

CITY OF LANSING - BOARD OF ETHICS

REGULAR MEETING

November 15, 2022 5:30 P.M.

CONFERENCE ROOM

2500 SOUTH WASHINGTON

AGENDA

CALL TO ORDER

ROLL CALL

☐ Keith Kris
☐ Jim DeLine
☐ Brendon Basiga

☐ R Cole Bouck, Chairperson
☐ Janielle Houston, Vice-Chairperson
☐ John Folkers

A Quorum is: ☐ Present

☐ Not Present

☐ Others Present:

PUBLIC COMMENT (TIME LIMIT OF 5 MINUTES PER SPEAKER)

APPROVAL OF AGENDA ☐ As Submitted ☐ With Changes Noted

SECRETARY'S REPORT ☐ Approval of Minutes: July 13, 2022

NEW BUSINESS

1. Affidavit of Disclosure, Cedric Ford, Lansing Police Department
2. Affidavit of Disclosure, Peter Scaccia, Lansing Police Department

CITY ATTORNEY'S REPORT

CHAIR'S REPORT:

TABLED ITEMS:

UNFINISHED BUSINESS

Conflict of Interest Policy, Human Relations and Community Service Department (HRCS)

ADJOURNMENT

DRAFT
LANSING CITY BOARD OF ETHICS
REGULAR MEETING
September 13, 2022, 5:30 PM

Training Room
South Washington Office Complex
2500 S. Washington

The meeting was called to order at 5:30 PM.

MEMBERS PRESENT: Brendon Basiga
 R Cole Bouck, Chairperson
 Jim Deline
 John Folkers
 Janielle Houston, Vice-Chairperson

ABSENT: Keith Kris – excused

A QUORUM WAS PRESENT

OTHERS PRESENT: Mary Bowen, City Attorney's Office
 Jessica Gordon, City Clerk's Office
 Brian Jackson, Chief Deputy City Clerk

PUBLIC COMMENT:

There was no public comment

APPROVAL OF AGENDA:

MOVED by Vice-Chairperson Janielle Houston to approve the agenda as submitted.

MOTION CARRIED

SECRETARY'S REPORT:

Approval of Minutes: July 12, 2022

MOVED by Vice-Chairperson Janielle Houston to approve the minutes of July 12, 2022.

MOTION CARRIED

NEW BUSINESS

1. Election of Chairperson and Vice Chairperson (8.2 and 8.3 bylaws)

The Board nominated R Cole Bouck as Chairperson and Janielle Houston as Vice-chairperson. This nomination will expire in a year.

MOVED by John Folker to nominate Cole Bouck as Chairperson of the board of ethics for a year.

MOTION CARRIED

MOVED by John Folker to Janielle Houston as Vice-chairperson of the Board of Ethics for a year

MOTION CARRIED

2. Meeting Schedule for 2023

MOVED by Brendon Basiga to approve the Meeting Schedule for 2023.

MOTION CARRIED

CITY ATTORNEY'S REPORT: The City has hired 2 more attorneys to join the Law Department.

CHAIR'S REPORT: Chairperson Cole Bouck thanked the board for providing the Lugnut Baseball game tickets.

UNFINISHED BUSINESS

Statement of Financial Interest, Joseph McDonald and Housing Ombudsman, HRCS.

MOVED by Brandon Basiga to thank the HRCS and state the policy is helpful, but the meaning of "business associate" is not clear in the policy.

The board also suggests to us the phrase "business relationship" instead of business associate. The letter shall also request a citation of the policy from the HRCS

MOTION CARRIED

ADJOURNED 6:18 PM



Chris Swope
Lansing City Clerk

**CITY OF LANSING
BOARD OF ETHICS
2023 MEETING SCHEDULE**

Second Tuesday of the Month at 5:30 p.m. unless otherwise notified.

January 10, 2023
February 14, 2023
March 14, 2023
April 11, 2023
May 9, 2023
June 13, 2023
July 11, 2023
August 8, 2023
September 12, 2023
October 10, 2023
November 14, 2023
December 12, 2023

The Board of Ethics will meet at the South Washington Election Unit, 2500 S. Washington at 5:30 p.m. unless otherwise notified.

