

**ALABAMA ETHICS COMMISSION
MINUTES**

June 5, 2019

9:30 a.m.

**9th Floor, RSA Union Building
Montgomery, Alabama**

The Alabama Ethics Commission met on June 5, 2019, at 9:30 a.m. in the Public Service Commission Hearing Room on the 9th Floor of the RSA Union Building.

Present:

Honorable Jerry L. Fielding, Ret. Sr. Circuit Judge, Chair
Honorable Charles Price, Ret. Presiding Circuit Judge,
Member, Vice Chair
Honorable Beverlye Brady, Esq., Member
Honorable John Plunk, Esq., Member
Thomas B. Albritton, Executive Director
Cynthia Propst Raulston, General Counsel
Elizabeth Robison, Director of Finance and Administration
Dustin Lansford, Special Agent
R. Christopher Clark, Chief Special Agent
Chris McCay, Special Agent
Byron Butler, Special Agent
Brian Baker, Special Agent
Jessica L. Grant, Administrative Support Assistant III
Vicky Manning, Lobbyist Liaison
April Innes, Administrative Support Assistant
Austin Gilmore, Clerk
Sara Frost, Administrative Support Assistant
Greta Duckett, Court Reporter

Absent:

Honorable Lyn Stuart, Ret. Chief Justice, Member

Judge Fielding called the meeting to order at 9:45 a.m., and introduced Reverend Michael Cobb, Dalraida United Methodist Church, who gave the invocation.

Old Business:

Approval of the minutes from the April 3, 2019 meeting:

Mr. Plunk moved to adopt the minutes as written. Judge Price seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)

New Business:

Appoint a new Vice Chairman:

Mr. Plunk moved to appoint Judge Price as Vice Chairman for the Commission. Ms. Brady seconded the motion. Motion passed with three ayes (Brady, Fielding, Plunk). (Chief Justice Stuart was not present to vote.)

Advisory Opinion No. 2019-07

Requested by Sylvester Lavender, Interim President and CEO, Birmingham Airport Authority, Birmingham, Alabama

Ms. Raulston requested on behalf of the staff the Commission approve a request to the Attorney General to answer the question whether funds that are self-generated by a public corporation are considered "state, county, or municipal funds." *Ms. Brady moved to request an opinion from the Alabama Attorney General's Office. The motion failed for lack of a second.*

Advisory Opinion No. 2019-08

Requested by Kent Back, Bowman and Back, Inc., Gadsden, Alabama

Director Albritton explained the request for Advisory Opinion No. 2019-08. *Ms. Brady moved to adopt Advisory Opinion No. 2019-08 as written. Judge Price seconded the motion. Motion passed with three ayes (Brady, Fielding, Price) and one nay (Plunk). (Chief Justice Stuart was not present to vote.) Opinion No. 2019-08 holds that a member of the Gadsden City Council can contact governmental entities on behalf of his private sector employer and clients provided he not use the fact that he is a public official in order to obtain the business, that he not use or disclose confidential information gained in the course of his official position that could provide financial gain to his employer or client or anyone else, that he not solicit or accept anything for the purpose of corruptly influencing his official actions, that he not solicit business from those entities with pending matters before the Gadsden City Council, those doing business with the Gadsden City Council, or those whose actions could be substantially affected by his official actions. He cannot represent DJJ or Bowman Back's interests before the Gadsden City Council. Finally, any contract his employer enters into to be paid in whole or in part out of state, county, or municipal funds must be filed with the Commission within 10 days of its being entered.*

Alabama Republican Executive Committee

Ms. Raulston explained the request for the Civil Penalty Appeal. Hugh Evans, General Counsel, Alabama Secretary of State; Clay Helms, Director of Electronics, Alabama Secretary of State; and Harold Sachs, Chief of Staff, Alabama Republican Executive Committee were present to speak and answer any questions. *Mr. Plunk moved to uphold the civil penalty and offense Judge Price seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)*

William Earl Barnette

Ms. Raulston explained the request for the Civil Penalty Appeal. Hugh Evans, General Counsel, Alabama Secretary of State and Clay Helms, Director of Electronics, Alabama Secretary of State were present to speak and answer any questions. *Mr. Plunk moved to set aside the January 31, 2019 offense and civil penalty. Judge Price seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)*

Willie Boyd, Jr.

