



City of Fort Wright

409 Kyles Lane | Fort Wright, KY 41011 | www.fortwrightky.gov | 859.331.1700

Fort Wright Board of Ethics Meeting Minutes

Tuesday, January 21, 2025

6:00 p.m.

CALL TO ORDER:

The meeting was called to order at 6:04pm by City Administrator, Jill Cain Bailey. The Pledge of Allegiance was led by CAO Jill Cain Bailey. Kerrie Holland, City clerk called the role.

Mr. Timothy Theissen, Board Member	Absent
Mr. Adam Feinauer, Board Member	Present
Mr. Joe Nienaber, Jr., Board Member	Present
Ms. Katie Baker, Alternate Member	Present

Also Present was CAO Jill Cain Bailey.

CITIZEN COMMENTS:

There were no citizens or guests present.

ITEMS FOR DISCUSSION:

Introductions and Overview/Purpose of Committee:

CAO Jill Cain Bailey introduced herself and the board members to each other, the board elaborated on their backgrounds and prior work experience. Ms. Bailey explains the purpose and importance of the BOE Committee members. She explained what the expectations and responsibilities of each member would consist of. All elected City Officers and Board Members are expected to attend meetings. It is in violation to miss more than ½ of the meetings in a 12-month period without just cause.

Discussion and Appointment of Board Chairperson and Vice Chairperson:

Ms. Bailey explains the need for and importance of appointing a Board Chairperson & Vice Chairperson. She explains the duties of each position. Chairperson-responsible for leading the board and facilitating meetings; Vice Chairperson-stands in for the chairperson when they are not able to attend the meetings or perform their Chairperson duties. Alternate Board member-is not required to attend meetings; only if another member is unable to attend.

Mr. Joe Nienaber made a motion to appoint board member Timothy Theissen as the Chairperson AND Adam Feinauer as Vice Chairperson; Ms. Katie Baker made a second. Ms. Holland called the role.

Mr. Adam Feinauer	YES	
Mr. Joe Nienaber, Jr.	YES	
Ms. Katie Baker	YES	MOTION CARRIED

Mr. Timothy Theissen was appointed as Chairperson and Mr. Adam Feinauer was appointed as Vice Chairperson. CAO Bailey explains that the election of Chairperson & Vice Chairperson will take place every year at the meeting in January, which shall occur on the 3rd Tuesday. The Chairperson shall be the presiding officer and a full voting member of the ethics board. The presence of two or more members shall constitute a quorum and the affirmative vote of two or more shall be necessary for any action to be taken.

Discussion and Review of Financial Disclosure Statement Obligations:

CAO Bailey introduces the Financial Disclosure Statement to the Board members. She explains the necessity of completing the form and having it on file. She explains that it promotes public transparency and accountability, and it encourages good ethical behavior. The BOE must review all Annual Financial Disclosure Statements by June 15 of each year. Ms. Bailey informed the Board that the use of the Financial disclosure form must be approved and voted on by the Board. Mr. Adam Feinauer made a motion to approve the use of the Financial Disclosure Form w/ amended changes. Mr. Joe Nienaber made a second. Ms. Holland called the roll.

Mr. Adam Feinauer	YES	
Mr. Joe Nienaber, Jr.	YES	
Ms. Katie Baker	YES	MOTION CARRIED

Discussion and Review of Training/Education and Annual Report Obligations:

CAO discussed the need for ongoing training & education opportunities. There will likely be a training held annually to cover the ongoing necessary training required. Cao Bailey went over the deadlines of the Annual Reports and Annual Review of the Ethics Codes. The annual report must be submitted no later than October 31st of each year, covering the previous year and must be filed with the City Clerk and made available on the City Website.

Discussion and Review of Complaint and Investigative Process:

CAO Bailey explains that any complaints alleging any violations based on the specifications of ORD 09-2024 shall be submitted to the BOE, the complaints must be in writing and signed by the complainant. The BOE will acknowledge receipt of the complaint within 10 working days. A copy of the complaint will be forwarded to each officer or Employee of the City who is the subject of the complaint. The BOE may determine on its own that a violation may exist, and they may then prepare a complaint. They may also amend or consolidate a complaint. CAO Bailey referenced ORD 09-2024 as where to find more detailed procedures.

Discussion and Review of Advisory Opinion Process and Obligations:

CAO Bailey explains the process of the Advisory Opinions – the BOE may declare Advisory Opinions concerning concerns under its own jurisdiction, an advisory opinion shall be requested in writing and shall state appropriate facts and ask specific questions. The request for an Advisory Opinion shall be confidential unless that is waived in writing by the one making the request, All Advisory Opinions shall be public documents (with the identity of the person associated with the Opinion redacted). A written Advisory Opinion issued by the BOE shall be binding, A written Advisory Opinion issued by the BOE shall be admissible in the defense of any criminal prosecution or civil proceedings. Advisory Opinions will be indexed and maintained on file by the BOE, by the City Clerk and will also be made available on the City website (with unnecessary financial and personal information redacted).

Discussion of 2025 Meeting Calendar and Schedule:

Next Board of Ethics meeting will take place on Monday, June 2, 2025 at 6:00p.m. to be held at the City of Fort Wright Administration Building. The meeting following will be set at this date.

A motion was made by Ms. Katie Baker to adjourn the meeting. A second was made by Mr. Adam Feinauer. Ms. Holland called the role.

Mr. Adam Feinauer YES

Mr. Joe Nienaber, Jr. YES

Ms. Katie Baker YES

MOTION CARRIED

The meeting was officially adjourned at 7:11p.m.

Respectfully Submitted,

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.

Mr. Timothy Theissen, Chairperson

ATTEST:

A handwritten signature in blue ink, written in a cursive style, appearing to read 'Kerrie A. Holland'.

Kerrie A. Holland, City Clerk