Lansing City Clerk's Office
Ninth Floor, City Hall, 124 W. Michigan Ave., Lansing, MI 48933-1695
517-483-4131 517-377-0068 FAX
www.lansingmi.gov/clerk city.clerk@lansingmi.gov



CITY OF LANSING AFFIDAVIT OF DISCLOSURE

TO: CITY CLERK

DATE: 30SEP22

I CEDRIC H. FORD make the following disclosure under oath:
(Name)

PLEASE CHECK THE BOX AND FILL IN THE APPROPRIATE BLANKS FOR EACH OF THE FOLLOWING ITEMS

☐ Yes ☐ No

- 1 ☒ ☐ I am an ☐ elected or ☐ appointed ☒ officer or ☐ employee of the City of Lansing holding the position of Sgt in the Department
- ☐ ☒ I am an immediate family member related to an elected or appointed officer or employee of the City of Lansing named _____, holding the position of _____ in the _____ Department
- ☐ ☒ I am a Business Associate of an elected or appointed officer or employee of the City of Lansing named _____ holding the position of _____ in the _____ Department.
- 2 ☐ ☒ I may derive income or benefit directly or indirectly from the bidding of, negotiation of, solicitation of or entry into a contract with the City or from and City action detailed below. (Charter 5-505.1)
- ☐ ☒ I may have a conflict between a personal interest and the public interest, the nature of which is disclosed below. (Charter 5-505.2) [Chapter 290.04(I) of the Code of Ordinances]
- ☐ ☒ I may have a financial interest in a matter proposed to be acted upon by the City of Lansing as described below. [Chapter 290.04(I) of the Code of Ordinances]
- ☐ ☒ I make this disclosure because of a possible appearance that I may be in violation of or in conflict with the City of Lansing Ethics Ordinance as provided for in the Code of Ordinances and in the City Charter.
- 3 My City of Lansing position is:
☒ Full-time ☐ Part-time (less than 25 hours/wk.) ☐ Unpaid

OCT21'22 10AMCLERK

4 PLEASE DESCRIBE IN DETAIL YOUR REASON(S) FOR SUBMITTING THIS DISCLOSURE AND EXPLAIN WHY YOU THINK A CONFLICT MAY/MAY NOT EXIST.

PER L.P.D. POLICY.

I hereby certify that this disclosure is complete and accurate to the best of my knowledge, information, and belief.

The foregoing Affidavit of Disclosure was executed on this 30 day of SEP, 2022.

Cherice Fleming
State of Michigan, County of INGHAM

Subscribed and sworn to before me this 30 Sep 22 day of September, 2022

Cherice Fleming
Notary Public/or Deputy Clerk
Ingham County, Michigan
My Commission Expires: 30 Dec 25



Cherice A Fleming
NOTARY PUBLIC - STATE OF MICHIGAN
County of Ingham
My Commission Expires 12/30/2025
Acting in the County of Ingham

ATTACHMENT TO AFFIDAVIT OF DISCLOSURE

Please provide additional information about your outside business or employment. Of special interest to the Board is how the activities of the business or employment may directly or indirectly affect the City. This disclosure is about information and is not an indication of any anticipated conflict of interest or suspected wrongdoing. Therefore, please describe for the Board what it is you actually do and be detailed and specific. You are not required to limit your disclosure only to the following questions. For each business, include in your answer such things as:

- What is the form of your business entity and what percentage do you own? 0 ;
_____ %
- Are you self-employed? N/A
- Who is your employer, if applicable? CITY OF LANSING AND
LANSING SCHOOLS
- What are the things you actually do in the business? POLICE AND COACH

- Who are your clients and who receives your goods or services? N/A

- How and where are your services performed? PATROL AND COACH.

- How often do you do outside work? 15 HRS. / WEEK FOR COACHING.

Does your business or employer contract with the City? NO

- In performing your business or outside employment, do you use any City facilities or equipment?

