

COMPLIANCE REVIEW MEMORANDUM

To: Alan Johnson, Executive Director
From: Mark E. Bannon, Senior Investigator
Re: A12-021 – Ethics Training Compliance (Town of Mangonia Park)

- **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 on file by the Human Resources Department or the municipal clerk for each municipality.

On July 17, 2012, on behalf of the Commission on Ethics (COE), I initiated a compliance review of the Town of Mangonia Park (the Town) for ethics training compliance. In order to complete this task I contacted Town Clerk Sherry Albury, to make arrangements to review the training files. This same date, Albury provided a list of the twenty (20) elected or appointed officials, and regular full-time or part-time employees for the Town. On July 31, 2012, Albury emailed copies of Ethics Training Acknowledgement Forms signed by twelve (12) of the Town officials and employees. After using the list of officials and employees provided to cross reference the submitted Ethics Training Acknowledgement Forms, the Town was given additional time to complete ethics training and provide the documentation for those officials and employees who had not yet submitted the signed Ethics Training Acknowledgement Forms. On Friday, September 21, 2012, COE staff received the remaining signed forms for the officials and employees of the Town. As of this date, the Town of Mangonia Park is in compliance with the ethics training requirements for all officials and employees.

- **Scope**

The scope of this ethics training compliance review included the twenty (20) Town of Mangonia Park elected/appointed officials and regular full-time or part-time employees that are required to receive ethics training, and to submit a signed Ethics Training Acknowledgement Form for this training.

- **Assessment**

As of September 21, 2012, the Town of Mangonia Park has twenty (20) elected/appointed officials and regular full-time or part-time employees. All twenty (20) of these have submitted signed Ethics Training Acknowledgement Forms as required under the Palm Beach County Code of Ethics.

- **Conclusion**

Based on the above information, the Town of Mangonia Park is in compliance with the Palm Beach County Code of Ethics training requirement for all elected/appointed officials and regular employees of the Town.

Submitted by:



Mark E. Bannon, Senior Investigator



Date

Reviewed by:



(Initials)



Date