

COMPLIANCE REVIEW MEMORANDUM

To: Steven Cullen, Executive Director
From: Anthony C. Bennett, Investigator
Re: A15-003 – Ethics Training Compliance (Boynton Beach)

- **Background**

As of June 1, 2011, all municipalities within Palm Beach County are under the jurisdiction of the Palm Beach County Commission on Ethics and subject to the 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 participate in refresher 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.

- **Scope**

The scope included a review of all City of Boynton Beach employees and elected/appointed officials required to submit an ethics training acknowledgement form. According to the City Manager, all forms were maintained in a central training file folder(s) alphabetically by last name.

- **Assessment**

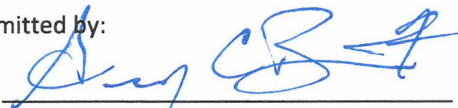
On July 9, 2015, on behalf of the Commission on Ethics (COE), I initiated a compliance review of the City of Boynton Beach for ethics training compliance. In order to complete this task I contacted Ms. C.C. Messin, Human Resources, to schedule a review of the files. Ms. Messin advised the City keeps ethics training records of all employees, elected officials, and appointees in a series of hard binders.

On July 14, 2015, I went to the City and met Ms. Messin to complete a review of the ethics training records. Ms. Messin provided an electronic copy of all employees, elected officials and appointees to compare against the records within the training binders. As of that date, the City of Boynton Beach had seven hundred ninety-nine (799) active full-time employees and elected/appointed officials. Upon review of the records, all employees and elected/appointed officials have been trained.

- **Conclusion**

The City of Boynton Beach is in compliance with the ethics training requirement for all of its full-time employees and elected/appointed officials.

Submitted by:



Anthony C. Bennett, Investigator
PB County Commission on Ethics

8/6/2015
Date

Reviewed by:



(Initials)

8/6/2015
Date