(State Employees Ethics Act and Examples\)](#)

Allocated Costs

It is anticipated that the Village Attorney will need to support and assist the Commission in developing educational materials for this initiative, as well as accompany Commissioners to various meetings for presentations. 16 hours have been allotted for this purpose. In addition, the Village Manager and Assistant to the Village Manager will provide in-kind support through attending Commission meetings, assisting with curriculum development and training commissioners. 24 hours have been allotted for this purpose. In total, staff and attorney time allocations will cost \$6,000.

Initiative 2 – Review of Procurement and Other Policies

The Commission seeks to work cooperatively with the Chief Procurement Officer to review existing policies and proposed changes to policies covering procurement to ensure the highest standard of ethics for Village employees, contractors and appointees. The Commission would review current policies with the CPO the first year, with review of changes to policies in subsequent years. The Commission would

work with the CPO to recommend changes to procurement policies, subject to Village Board review and approval.



Allocated Costs

It is anticipated that the Chief Procurement Officer will prepare a review of existing policies as it relates to ethics and disclosures for the Commission, including attending a Commission meeting annually and preparation of any recommended amendments for Village Board review. 8 hours have been allotted for this purpose. In total, staff time allocations will cost \$600.

Initiative 3 – Review of Local Ethics Disclosures

State-mandated ethics disclosures have broadened significantly in the last few years, requiring additional disclosures through County channels. The Village of Buffalo Grove was an early pioneer in requiring local disclosures, but much of the local disclosures overlap the expanded County reporting requirements. The Commission recommends reviewing the efficacy of the local reporting requirement vs. County reporting requirements with a recommendation to the Village Board.



Allocated Costs

It is anticipated that the Village Attorney will need to support and assist the Commission in reviewing disclosure requirements for local and county reporting, applicability to various appointees, and preparing a recommendation for the Commission. 8 hours have been allotted for this purpose. In addition, the Village Manager and Assistant to the Village Manager will provide in-kind support through developing process flows and reports. 8 hours have been allotted for this purpose. In total, staff and attorney time allocations will cost \$2,300.

Summary of Allocated Costs

Initiative	Cost
Educating Boards, Committees and Commissions	\$6,0000
Review of Procurement Policies	\$600
Review of Local Ethics Disclosures	\$2,300
Total	\$8,900