

ETHICS REVIEW COMMITTEE MEETING AGENDA

Hybrid: Microsoft Teams Virtual Meeting/In-Person

January 9, 2024

1:00-2:00

Type of Meeting: Quarterly Meeting of the Ethics Review Committee

Meeting Facilitator: ☐ Chairwoman Tasheena Parker

Ethics Advocates/Audit and Ethics Committee Representative: ☐ Marisa Cabe,
☐ Dale Robinson, ☐ Reva Ballew, ☐ Karen French-Browning, ☐ Shirley Brady, ☐ Doris
Johnson ☐ Monique Taylor

Advisory Members: ☐ Chief Audit and Ethics Executive: Sharon Blankenship,
☐ Independent Legal Counsel, Frank Queen

Office Staff: ☐ Ethics Specialist: Donald Parker

- I. Call to Order**
- II. Attendance**
- III. Review of Agenda**
- IV. Approval of Minutes**
 - i. Approval of October 10, 2023, minutes
 - ii. Approval of November 2, 2023, special called meeting minutes
 - iii. Approval of November 8, 2023, special called meeting minutes
- V. Old Business**
- VI. New Business**
 - i. Waivers
 - ii. Tiering ethical violations
 - iii. Ethics quarterly report
 - iv. Topics and dates for next meeting
- VII. Open Discussion**
- VIII. Closed Session**
- IX. Adjournment**

Ethics Review Committee Meeting

Meeting Minutes

October 10, 2023

Hybrid: Office of Internal Audit and Ethics/Microsoft Teams

I. Call to Order

The Quarterly Ethics Review Committee meeting was called to order by Chairwoman Tasheena Parker at 1:03 pm on October 10, 2023, in-person and via Microsoft Teams.

II. Attendance

Monique Taylor and Dale Robinson Jr. attended virtually via Microsoft Teams. Tasheena Parker, Karen French-Browning, Doris Johnson., and Donald Parker II attended the meeting in-person.

III. Review of Agenda

Tasheena presented the meeting agenda for review. Monique made a motion to accept the agenda as presented. Doris seconded. All members present voted to approve the agenda as presented.

IV. Approval of minutes

Tasheena presented the meeting minutes for the quarterly meeting held on July 11, 2023. Monique made a motion to approve the minutes as presented. Karen seconded. All members present voted to approve the July 11, 2023, quarterly meeting minutes as presented.

Tasheena presented the meeting minutes for the special-called meeting held on August 4, 2023. Doris made a motion to approve the minutes as presented. Monique seconded. All members present voted to approve the August 4, 2023, quarterly meeting minutes as presented.

Tasheena presented the meeting minutes for the special-called meeting held on September 5, 2023. Monique made a motion to approve the minutes as presented. Karen seconded. All members present voted to approve the September 5, 2023, quarterly meeting minutes as presented.

Tasheena presented the meeting minutes for the special-called meeting held on September 22, 2023. Monique made a motion to approve the minutes as presented. Doris seconded. All members present voted to approve the September 22, 2023, quarterly meeting minutes as presented.

V. Old Business

a. Self-initiated complaints

Tasheena present on the self-initiated complaint policy that had previously been discussed during the July meeting. After a brief discussion Doris made a motion to pass the self-initiated complaint policy. Monique seconded. Dale then made a motion to not add the self-initiated complaint policy. This motion did not receive a second. The committee then voted on Doris's motion. Doris, Karen, Monique, and Tasheena voted to approve the motion to add self-initiated complaints into policy. Dale voted to oppose the motion.

b. Review of Bylaws

Tasheena presented the changes to the bylaws discussed during the July meeting. After review, the committee made the following amendments:

- Add niece/nephew to immediate family in section 1.6.
- On line 113 add "/Towstring" after Big Cove.

Doris motioned to accept the bylaws as amended. Karen seconded. All members present voted to approve the bylaws as amended.

VI. New Business

a. Review of Ethics Rules of Procedure

Tasheena presented the proposed changes to the Ethics Rules of Procedure. After review Doris made a motion to accept the changes. Monique seconded. All members present voted to approve the changes to the Ethics Rules of Procedure.

b. Ethics Quarterly Report

Tasheena presented the Ethics Quarterly Report.

c. Topics and Dates for next meeting

The next Ethics Review Committee meeting will be held on January 9 at 1:00 pm.

VII. Open Discussion

Dale spoke about wanting to develop tiers for ethical violations to differentiate lower-level violations from higher-level violations. Dale also disclosed a possible conflict he may have as the lead on complaint 2023-5-80. Dale spoke about a conversation he had with the respondent a few months prior to the complaint being sent out. He stated that the respondent informed him a complaint had been filed against them, but then withdrawn. After discussion, the committee felt that Dale could take part in the case while still being impartial.

VIII. Closed Session

No closed session.

IX. Adjournment

The meeting was adjourned at 1:40pm.

Minutes Approval

The above summarized minutes were presented to the Ethics Review Committee for approval on _____.

The Committee took the following action:

- Tabled.
- These minutes were APPROVED by the Ethics Review Committee.

