

**Town of Bethlehem Ethics Board
Meeting Minutes
December 12, 2013**

Present: Theresa Schillaci, Chair; Lisa Allendorph; Michael Fallon; Loretta Simon

Absent: Peter Lauricella

Chairwoman Schillaci opened the meeting at 7:30 P.M.

The minutes of October 10, 2013 were accepted as written.

The options for storing Ethics Board documents were discussed. Hard copies could be stored in a locked file in a locked closet in the Human Resources office. Another option is to have on-line storage on a remote server. Michael Fallon will research the options, including whether the Town of Bethlehem already has on-line storage.

The Board reviewed a draft handout prepared by Michael Fallon for staff and the public summarizing the provisions of the Code of Ethics. Michael will make minor editorial changes and look into options for printing and dissemination, including posting on the Town's website.

Chair Schillaci informed the Board that the Human Resources Office will train employees on the Ethics Code every two years in coordination with other training. New employees will be trained when they begin employment with the Town.

The need to elect a new chairperson was noted. The Code requires a new chair be chosen each year. No decision was reached and deliberation will continue at the next meeting, the date for which will be set after the New Year.

The meeting adjourned at 8:00 P.M.

Respectfully submitted,

Loretta Simon, Secretary