

**MINUTES OF THE REGULAR MEETING OF THE ETHICS COMMISSION OF THE VILLAGE OF
BUFFALO GROVE HELD VIA AUDIO/VIDEO CONFERENCING
TUESDAY, JUNE 21, 2022**

CALL TO ORDER

Chair Rybarczyk called the meeting to order at 7:09 P.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, Patel, Abella, Hughes, and Yang. Also present were Dane Bragg, Village Manager, Patrick Brankin, Village Attorney, and Trustee Joanne Johnson.

APPROVAL OF MINUTES

Commission Yang made a motion to approve the minutes of April 5, 2022. Second by Commissioner Patel. Motion approved by unanimous voice vote. Commissioner Hughes abstained

INTRODUCTION OF NEW MEMBERS

Introduction of Tom Hughes as a member of the commission.

INTRODUCTION OF TRUSTEE LIAISON

Trustee Joanne Johnson was introduced as the new liaison from the Board of Trustees.

NEW BUSINESS

Discussion of the Ethics Commission work plan was introduced by Village Manager Dane Bragg. Commissioners Abella and Patel worked with the Village Manager and Village Attorney Brankin to develop a work plan to outline the concepts for future work of the commission. The group met online in early June. Village Manager Bragg presented the document for discussion.

The subcommittee's position was to start small and build on responsibilities over time. A key initial focus was on the education of committees, boards, and volunteers. Training for both new and existing volunteers was recommended, either one-on-one, online, or in a group format. A discussion of flexibility in the training was discussed.

A suggestion was made to offer training during existing committee meetings. A suggestion was made to have the committee chairs be potentially responsible. A concern was raised about asking those individuals to become trainers and ensuring uniform presentation of information. Discussion about commissioners versus volunteers in terms of responsibilities as a dividing line for what type of training is required.

Committee responsibilities may impact the ethical implications and as a result, the training required. The focus is on ensuring that all volunteers understand the Illinois State Employees Ethics Act so that volunteers do not inadvertently act irresponsibly. The consensus appeared to be that training should be tailored to specific commissions with abbreviated versions for volunteers. The use of any existing state handouts is encouraged. The goal would be to conduct training on an annual basis.

The working group will develop a proposal that includes an outline of the steps for implementation of the training program and an outline of the curriculum for commission approval and presentation to the Village Board.

A review of Procurement and Other Policies was discussed. It was suggested that Village Staff Member, Brett Ivig would educate the commission on the current state of village policies and then would review the policy annually or as needed. Commission would provide recommendations for any changes that might be required to be presented to the Village Board. Commission agrees to this recommendation of the working group.

A review of Local Ethics Disclosures was discussed. This policy has been in place for many years and is duplicative of other county requirements. Anyone with any fiduciary or volunteer responsibility is required to be filled out. However, the forms are not reviewed for content. The recommendation is to start small and simply review the forms for completion. If they are not complete, someone, to be determined, would follow up. A recommendation was made that because the county disclosure forms are fairly complex and duplicate information covered in the village form, perhaps the commission could recommend to the board that the county forms would serve both county and local purposes. The commission agreed to make a recommendation to the Village Board to review the usefulness of the local disclosure form.

The commission set its next meeting date to occur on Thursday, July 28, 2022, at 7:00 PM.

QUESTIONS FROM THE AUDIENCE

No members of the public were in attendance.

ADJOURNMENT

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

Motion declared carried.

The meeting was adjourned at 8:27 P.M.



Lenna Scott, Secretary of the Commission

APPROVED BY ME THIS _____ DAY OF _____ 2022

Chair, Ethics Commission