

## COMPLIANCE REVIEW MEMORANDUM

To: Mark E. Bannon, Executive Director  
From: Anthony C. Bennett, Investigator  
Re: A15-020 – Ethics Training Compliance (Town of Glen Ridge)

---

- **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 Town of Glen Ridge employees and elected/appointed officials required to submit an ethics training acknowledgement form. Based on their Administrative Policy and Procedure (issued August 1, 2012) all public elected officials, employees, volunteers, service board members and contracted employees must receive initial Code of Ethics training within sixty (60) days of employment or appointment and throughout the course of employment. All forms were maintained in a central location by the Town Manager.

- **Assessment**

On Thursday, December 10, 2015, on behalf of the Commission on Ethics (COE), I initiated a compliance review of the Town of Glen Ridge for ethics training compliance. In order to complete this task I contacted Town Manager Michelle Suiter to schedule a review of the ethics training files. Ms. Suiter advised that all ethics training records are kept in a centralized folder in her office. Additionally, due to the small number of employees and council members, she offered to scan and email the records for my review.

On Monday, December 14, 2015, I received the scanned training documents. As of that date, the Town of Glen Ridge had eight (8) active full/part-time employees and elected/appointed officials. Upon review of the records, all employees and elected/appointed officials have been trained.

- **Conclusion**

The Town of Glen Ridge is in full compliance with the ethics training requirement for all of its employees and elected/appointed officials.

Submitted by:

  
Anthony C. Bennett, Investigator  
PB County Commission on Ethics

12/16/15  
Date

Reviewed by:

  
(Initials)

12/16/15  
Date