NO If so, describe: _____

- Is any of your business or employment conducted in the City? NO If so, describe:

- Does your business advertisement or circulars, if any, contain any reference to the City or your City employment? NO

- Is there any additional information that you believe would assist the Board of Ethics in its review of your business or personal activities for potential conflicts of interest? If so, please describe: NO

In providing this additional information, the Board of Ethics asks that you give special attention to the Conflicts of Interest section of the Charter found at 5-505.1 – 5-505.3. A copy is enclosed for your convenience.



Lansing Police Department
Supplemental Off-Duty
Employment Request Form

☐ Renewal
☒ Reg. Off-Duty Employment
Date: 30SEP22

Employee Requesting Approval: CEDRIC FORD Badge No: 317
Current Duty Assignment: PATROL
Hours: 0600 - 1600 Division: PATROL

SUPPLEMENTAL EMPLOYEMENT INFORMATION

Name of Employer: LANSBURG PUBLIC SCHOOLS
Type of Business: HIGH SCHOOL
Business Address: 205 S. WOODHULL RD. LANSBURG MI 48848
Owner or Manager's Name: MATT SHASTAL Telephone No: 517 651 2705
Location of Employment: 205 S. WOODHULL RD.
Description of Work Duties: JUNIOR VARSITY FOOTBALL COACH
Work Schedule: MON - FRI 3pm - 6pm
Number of Hours Per Week: 15 Duration of Employment: AUG - OCT.

Does this employment require any security or law enforcement responsibility including the enforcement of any state or local law or the exercise of any police power on behalf of the employer? ☐ Yes ☒ No

I understand that in cases of supplemental employment, the only liability insurance coverage or workers compensation coverage available would be that which may be supplied by the supplemental employer. Insurance procured by the City of Lansing and other benefits are not applicable.

I understand that in cases of private security supplemental employment, the only liability insurance coverage or workers compensation coverage available would be that which is supplied by the supplemental employer. While an indemnification agreement and certificate of insurance is a prerequisite, these forms do not constitute a guarantee by the City or the Police Department that insurance exists, is adequate, or has not been canceled without notice to the Police Department or employee. Insurance procured by the City of Lansing and other benefits are not applicable.

Cedric Ford
Employee Signature

Before any supplemental employment begins, this form must be filled out, signed, and approved by the Chief of Police or the Chief's Designee. Approval may be revoked at any time by the Chief of Police.

Captains Recommendation Date: 9-30-2022 Initials: KMP ☒ Approved ☐ Disapproved

Captain's Comments: _____
Ellery Sosebee Date 10/5/22 ☒ Approved ☐ Disapproved
Ellery Sosebee, Chief of Police

Copy of form sent to employee on _____.



Lansing Police Department
Supplemental Off-Duty
Employment Request Form

NOV 4'22 3PMCLERK

☐ Renewal

☒ Reg. Off-Duty Employment

Date: 10/19/2022

Employee Requesting Approval: Peter Scaccia Badge No: 424
Current Duty Assignment: Detective
Hours: 0700 - 1500 Division: Detective

SUPPLEMENTAL EMPLOYMENT INFORMATION

Name of Employer: Michigan Commission on Law Enforcement Standards
Type of Business: Training / Teaching
Business Address: 927 Centennial Way, Lansing MI 48917
Owner or Manager's Name: Matthew Krumbach Telephone No: 517 636 7880
Location of Employment: State of Michigan
Description of Work Duties: Teaching MCOLES classes
Work Schedule: Varies Month to Month
Number of Hours Per Week: 8 Duration of Employment: 1 yr

Does this employment require any security or law enforcement responsibility including the enforcement of any state or local law or the exercise of any police power on behalf of the employer? ☐ Yes ☒ No

I understand that in cases of supplemental employment, the only liability insurance coverage or workers compensation coverage available would be that which may be supplied by the supplemental employer. Insurance procured by the City of Lansing and other benefits are not applicable.