Chairperson

Date

Ethics Review Committee Special Called Meeting Minutes

Meeting Minutes

November 2, 2023

Hybrid: Office of Internal Audit and Ethics/Microsoft Teams

I. Call to Order

The special-called meeting was called to order by Chairwoman Tasheena Parker at 1:02 pm on November 2, 2023, in person and via Microsoft Teams.

II. Attendance

Monique Taylor and Reva Ballew attended virtually via Microsoft Teams. Tasheena Parker, Doris Johnson, Dale Robinson Jr., Shirley Brady, Karen French-Browning, and Donald Parker II attended the meeting in person.

III. Closed Session

Tasheena asked for a motion to enter closed session to discuss complaint 2023-5-80. Monique motioned to enter closed session. Doris seconded. All members present voted to move into closed session. Closed session began at 1:03 pm.

Monique motioned to exit the closed session. Reva seconded. All members present voted to move out of closed session. The committee exited closed session at 1:09 pm.

Tasheena called for a motion on the investigation report for 2023-5-80. Monique motioned to affirm the finding of no ethical violation and issue the investigation report. Dale seconded the motion. All members present voted to approve.

Dale motion to issue the investigation report as the final decision. Karen seconded. All members present voted to approve.

IV. Open Discussion

Tasheena informed the committee that a response had been received for an ethics complaint and that a special-called Ethics Review Committee meeting would be called to review the complaint and response.

V. Adjournment

The meeting was adjourned at 1:12 pm.

Minutes Approval

The above summarized minutes were presented to the Ethics Review Committee

for approval on January 9, 2024.

The Committee took the following action:

Tabled

These minutes were APPROVED by the Ethics Review Committee

Jasheera Parker
Chairperson

01/09/2024
Date

Ethics Review Committee Special Called Meeting Minutes

Meeting Minutes

November 8, 2023

Hybrid: Office of Internal Audit and Ethics/Microsoft Teams

I. Call to Order

The special-called meeting was called to order by Chairwoman Tasheena Parker at 1:00 pm on November 8, 2023, in person and via Microsoft Teams.

II. Attendance

Monique Taylor and Reva Ballew attended virtually via Microsoft Teams. Tasheena Parker, Doris Johnson, Dale Robinson Jr., Shirley Brady, Karen French-Browning, and Donald Parker II attended the meeting in person.

III. Closed Session

Tasheena asked for a motion to enter closed session to discuss complaint 2023-9-102. Monique motioned to enter closed session. Reva seconded. All members present voted to move into closed session. Closed session began at 1:01 pm.

Doris motioned to exit the closed session. Monique seconded. All members present voted to move out of closed session. The committee exited closed session at 1:37 pm.

Tasheena Called for a motion on the investigation report for 2023-5-80. Dale motioned to investigate the complaint. Karen seconded the motion. All members present voted to approve.

IV. Open Discussion

Shirley is the next on the rotation to help with the investigation. She stated she would be able to help.

V. Adjournment

The meeting was adjourned at 1:40 pm.

Minutes Approval

The above summarized minutes were presented to the Ethics Review Committee for approval on January 9, 2024.

The Committee took the following action:

Tabled.

These minutes were APPROVED by the Ethics Review Committee.

Jaheena Pakes
Chairperson

01/09/2024
Date



Quarterly Report

January
2024

Ethics Review Committee



OFFICE OF
INTERNAL AUDIT AND ETHICS
EASTERN BAND OF CHEROKEE INDIANS

Administrative

Continuing Professional Development

Staff	Title	Certifications	CPES FYTD	Training Attended
T. Parker	Ethics Officer	LPEC, THRP,CFE	0	
D. Parker II	Ethics Specialist	LPEC, THRP,CFE	0	

*Virtual (webinars, eSeminars, etc.) **self-study

Ethics

Ethics Quarterly Gift Reporting

FY24	Q1 OCT-DEC	Q2 ¹ JAN-MAR	Q3 APR-JUN	Q4 JUL-SEP ¹
DUE	113			
RECEIVED	113			
DIFFERENCE	0			
PERCENTAGE REPORTING	100%			
Dollar (\$) Reported Received	\$8,319.00			
Dollar (\$) Reported Given	\$11,024.85			

¹Quarter 2 reports are due on January 16

Ethics Complaints and Other Inquiries

FY24	Received	Open	Closed	Withdrawn	Deferred	Total	FY23	FY22
Complaints						0	11	17
Inquiries/Advisory Opinions	3					3	44	42

¹ complaint from 2023 still open

Tribal Official Education Requirement

FY24	Q1	Q2	Q3	Q4	Total
New Tribal Official Training	19				19
Refresher Training	14				14

Other

- Quarterly Newsletter sent out to Tribal officials on December 1, 2023
- Archived all 2018 information for Tribal Officials on SharePoint
- Completed:
 - comprehensive review of all FY24 Tribal Official documents
 - comprehensive review of all Boards, Committees, and Commission as outlined in the Cherokee Code
 - Quality Assurance review for complaints
- Working on:
 - Strategic Plan for Ethics
 - Reviewing policies and processes to enhance efficiencies
- Complaints:
 - 2023-9-102- In process