Ms. Raulston explained the request for the Civil Penalty Appeal. Hugh Evans, General Counsel, Alabama Secretary of State and Clay Helms, Director of Electronics, Alabama Secretary of State were present to speak and answer any questions. *Mr. Plunk moved to set aside the November 5, 2018 offense and civil penalty. Judge Price seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)*

Elizabeth Burton

Ms. Raulston explained the request for the Civil Penalty Appeal. Hugh Evans, General Counsel, Alabama Secretary of State; Clay Helms, Director of Electronics, Alabama Secretary of State; and Elizabeth Burton were present to speak and answer any questions. *Judge Price moved to set aside the May 2, 2018, May 14, 2018, May 21, 2018, May 29, 2018, June 1, 2018, and January 31, 2019 offenses and civil penalties. Mr. Plunk seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)*

Calhoun County Democratic Executive Committee

Ms. Raulston explained the request for the Civil Penalty Appeal. Hugh Evans, General Counsel, Alabama Secretary of State; Clay Helms, Director of Electronics, Alabama Secretary of State; and Pamela Howard were present to speak and answer any questions. *Judge Price moved to uphold the April 2, 2019 and May 2, 2019 offenses and civil penalties. Mr. Plunk seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)*

Dickie Drake

Ms. Raulston explained the request for the Civil Penalty Appeal. Hugh Evans, General Counsel, Alabama Secretary of State; Clay Helms, Director of Electronics, Alabama Secretary of State; and Dickie Drake were present to speak and answer any questions. *Mr. Plunk moved to set aside the October 29, 2018 Weekly, and October 29, 2018 Daily offenses and civil penalties. Judge Price seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)*

Willie Florence, Sr.

Ms. Raulston explained the request for the Civil Penalty Appeal. Hugh Evans, General Counsel, Alabama Secretary of State and Clay Helms, Director of Electronics, Alabama Secretary of State were present to speak and answer any questions. *Judge Price moved to set aside the January 3, 2018 offense and civil penalty. Ms. Brady seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)*

Woodrow L. Giles

Ms. Raulston explained the request for the Civil Penalty Appeal. Hugh Evans, General Counsel, Alabama Secretary of State and Clay Helms, Director of Electronics, Alabama Secretary of State were present to speak and answer any questions. *Mr. Plunk moved to set aside the January 31, 2019 offense and civil penalty. Judge Price seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)*

Mid-South Carpenters Regional Council PAC Fund

Ms. Raulston explained the request for the Civil Penalty Appeal. Hugh Evans, General Counsel, Alabama Secretary of State; Clay Helms, Director of Electronics, Alabama Secretary of State; and Nicolas Stanojevich, Attorney were present to speak and answer any questions. *Mr. Plunk moved to uphold the July 3, 2018 and August 2, 2018 offenses and civil penalties, as well as set aside the September 5, 2018, October 2, 2018, and October 15, 2018 offenses and civil penalties. Judge Price seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)*

Pike County Republican Executive Committee

Ms. Raulston explained the request for the Civil Penalty Appeal. Hugh Evans, General Counsel, Alabama Secretary of State and Clay Helms, Director of Electronics, Alabama Secretary of State were present to speak and answer any questions. *Ms. Brady moved to uphold the October 29, 2018, November 5, 2018 and January 31, 2019 offenses and civil penalties. Judge Price seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)*

Rocky Edward Ridings

Ms. Raulston explained the request for the Civil Penalty Appeal. Hugh Evans, General Counsel, Alabama Secretary of State; Clay Helms, Director of Electronics, Alabama Secretary of State; and Rocky Ridings were present to speak and answer any questions. *Ms. Brady moved to set aside the April 3, 2018 offense and civil penalty. Mr. Plunk seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)*

Brandy White

Ms. Raulston explained the request for the Civil Penalty Appeal. Hugh Evans, General Counsel, Alabama Secretary of State; Clay Helms, Director of Electronics, Alabama Secretary of State; and Brandy White were present to speak and answer any questions. *Ms. Brady moved to set aside the March 27, 2019 offense and civil penalty. Judge Price seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)*