I understand that in cases of private security supplemental employment, the only liability insurance coverage or workers compensation coverage available would be that which is supplied by the supplemental employer. While an indemnification agreement and certificate of insurance is a prerequisite, these forms do not constitute a guarantee by the City or the Police Department that insurance exists, is adequate, or has not been canceled without notice to the Police Department or employee. Insurance procured by the City of Lansing and other benefits are not applicable.

Matthew
Employee Signature

Before any supplemental employment begins, this form must be filled out, signed, and approved by the Chief of Police or the Chief's Designee. Approval may be revoked at any time by the Chief of Police.

Captains Recommendation Date: 10-26-2022 Initials: CSJ ☒ Approved ☐ Disapproved

Captain's Comments: DET SCACCIA WOULD BE TEACHING MCOLES CLASSES ON DOMESTIC VIOLENCE.
OFF DUTY TIME, OR VACATION TIME.

Ellery Sosebee Date 10/31/2022 ☒ Approved ☐ Disapproved
Ellery Sosebee, Chief of Police

Copy of form sent to employee on _____.



CITY OF LANSING
AFFIDAVIT OF DISCLOSURE

TO: CITY CLERK

DATE: 11/11/2022

I, Peter Scaccia make the following disclosure under oath:
Name (please print)

PLEASE CHECK THE BOX AND FILL IN THE APPROPRIATE BLANKS FOR EACH OF THE FOLLOWING ITEMS

Yes No

1. ☒ ☐ I am an ☒ elected or ☐ appointed ☐ officer or ☒ employee of the City of Lansing holding the position of DETECTIVE in the POLICE Department.

☐ ☒ I am an immediate family member related to an elected or appointed officer or employee of the City of Lansing named _____, holding the position of _____ in the _____ Department

☐ ☒ I am a Business Associate of an elected or appointed officer or employee of the City of Lansing named _____ holding the position of _____ in the _____ Department.

2. ☐ ☒ I may derive income or benefit directly or indirectly from the bidding of, negotiation of, solicitation of or entry into a contract with the City or from any City action detailed below. (Charter 5-505.1)

☐ ☒ I may have a conflict between a personal interest and the public interest, the nature of which is disclosed below. (Charter 5-505.2) [Chapter 290.04(I) of the Code of Ordinances]

☐ ☒ I may have a financial interest in a matter proposed to be acted upon by the City of Lansing as described below. [Chapter 290.04(I) of the Code of Ordinances]

☐ ☒ I make this disclosure because of a possible appearance that I may be in violation of or in conflict with the City of Lansing Ethics Ordinance as provided for in the Code of Ordinances and in the City Charter.

3. My City of Lansing position is:

☒ Full-time ☐ Part-time (less than 25 hours/wk) ☐ Unpaid

4. Name of the activity/business in question: MOLES

5. Do you have ownership or interest in the activity/business? Yes _____ No X

Updated Feb 2022

6. Does this activity/business conduct business with the City of Lansing? Yes ☒ No ☐
If yes, please explain Possibly training

7. Does the activity/business depend on you being an employee of the City of Lansing?
Yes ☐ No ☒
If yes, please explain: _____

8. Who are the clients/customers of the activity/business?
Police officers

9. Does this activity/business require your using equipment/facilities of the City of Lansing?
Yes ☐ No ☒
If yes, please explain: _____

10. Does the activity/business use any advertisements or circulars that reference your employment with the City of Lansing? Yes ☐ No ☒
If yes, please attach copies.

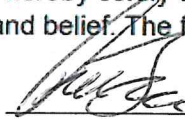
11. Explain what you will be doing in the activity/business:
Training MOLES classes regarding domestic assault

12. Explain why you believe a conflict may/may not exist with this activity/business:
There is no conflict because I would be doing the training on my own time.

13. Is there any additional information that you believe would assist the Board of Ethics in its review of your business or personal activities for potential conflicts of interest? Yes ☐ No ☒
If so, please describe:

In providing this additional information, the Board of Ethics asks that you give special attention to the Conflicts of Interest section of the Charter found at 5-505.1 – 5-505.3. A copy is enclosed for your convenience.

