

# CHEROKEE COUNTY BOARD OF ETHICS

## First Quarter 2020 Meeting Minutes

**Date:** January 23, 2020

**Meeting Location:** Cherokee County Conference Center at The Bluffs

**Board Members:**

Stephen Divine, Member	Absent	Larry Mrozinski, Member	Present
Phil Dodge, Vice-Chair	Absent	Gaylen Roberts, Chair	Present
Natalie Green, Member	Absent	Pat Wilder, Member	Present
Gil Howard, Member	Present		

**Others Present:**

Lesley Rowe, filling in for Phillip Beggs, CCBoE Attorney of Record  
Laura Shoop, CCBoE Secretary

- 
- **Chair Roberts called the meeting to order at 6:04 p.m.**
  - **Special Guest: Mr. Tom Wilder**
  - **Approval of Minutes from October 22, 2019**  
Member Mrozinski made a motion to accept the minutes as they stood, seconded by Member Howard. Motion passed unanimously.
  - **Public Hearing of Ethics Complaints**  
Chair Roberts opened floor for public hearing/discussion. No issues were brought forward, and no one present had been made aware of any ethics complaints. Floor closed for ethics complaints.
  - **Discussion: Disposition of Board Documents**  
Chair Roberts reported that he spoke with Christy Black about disposing of documents that the Board of Ethics does not need to keep. “Forever documents,” which include minutes, agendas, and procedures or other similar documentation, must be kept in two different areas: digital copies are stored both in the Cherokee County system and a separate file with Christy kept as the secretary turns them in; and copies are stored on the Board of Ethics website as well. Documents not in the “forever documents” category may be destroyed after five years. Going forward, anything other than forever documents more than five years old will be destroyed. Chair Roberts asked Member Howard, as one of the longest-serving members, if he had any copies of forever documents in his personal files from previous years that may not have been stored in the county system. Member Howard reported that he had already turned his file over to previous Chair Debra Frieden so that she could cross reference his personal file when she was digitizing the Board’s records years previously.

- **New Business:**  
Member Pat Wilder's term expired this month, and she is not seeking renewal. The Board expressed its appreciation for Member Wilder for her service and loyal membership to the Board of Ethics. Chair Roberts stated that he would inform the Board of Commissioners, which would address finding a replacement. No further business.
  
- **Next Meeting:**  
The 2<sup>nd</sup> Quarterly Meeting of 2020 will be held on Thursday, April 23, 2020, at 6:00 p.m. at the Cherokee County Conference Center at The Bluffs [was not held due to the pandemic].

Member Howard made a motion to close, seconded by Member Wilder. Motion passed unanimously. Meeting adjourned at 6:17 p.m.