Resolution to Increase Threshold Income for Statement of Economic Interest

Director Albritton explained the request for the resolution to increase the income requirements for Statement of Economic Interest from a base pay income threshold of \$75,000.00 to a base pay income threshold of \$81,000.00 beginning January 1, 2020. *Mr. Plunk moved to adopt the resolution to increase threshold income for state of economic interest. Judge Price seconded the motion, Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)*

At 11:02 a.m. Mr. Plunk moved that the Commission go into Executive Session. Judge Price seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)

At 12:08 p.m. Mr. Plunk moved that the Commission go back into Open Session. Judge Price seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)

Case No. 2018-395

Ashley Ingram, Former Administrative Assistant II, Alabama Department of Conservation and Natural Resources

Judge Price moved that based on the evidence as presented to this Commission, there exists cause to hold that Ashley Ingram has violated the Alabama Ethics Law, and further moved that this case be referred for review and appropriate legal action to the District Attorney of the appropriate Judicial Circuit. Mr. Plunk seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)

Case No. 2019-035

Kate Bell, Teacher, Elmore County Board of Education

Judge Price moved that based on the evidence as presented to this Commission, there exists cause to hold that Kate Bell has committed one (1) minor violation of the Alabama Ethics Act. He further moved that this case be handled administratively and that it be referred for review and appropriate legal action to the District Attorney of the appropriate Judicial Circuit. Mr. Plunk seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)

Case No. 2019-036

Lauryn Smith, Teacher, Elmore County Board of Education

Judge Price moved that based on the evidence as presented to this Commission, there exists cause to hold that Lauryn Smith has committed one (1) minor violation of the Alabama Ethics Act. He further moved that this case be handled administratively and that it be referred for review and appropriate legal action to the District Attorney of the appropriate Judicial Circuit. Mr. Plunk seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)

Case No. 2019-038

Lauri Lynch, Teacher, Elmore County Board of Education

Judge Price moved that based on the evidence as presented to this Commission, there exists cause to hold that Lauri Lynch has committed one (1) minor violation of the Alabama Ethics Act. He further moved that this case be handled administratively and that it be referred for review and appropriate legal action to the District Attorney of the appropriate Judicial Circuit. Mr. Plunk seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)

Case No. 2018-168

Roger Gunn, Jr., Fire Chief, Town of Thorsby

Ms. Brady moved that based on the evidence as presented to this Commission, there exists cause to hold that Roger Gunn, Jr. has violated the Alabama Ethics Law, and further moved that this case be referred for review and appropriate legal action to the District Attorney of the appropriate Judicial Circuit. Mr. Plunk seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)

Case No. 2018-311

P. Kristopher Price, Former Police Officer, Town of Blountsville

Judge Price moved that based on the evidence as presented to this Commission, there exists cause to hold that P. Kristopher Price has violated the Alabama Ethics Law, and further moved that this case be referred for review and appropriate legal action to the District Attorney of the appropriate Judicial Circuit. Mr. Plunk seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)

Case No. 2018-312/416

Robert Grissom, Former Police Chief, Town of Blountsville

Mr. Plunk moved that based on the evidence as presented to this Commission, there exists cause to hold that Robert Grissom has violated the Alabama Ethics Law, and further moved that this case be

referred for review and appropriate legal action to the District Attorney of the appropriate Judicial Circuit. Ms. Brady seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)

Case No. 2018-394

Phyllis Quinn, Former Administrative Assistant II, Alabama Department of Conservation and Natural Resources

Mr. Plunk moved that based on the evidence as presented to this Commission, there exists cause to hold that Phyllis Quinn has violated the Alabama Ethics Law, and further moved that this case be referred for review and appropriate legal action to the District Attorney of the appropriate Judicial Circuit. Judge Price seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)

Case No. 2018-541

Jim Smith, Mayor, Town of Ranburne

Judge Price moved that based on the evidence as presented to this Commission, there exists cause to hold that Jim Smith has violated the Alabama Ethics Law, and further moved that this case be referred for review and appropriate legal action to the District Attorney of the appropriate Judicial Circuit. Mr. Plunk seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)

