

## Ethics Officer Annual Report

April 16, 2012

### **Introduction / On-going communication:**

To introduce myself and the Ethics Officer role, I had meetings with the interim Village Manager and the Police Chief to discuss their perspectives on potential ethics issues. In addition, I attended a village staff meeting where I met various Village staff members and learned about their departments and responsibilities.

The Village Manager and I have met periodically to address concerns and determine how best to screen calls and refer matters to the Ethics Officer. Issues are typically screened by the Village Planner who then reaches out to me by phone or email. Michelle has done an excellent job identifying the issues and highlighting the need for urgent responses when appropriate.

### **Matters Addressed:**

During this first year of the Village Ethics program, I have discussed matters related to (i) the Fire Department pension plan, (ii) the Fire Chief's employment status with the ambulance contractor, (iii) Fire Department financial irregularities and improved controls, (iv) communication/transparency of Fire Department issues, (v) accusations of bias related to the Memorial Field Lights, and (vi) concerns regarding potential conflicts of interest related to variance requests. Concerns have been raised by Trustees, Commissioners, Village President, Village Manager and one member of the general public.

- 18 concerns have been raised and addressed.
- 1 official memo was drafted to provide direction regarding recusal.
- 32 hours (approximately) spent on Ethics matters.

### **Volunteer Status:**

Given the current volume of Ethics issues, this is appropriately a volunteer position. The hourly stipend would only be necessary should there be a time consuming investigation in the future.

Submitted by:

  
Nancy Ardeh  
Ethics Officer