

COMPLIANCE REVIEW MEMORANDUM

To: Alan Johnson, Executive Director
From: James A. Poag, Investigator
Re: A12-031B – Ethics Training Compliance (City of Boynton Beach) for Officials

- **Background**

As of June 1, 2011, all municipalities within Palm Beach County came under the jurisdiction of the Palm Beach County Code of Ethics (the Code). Pursuant to Section 2-446 of the Code, each municipal administrator is required to establish by policy a mandatory training schedule for all employees and elected/appointed officials to provide them with training on their ethical responsibilities as prescribed by the code. The Commission on Ethics is required to develop and deliver training programs and to coordinate and cooperate with the municipalities to ensure effective and meaningful training of elected/appointed officials and employees. For verification, a training acknowledgment form for each full-time employee and elected/appointed official should be maintained by each municipality.

On August 21, 2012 on behalf of the Commission on Ethics (COE), I initiated a compliance review of the City of the Boynton Beach (the City) for ethics training. In order to complete this I contacted Ms. Janet Prainito, City Clerk, to schedule an on-site visit to review the training files. I conducted an on-site compliance review of the City's ethics training acknowledgement forms on August 30, 2012. Prior to the start of my review, I was provided with an alpha list of all active City elected/appointed officials, which I used to cross reference each individual training acknowledgement form. As of August 30, 2012, the City had 121 appointed officials and 5 elected commissioners. At the time of the initial review, seven (7) appointed officials had not received training. The City was given additional time to comply with the training requirement as prescribed by the code.

- **Scope**

The scope included a review of all 126 of the City of Boynton Beach elected/appointed officials required to submit an ethics training acknowledgement form. All forms submitted to the Clerk's Office were maintained in a central training file folder alphabetically by last name.

- **Assessment**

On October 9, 2012, a follow-up compliance review of the City of Boynton Beach Ethics Training Program was completed for all City elected/appointed officials. The overall assessment indicated the City of Boynton Beach had a total of 126 elected/appointed officials. As of this date, all elected/appointed officials of the City of Boynton Beach are in compliance with the training requirement for officials established by the Palm Beach County Code of Ethics.

- **Conclusion**

Based on the aforementioned facts the City of Boynton Beach is in full compliance with the ethics training requirement for all of its elected/appointed officials.

Submitted by:



James A. Poag, Investigator
PB County Commission on Ethics



Date

Reviewed by:



(Initials)



Date