

**STATE ETHICS COMMISSION  
205 Jesse Hill Jr. Drive, S.E.  
Suite 478 – East Tower  
Atlanta, Georgia 30334**

**AGENDA**

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**LOCATION:** Capitol Education Center  
Assembly Room 2  
Atlanta, Georgia

**DATE:** February 9, 2006

**TIME:** 9:00 a.m.

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**MEETING**

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**Meeting Called to Order**

**Discussion of Executive Secretary Search**

**Adjournment**

**MINUTES OF THE  
STATE ETHICS COMMISSION SUB-COMMITTEE  
MEETING HELD**

February 9, 2006  
Capitol Education Center  
Assembly Room 2  
Atlanta, Georgia

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**Present:**

Steve Farrow  
Jack Williams  
David Moskowitz  
Dennis Dunn, Deputy Attorney General

The meeting commenced at approximately 8:57 a.m.

**ELECTION OF OFFICERS**

Jack Williams was elected Chairman of the sub-committee.

Motion made by Mr. Farrow  
*Carried Unanimously*

Seconded by Mr. Moskowitz

**INTERVIEWING OF APPLICANTS FOR EXECUTIVE SECRETARY**

The sub-committee discussed the forum for interviewing of the Executive Secretary candidates. Following the advice of Mr. Dennis Dunn of the Attorney General's office, it was determined that interviewing of candidates would occur in an Open Meeting setting.

**CREATION OF APPLICATION FOR CANDIDATES**

The sub-committee requested the staff to forward sample applications from the Georgia Merit System and the Department of Law, both to be used as models for the creation of an application tailored to the requirements of the position of Executive Secretary of the State Ethics Commission.

**DETERMINATION OF STARTING SALARY OF EXECUTIVE SECRETARY**

The sub-committee discussed a starting salary for the Executive Secretary. The subcommittee also requested comparative information on the salaries of executive heads of ethics commissions, or like agencies, from all 50 states to be forwarded to them by staff for consideration.

## **JOB DESCRIPTION OF EXECUTIVE SECRETARY**

The sub-committee reviewed two historical job descriptions of the Executive Secretary of the State Ethics Commission submitted by the staff, and requested that the staff compose a consolidated job description comprised of more managerial duties.

## **MINIMUM QUALIFICATIONS**

The sub-committee agreed that the minimum educational qualifications for candidates for Executive Secretary would consist of a four-year degree from an accredited university.

## **TIMELINE FOR SELECTION OF EXECUTIVE SECRETARY**

The sub-committee outlined the following tentative timeline in relation the selection of the Executive Secretary:

Advertising:	March 1, 2006 – May 1, 2006
Interviewing:	May 1, 2006
Narrowing down of applicants:	July 1, 2006
Selection of Executive Secretary:	August 1, 2006
Start date:	September 1, 2006

## **ADVERTISING FOR POSITION**

The sub-committee discussed advertising methods for the vacant position of the Executive Secretary.

## **DOCUMENTS REQUIRED OF CANDIDATES**

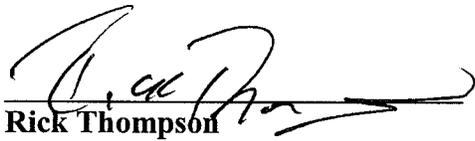
The sub-committee agreed that the following documents would be required of all applicants for Executive Secretary:

- Official college transcripts
- Completed application
- Completed GBI Criminal Background Waiver

## **FUTURE SUB-COMMITTEE MEETING DATE**

The sub-committee agreed to meet before the regular meeting of the State Ethics Commission on February 23, 2006, at 9:00 a.m., with Mr. Dennis Dunn of the Attorney General's office present, to further discuss the selection process of the Executive Secretary.

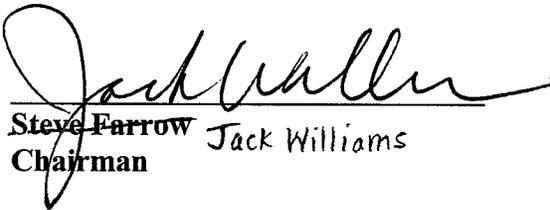
The meeting adjourned at approximately 10:30 a.m.

  
**Rick Thompson**  
**Interim Executive Secretary**

**Official Minutes Statement**

The foregoing Minutes for the February 9, 2006 meeting for the State Ethics Commission were approved and adopted by the Commission at the Commission's meeting on February 23, 2006.

**STATE ETHICS COMMISSION**

By:   
~~Steve Farrow~~ **Jack Williams**  
**Chairman**