Case No. 2018-546

Christina Kircharr, Former Human Resources Clerk, University of Alabama

Mr. Plunk moved that based on the evidence as presented to this Commission, there exists cause to hold that Christina Kircharr has violated the Alabama Ethics Law, and further moved that this case be referred for review and appropriate legal action to the District Attorney of the appropriate Judicial Circuit. Judge Price seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)

Case No. 2018-551

Kristina Myers, Former Director, Development College of Human Sciences, Auburn University

Judge Price moved that based on the evidence as presented to this Commission, there exists cause to hold that Kristina Myers has committed one (1) minor violation of the Alabama Ethics Act. He further moved that this case be handled administratively and that it be referred for review and appropriate legal action to the District Attorney of the appropriate Judicial Circuit. Mr. Plunk seconded the motion. Motion passed with three ayes (Fielding, Plunk, Price) and one recusal (Brady). (Chief Justice Stuart was not present to vote.)

Cases Recommended for Dismissal

The following cases were presented to the Commission by Executive Director Albritton, with the recommendation that they be dismissed: **Case No. 2018-279; Case No. 2018-313; Case No. 2018-314; Case No. 2018-483; Case No. 2019-018; Case No. 2019-024; Case No. 2019-037; and Case No. 2019-039.** *Mr. Plunk moved that the Commission dismiss the cases as recommended. Judge Price seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)*

Case No. 2018-120

Karen Kennedy, Former Office Coordinator, Shades Valley High School

Judge Price moved that on April 3, 2019, the Alabama Ethics Commission found that Karen Kennedy, Former Office Coordinator, Shades Valley High School, had committed one (1) minor violation of the Alabama Ethics Law. Karen Kennedy requested an administrative resolution on that date. The Commission unanimously approved an administrative resolution of the case and forwarded to the District Attorney of the 10th Judicial Circuit. That request has been approved by Danny Carr, District Attorney, 10th Judicial Circuit. Accordingly, I hereby move that the request be granted and that this matter be handled administratively as follows: 1) that an administrative penalty in the amount of \$1,000.00 is ordered by the Commission; and 2) that the administrative penalty be paid to the Ethics Commission by cashier's check, money order or online payment on or before June 19, 2019. Mr. Plunk seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)

Case No. 2018-153

Rachel Anderson, Former Executive Secretary, Alabama Board of Dental Scholarships
Ms. Brady moved that on April 3, 2019, the Alabama Ethics Commission found that Rachel Anderson, Former Executive Secretary, Alabama Board of Dental Scholarships, had committed one (1) minor violation of the Alabama Ethics Law. Rachel Anderson requested an administrative resolution on that date. The Commission unanimously approved an administrative resolution of the case and forwarded to the District Attorney of the 10th Judicial Circuit. That request has been approved by Danny Carr, District Attorney, 10th Judicial Circuit. Accordingly, I hereby move that the request be granted and that this matter be handled administratively as follows: 1) that an administrative penalty in the amount of \$25.00 is ordered by the Commission; and 2) that the administrative penalty be paid to the Ethics Commission by cashier's check, money order or online payment on or before June 19, 2019. Mr. Plunk seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)

Case No. 2018-196

Adrian Lengsfeld, Specialist I, Auburn University
Ms. Brady moved that on April 3, 2019, the Alabama Ethics Commission found that Adrian Lengsfeld, Specialist I, Auburn University, had committed one (1) minor violation of the Alabama Ethics Law. Adrian Lengsfeld requested an administrative resolution on that date. The Commission unanimously approved an administrative resolution of the case and forwarded to the District Attorney of the 37th Judicial Circuit. That request has been approved by Brandon Hughes, District Attorney, 37th Judicial Circuit. Accordingly, I hereby move that the request be granted and that this matter be handled administratively as follows: 1) that an administrative penalty in the amount of \$150.00 is ordered by the Commission; and 2) that the administrative penalty be paid to the Ethics Commission by cashier's check, money order or online payment on or before June 19, 2019. Mr. Plunk seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)