I hereby certify that this disclosure is complete and accurate to the best of my knowledge, information and belief. The foregoing Affidavit of Disclosure was executed on this 3 day of November, 2022.

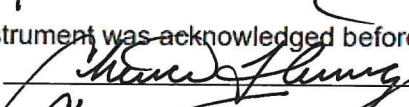


Signature of Filer



Cheirice A Fleming
NOTARY PUBLIC - STATE OF MICHIGAN
County of Ingham
My Commission Expires 12/30/2025
Acting In the County of Ingham

STATE OF MICHIGAN)
)ss.
COUNTY OF Ingham)

The foregoing instrument was acknowledged before me this 3 day of November,
2022 (year), by  (Notary Signature)

Cheirice Fleming (Print Name)

Notary Public, Ingham County,
Acting in Ingham County,
My Commission Expires: 30 Dec 25

ATTACHMENT TO AFFIDAVIT OF DISCLOSURE

Please provide additional information about your outside business or employment. Of special interest to the Board is how the activities of the business or employment may directly or indirectly affect the City. This disclosure is about information and is not an indication of any anticipated conflict of interest or suspected wrongdoing. Therefore, please describe for the Board what it is you actually do and be detailed and specific. You are not required to limit your disclosure only to the following questions. For each business, include in your answer such things as:

- What is the form of your business entity and what percentage do you own? Classroom training 0%
- Are you self-employed? NO
- Who is your employer, if applicable? city of Lansing
- What are the things you actually do in the business? train and speak
to police officers about domestic violence
investigations
- Who are your clients and who receives your goods or services? police officers,
various departments throughout the state
- How and where are your services performed? 1 day a month
at different locations throughout the state
- How often do you do outside work?
possibly once a month, if not less

Does your business or employer contract with the City? _____

Potentially - But it's not my business, it's State Mandated Training

- In performing your business or outside employment, do you use any City facilities or equipment?

NO If so, describe: _____

- Is any of your business or employment conducted in the City? ____ If so, describe:

possibly if they host a training day

- Does your business advertisement or circulars, if any, contain any reference to the City or your City employment? _____

NO

- Is there any additional information that you believe would assist the Board of Ethics in its review of your business or personal activities for potential conflicts of interest? If so, please describe: _____

NO

In providing this additional information, the Board of Ethics asks that you give special attention to the Conflicts of Interest section of the Charter found at 5-505.1 – 5-505.3. A copy is enclosed for your convenience.

City of Lansing
Human Relations and Community Services Department (HRCS)
POLICY and PROCEDURES

SUBJECT Conflict of Interest Policy

PURPOSE Establish HRCS departmental policy/procedures for employees when a possible conflict exists between their interests and the interests of the City of Lansing, Human Relations and Community Services Department. This policy is intended to guide employees where possible conflicts may arise to protect the department and help employees avoid activities, agreements or interests, or other situations that materially conflict or appear to conflict with the interest of the City. This policy applies to both staff and administrators. Employees are urged to reference Chapter 290 of the Code of Ordinances.

POLICY

A conflict of interest exists when an employee, family member, or friend is in a position to benefit directly or indirectly from their relationship with an employee who provides services in the department. If a member of the public is seeking relief or assistance and that person is a relative, close friend, or business acquaintance of the employee responsible for that area of service, the individual/case file is referred to the Director of HRCS. If the person is a relative, close friend, or business acquaintance of the Director of HRCS, that individual/case file is referred to either the Deputy Director or Contract Manager Administrator. Additionally:

- A. All employees have an obligation to avoid conflict, or the appearance of conflict, between their interests and the interests of the HRCS Department and to avoid any situation that affects, or potentially could affect, their independent, unbiased judgment in the discharge of their duties in the department.
- B. An employee should recuse themselves from making any decision relating to services provided by the department when the employee is aware of circumstances that might reasonably cause their impartiality to be questioned.

Every employee must disclose any known or potential conflicts of interest as soon as they arise. Failure to disclose a reportable interest or relationship or neglecting to comply with the department's requirements for managing a determined conflict may subject the employee to disciplinary action.

Effective 10/1/2022