

COMPLIANCE REVIEW MEMORANDUM

To: Alan S. Johnson, Executive Director
From: James A. Poag, Investigator
Re: A12-016– Ethics Training Compliance (Town of Glen Ridge)

- **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 officials should be maintained on file by the Human Resources Department for each municipality.

On May 30, 2012, on behalf of the Commission on Ethics (COE), I initiated a compliance review of the Town of Glen Ridge (the Town) for ethics training compliance. In order to complete this task I contacted Ms. Michelle Suiter, Town Manager for the Town of Glen Ridge. On June 7, 2012, I conducted an on-site compliance review of the Town's ethics training acknowledgement forms. Prior to the start of my review, I was provided with an alphabetical list of all Town employees and elected officials, which I used to cross reference each individual Training Acknowledgement Form. As of June 7, 2012, the Town had eight full-time employees and elected officials. According to the Town Manager, the Town does not have any appointed officials. At the time of the initial review one elected official was not in compliance. The Town was given additional time to comply with the training requirement as prescribed by the code.

- **Scope**

The scope included a review of all Town of Glen Ridge full-time employees and elected officials, required to submit an Ethics Training Acknowledgement Form. All forms submitted to the Town Manager were kept on file in a specified ethics training folder.

- **Assessment**

On July 16, 2012, a follow-up compliance review of the Town of Glen Ridge Ethics Training program was completed for all full-time Town employees and elected officials. The overall assessment indicated the Town of Glen Ridge had a total of eight full-time employees and elected officials. As of this date, full-time employees and elected officials are in compliance with the training requirement established by the Palm Beach County Code of Ethics.

- **Conclusion**

Based on the aforementioned information, the Town of Glen Ridge is in full compliance with the ethics training requirement for all of its full-time employees and elected officials.

Submitted by:



James A. Poag, Investigator



Date

Reviewed by:



(Initials)



Date