Case No. 2018-224

Marc Fulton, Fire Fighter – Captain, Training Officer, City of Tuskegee
Judge Price moved that on April 3, 2019, the Alabama Ethics Commission found that Marc Fulton, Fire Fighter – Captain, Training Officer, City of Tuskegee, had committed one (1) minor violation of the Alabama Ethics Law. Marc Fulton requested an administrative resolution on that date. The Commission unanimously approved an administrative resolution of the case and forwarded to the District Attorney of the 5th Judicial Circuit. That request has been approved by Jeremy Duerr, District Attorney, 5th Judicial Circuit. Accordingly, I hereby move that the request be granted and

that this matter be handled administratively as follows: 1) that an administrative penalty in the amount of \$150.00 is ordered by the Commission; and 2) that the administrative penalty be paid to the Ethics Commission by cashier's check, money order or online payment on or before June 19, 2019. Mr. Plunk seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)

Case No. 2018-232

Phillip Porter, Lieutenant, Town of Thorsby Fire Department

Mr. Plunk moved that on April 3, 2019, the Alabama Ethics Commission found that Phillip Porter, Lieutenant, Town of Thorsby Fire Department, had committed one (1) minor violation of the Alabama Ethics Law. Phillip Porter requested an administrative resolution on that date. The Commission unanimously approved an administrative resolution of the case and forwarded to the District Attorney of the 19th Judicial Circuit. That request has been approved by Randall Houston, District Attorney, 19th Judicial Circuit. Accordingly, I hereby move that the request be granted and that this matter be handled administratively as follows: 1) that an administrative penalty in the amount of \$50.00 is ordered by the Commission; and 2) that the administrative penalty be paid to the Ethics Commission by cashier's check, money order or online payment on or before June 19, 2019. Judge Price seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)

Case No. 2018-364

Jay Haffner, Supervisor, Fisheries Section, Alabama Department of Conservation and Natural Resources

Mr. Plunk moved that on December 19, 2018, the Alabama Ethics Commission found that Jay Haffner, Supervisor, Fisheries Section, Alabama Department of Conservation and Natural Resources, had committed one (1) minor violation of the Alabama Ethics Law. Jay Haffner requested an administrative resolution on that date. The Commission unanimously approved an administrative resolution of the case and forwarded to the District Attorney of the 6th Judicial Circuit. That request has been approved by Hays Webb, District Attorney, 6th Judicial Circuit. Accordingly, I hereby move that the request be granted and that this matter be handled administratively as follows: 1) that an administrative penalty in the amount of \$800.00 is ordered by the Commission; and 2) that the administrative penalty be paid to the Ethics Commission by cashier's check, money order or online payment on or before June 19, 2019. Judge Price seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)

Case No. 2018-436

Laura Nelson, Therapeutic Message Instructor, Gadsden State College

Ms. Brady moved that on April 3, 2019, the Alabama Ethics Commission found that Laura Nelson, Therapeutic Message Instructor, Gadsden State College, had committed one (1) minor violation of the Alabama Ethics Law. Laura Nelson requested an administrative resolution on that date. The Commission unanimously approved an administrative resolution of the case and forwarded to the District Attorney of the 16th Judicial Circuit. That request has been approved by Jody Willoughby, District Attorney, 16th Judicial Circuit. Accordingly, I hereby move that the request be granted and that this matter be handled administratively as follows: 1) that an administrative penalty in the amount of \$100.00 is ordered by the Commission; and 2) that the administrative penalty be paid to the Ethics Commission by cashier's check, money order or online payment on or before June 19, 2019. Mr. Plunk seconded the motion. Motion passed unanimously with all those present voting.

(Chief Justice Stuart was not present to vote.)

Case No. 2018-479

Susan Debrow, Teacher, Elmore County Board of Education

Mr. Plunk moved that on April 3, 2019, the Alabama Ethics Commission found that Susan Debrow, Teacher, Elmore County Board of Education, had committed one (1) minor violation of the Alabama Ethics Law. Susan Debrow requested an administrative resolution on that date. The Commission unanimously approved an administrative resolution of the case and forwarded to the District Attorney of the 19th Judicial Circuit. That request has been approved by Randall Houston, District Attorney, 19 Judicial Circuit. Accordingly, I hereby move that the request be granted and that this matter be handled administratively as follows: 1) that an administrative penalty in the amount of \$200.00 is ordered by the Commission; and 2) that the administrative penalty be paid to the Ethics Commission by cashier's check, money order or online payment on or before June 19, 2019. Ms. Brady seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)

