



King County Board of Ethics
Bank of America Tower
701 Fifth Avenue, Suite 3460
Seattle, WA 98104 MS BOA-ES-3460
206-296-1586 Fax 206-205-0725
board.ethics@metrokc.gov/ethics/

KING COUNTY BOARD OF ETHICS MEETING NOTICE

When: Monday, October 11, 2004, 4:30 p.m.

Where: Bank of America Tower
701 Fifth Avenue, 34th floor
Conference Room, Suite 3460
Seattle, WA 98104

AGENDA

1. ***Approval of Agenda***
2. ***Approval of Meeting Minutes of August 16, 2004***
3. ***Board of Ethics Procedures and Rules.*** Review comments for final adoption.
 - Procedures for Meetings for the Board of Ethics
 - Rules Related to Filing Statements of Financial and Other Interests.
4. ***Tri-Jurisdictional Statement of Common Principles***
5. ***Board and Commission Member Brochure.*** Review and comment.
6. ***Staff Report***
 - Staff Informational Response Summary
 - Ethics Survey-Quiz Update
 - Suspension of Filing Requirement
 - New Financial Disclosure Coordinator and Out of Office Schedule for Administrator
 - Forwarding Requirement for Disclosure Statements

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ALTERNATE FORMATS AVAILABLE



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Minutes of the October 11, 2004, Special Meeting of the King County Board of Ethics

The October 11, 2004, special meeting of the King County Board of Ethics was called to order by Chair Price Spratlen at 4:30 p.m. Board members in attendance were:

Lois Price Spratlen, Ph.D.
Roland H. Carlson
Jerry Saltzman

Rev. Paul F. Pruitt and Margaret T. Gordon, Ph.D., had excused absences.

Others in attendance:

Catherine A. Clemens, Administrator, King County Board of Ethics
Alan Abrams, Senior Deputy Prosecuting Attorney and Board Counsel

1. *Approval of Agenda.* Mr. Carlson moved and Mr. Saltzman seconded that the Board approve the proposed agenda. The Board unanimously adopted the motion and the agenda was approved.

Chair Price Spratlen asked for introductions from those present.

2. *Approval of Meeting Minutes of August 16, 2004.* Mr. Saltzman moved and Mr. Carlson seconded that the Board approve the August 16, 2004, meeting minutes. The Board unanimously adopted the motion and the minutes were approved.

3. *Board of Ethics Procedures and Rules.* Ms. Clemens briefed the Board and reviewed the schedule for adopting procedures under K.C.C. chapter 2.98. All required steps had been taken and written comments from reviewers were presented. Ms. Clemens suggested that a professional editor review the grammar, capitalization, and punctuation prior to filing the rules and procedures with the clerk of the council. After discussion, the Board agreed. Mr. Carlson moved to adopt the Rules Related to Filing Statements of Financial and Other Interests; Mr. Saltzman seconded the motion and the rules were unanimously adopted. Next, Mr. Saltzman moved to adopt the Rules Relating to the Procedures for Meetings; Mr. Carlson seconded the motion and the rules were unanimously adopted. According to the adoption schedule, Ms. Clemens will file the procedures and rules with the clerk of the council on Thursday, October 14, 2004. The procedures and rules will then become effective on Monday, November 15, 2004.

4. *Tri-Jurisdictional Statement of Common Principles.* The Board reviewed the letter sent by Wayne Barnett, executive director of the Seattle Ethics and Elections Commission, in response to the Board of Ethics request for response to the statement in August, 2005. The Washington State Executive Ethics Board sent no response, but Ms. Clemens stated she received a message from the Board's executive director, Brian Malarky, that the Board did not intend to take part. The Board of Ethics directed Ms. Clemens to contact them individually by phone once she has spoken with Mr. Malarky as to why that Board would not take part. Following further discussion, Mr. Saltzman moved to table the matter until more information could be obtained about participation in the initiative, and until a time when Dr. Gordon would be in attendance; Mr. Carlson seconded the motion and the motion unanimously passed. Mr. Abrams offered that it might be advisable to encourage broader participation, including other jurisdictions within the state. He also stated that it may be difficult to apply principles to a legislative matter and that the differences in ethics codes could create problems. He also suggested keeping the statement on the level of principles, without operationalizing those principles. Mr. Carlson noted that, if the purpose of the statement is education, this would be a valuable approach. Chair Price Spratlen stated that she agreed with expanding the number of participants.

5. *Board and Commission Member Brochure.* Ms. Clemens presented the draft brochure for members of King County boards, commissions, committees, and other multi-member bodies. She reviewed comments received from employees on the draft. Employees invited to comment included all staff liaisons to boards and commissions, and comments were positive. Ms. Clemens stated that production and distribution would take place in early 2005. Following further discussion, Mr. Carlson moved to accept the brochure text; Mr. Saltzman seconded the motion and the brochure text was unanimously approved.

5. *Staff Report.* Ms. Clemens briefed the Board. Staff Informational Response Summary. The ethics administrator issued twenty-four (24) written staff informational responses (SIR) from August 9, 2004, through October 1, 2004, as requested by employees of King County. Ethics issues addressed by the responses included: campaign or political activities in the workplace (7); use of county resources for profit (2); conflict of interest with official job responsibilities (3); outside employment (2); receipt of gifts; working when on sick leave; post-employment (2); charitable campaign activities in the workplace; use of email for employee activities (3); use of government funds to entertain vendors; acceptance of meals; and use of county cell phones. The Board, counsel, and administrator discussed the issue of political activity at work and Ms. Clemens offered to forward her responses to any interested Board member. Ethics Survey-Quiz Update. Ms. Clemens reviewed with the Board the status of the survey-quiz, including the timeline, distribution messages, and copies of the quiz; the quiz will be distributed to employees on October 12, 2004. Suspension of Filing Requirement. Ms. Clemens provided the Board with the reminder memo to management regarding an employee who had requested and received a suspension of filing requirement. Subsequently, the employee filed the statement and the matter was closed. New Financial Disclosure Coordinator and Out of Office Schedule for Administrator. Susan Harrington has been hired as the 2005 financial disclosure coordinator; she will also staff the ethics office in October and November during Ms. Clemens' absence. Forwarding Requirement for Disclosure Statements. Ms. Clemens presented a copy of her memo to the Records, Elections and Licensing Services Division regarding the forwarding requirement.

Chair Price Spratlen asked for new business; there was none.

Mr. Saltzman moved and Mr. Carlson seconded the motion to adjourn the meeting. The Board unanimously approved the motion and the meeting was adjourned at 5:30 p.m.

Approved this 13th day of December, 2004, by the King County Board of Ethics.

Signed for the Board: _____
Dr. Lois Price Spratlen, Chair