

## **ETHICS REVIEW COMMITTEE MEETING AGENDA**

Hybrid: Microsoft Teams Virtual Meeting/In-Person  
January 14, 2025  
1:00-2:00pm

**Type of Meeting:** Quarterly Meeting of the Ethics Review Committee

**Meeting Facilitator:** ☐ Chairwoman Tasheena Parker

**Ethics Advocates/Audit and Ethics Committee Representative:** ☐ Marisa Cabe,  
☐ Angelina Jumper, ☐ 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 8, 2024, quarterly meeting minutes
- V. New Business**
  - i. Ethics quarterly report
  - ii. Topics and dates for next meeting
- VI. Open Discussion**
- VII. Closed Session**
  - i. Complaint 2024-2-132
- VIII. Adjournment**

# MEETING MINUTES

## OFFICE OF INTERNAL AUDIT AND ETHICS ETHICS REVIEW COMMITTEE

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Date: October 8, 2024

Time: 1:04 pm

### I. CALL TO ORDER

The Quarterly Ethics Review Committee meeting was called to order by Chairwoman Tasheena Parker at 1:04 pm on October 8, 2024, in-person and virtually through Microsoft Teams.

### II. ATTENDANCE

Monique Taylor attended virtually. Marisa Cabe, Shirley Brady, Karen French-Browning, Doris Johnson, Angelia Jumper and Tasheena Parker attended in person.

### III. REVIEW OF AGENDA

The meeting agenda was reviewed by the Chairwoman, and she called for suggested changes. The agenda was approved as presented.

### IV. APPROVAL OF MINUTES

The chairwoman presented the July 27, 2024, quarterly meeting minutes for review and approval. The minutes were approved as presented.

### V. OLD BUSINESS

#### I. Standards of Ethical Conduct

Tasheena reviewed the changes to 117-45 that were presented to Tribal Council on September 17, 2024. She also spoke about the questions council asked about reporting for those running for office and the cooling-off period.

### VI. NEW BUSINESS

#### I. Introduction of Snowbird/Cherokee County Ethics Advocate

Angelina Jumper introduced herself to the committee.

- II.    Recusal guidelines  
The committee took time to review the guidelines. Marisa motioned to accept, and Doris seconded. The guidelines passed as presented.
- III.   Cooling off period  
The committee was presented with the minutes and research previously presented on this topic. Shirley motioned to leave the cooling-off period as is and take it back to Tribal Council for review. Karen seconded. The motion passed.
- IV.    Ethics quarterly report  
Tasheena presented the Ethics Quarterly report. She also told the committee about the Contract review process the office would be starting and about the work to create a dashboard in Power BI.
- V.     Topics and dates for the next meeting

## **VII.   OPEN DISCUSSION**

No open discussion.

## **VIII.  CLOSED SESSION**

- I.     Complaint 2024-8-154  
Tasheena asked if there were any objections to entering closed session to discuss complaint 2024-8-154. Hearing no objections, closed session began at 2:10 pm. The committee exited closed session at 3:11 pm. Marisa motioned to table complaint 2024-8-154, Doris seconded. The motion to table passed.

## **IX.    ADJ OURNMENT**

The meeting adjourned at 3:12 pm



# Quarterly Report

January  
2025

## Ethics Review Committee



OFFICE OF  
INTERNAL AUDIT AND ETHICS  
EASTERN BAND OF CHEROKEE INDIANS

# Ethics

## Continuing Professional Development

Staff	Title	Certifications	CPES FYTD	Training Attended
T. Parker	Ethics Officer	LPEC, THRP,CFE	18.00	❖ The compliance Investigation Odyssey ❖ 5 Tools to Improve the Effectiveness of Your E&C Investigations ❖ The Persistent Risk of Conflicts of Interest – Embracing Best Practices ❖ Using Your Brain ❖ 5 Benefits to Using Reciprocity in Interviews ❖ 2024 Virtual CPE Symposium ❖ Fundamentals of Compliance Investigations
D. Parker II	Ethics Specialist	LPEC, THRP,CFE	18.00	❖ Excel Habits to Avoid When Using Microsoft Power BI ❖ Writing Better Business Emails ❖ Simple, Quick and Stress-Free Organizational Strategies ❖ Investigating Conflicts of Interest ❖ Business Grammer & Proofreading

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

## Ethics Quarterly Gift Reporting

FY25	Q1 OCT-DEC <sup>1</sup>	Q2 JAN-MAR	Q3 APR-JUN	Q4 JUL-SEP
DUE	145			
RECEIVED	29			
DIFFERENCE	116			
PERCENTAGE REPORTING	25%			
Dollar (\$) Reported Received	\$0			
Dollar (\$) Reported Given	\$2,607			

<sup>1</sup>Quarter 1 Reports are due on January 15

## Ethics Complaints and Other Inquiries

FY23	Received	Open	Closed	Withdrawn	Deferred	Total
Complaints		1				1
Inquiries/Advisory Opinions						0

## Tribal Official Education Requirement

FY25	Q1	Q2	Q3	Q4	Total
New Tribal Official Training	7				7
Refresher Training	4				4

## Other

- Quarterly Newsletter sent out to Tribal Officials on December 3
- Ordinance 333, the changes to 117-45 was passed by Tribal Council on December 5, 2024, and ratified on December 10, 2024.