Case No. 2018-480

Elisabeth Collar, Teacher, Elmore County Board of Education

Mr. Plunk moved that on April 3, 2019, the Alabama Ethics Commission found that Elisabeth Collar, Teacher, Elmore County Board of Education, had committed one (1) minor violation of the Alabama Ethics Law. Elisabeth Collar requested an administrative resolution on that date. The Commission unanimously approved an administrative resolution of the case and forwarded to the District Attorney of the 19th Judicial Circuit. That request has been approved by Randall Houston, District Attorney, 19 Judicial Circuit. Accordingly, I hereby move that the request be granted and that this matter be handled administratively as follows: 1) that an administrative penalty in the amount of \$400.00 is ordered by the Commission; and 2) that the administrative penalty be paid to the Ethics Commission by cashier's check, money order or online payment on or before June 19, 2019. Ms. Brady seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)

Case No. 2018-481

Erica Tice, Teacher, Elmore County Board of Education

Mr. Plunk moved that on April 3, 2019, the Alabama Ethics Commission found that Erica Tice, Teacher, Elmore County Board of Education, had committed one (1) minor violation of the Alabama Ethics Law. Erica Tice requested an administrative resolution on that date. The Commission unanimously approved an administrative resolution of the case and forwarded to the District Attorney of the 19th Judicial Circuit. That request has been approved by Randall Houston, District Attorney, 19 Judicial Circuit. Accordingly, I hereby move that the request be granted and that this matter be handled administratively as follows: 1) that an administrative penalty in the amount of \$400.00 is ordered by the Commission; and 2) that the administrative penalty be paid to the Ethics Commission by cashier's check, money order or online payment on or before June 19, 2019. Ms. Brady seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)

Case No. 2018-482

Leslie Mattox, Teacher, Elmore County Board of Education

Mr. Plunk moved that on April 3, 2019, the Alabama Ethics Commission found that Leslie Mattox, Teacher, Elmore County Board of Education, had committed one (1) minor violation of the

Alabama Ethics Law. Leslie Mattox requested an administrative resolution on that date. The Commission unanimously approved an administrative resolution of the case and forwarded to the District Attorney of the 19th Judicial Circuit. That request has been approved by Randall Houston, District Attorney, 19 Judicial Circuit. Accordingly, I hereby move that the request be granted and that this matter be handled administratively as follows: 1) that an administrative penalty in the amount of \$200.00 is ordered by the Commission; and 2) that the administrative penalty be paid to the Ethics Commission by cashier's check, money order or online payment on or before June 19, 2019. Ms. Brady seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)

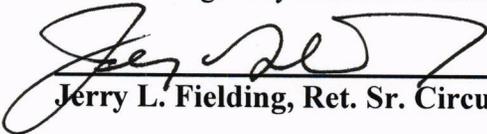
Additional Items:

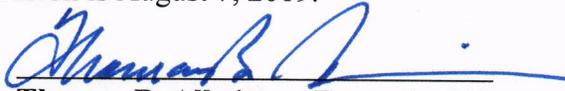
The Executive Director informed the Commission of the newly drafted Policies and Procedures Manual for use by the Commission staff, having previously sent a copy to the Commissioners with their meeting material. The Director confirmed that State Personnel does not require a formal vote of the Commission to approve the use of the Manual. That fact notwithstanding, the Director gave the Commission the opportunity to object to the staff's use of it and there being no objection following a general discussion of the matter confirmed with the Commission that the staff would begin implementing the Manual's provisions after the meeting.

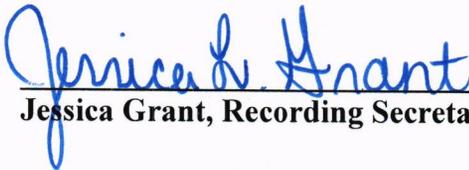
Adjournment

There being no further business, at 12:18 p.m. Ms. Brady moved that the meeting be adjourned, and Mr. Plunk seconded the motion. Motion passed unanimously with all those present voting. (Chief Justice Stuart was not present to vote.)

The next regularly scheduled meeting of the Commission is August 7, 2019.


Jerry L. Fielding, Ret. Sr. Circuit Judge, Chair


Thomas B. Albritton, Executive Director


Jessica Grant, Recording Secretary