

9.03 FINANCIAL DISCLOSURE FORMS

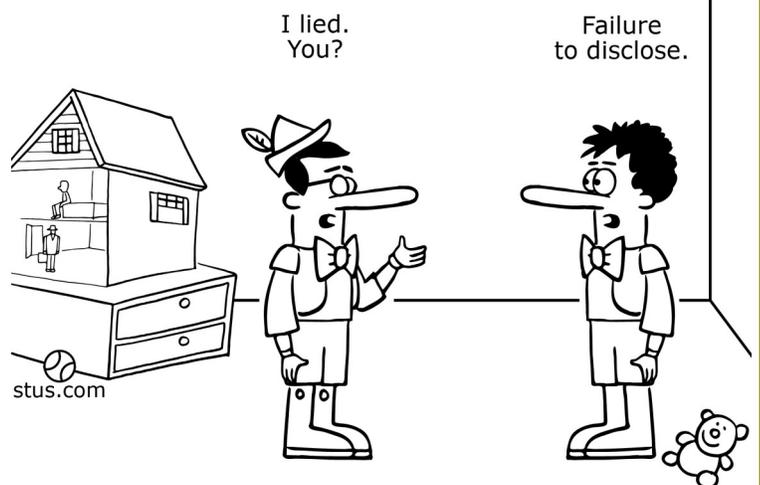
Section 9.03 of the Milwaukee County Ethics Code relates to filing of financial disclosure forms, also known as a Statement of Economic Interests [SEI] form. This section of the code identifies who is required to file a form, in what office the forms are to be filed, and identifies time frames and frequencies of filing. As we approach the month of October, required *quarterly* filers will be contacted to submit their quarterly SEI form covering the third calendar quarter. October is also the month we begin sending requests to department heads for their list of annual filers. Individuals required to file an annual SEI form will submit their forms January 30, 2013 for the period January 1, 2012 through December 31, 2012. SEI forms request information regarding both the official or employee as well, as his/her spouse. M.C.G.O. 9.03(4)(d)

WHO IS REQUIRED TO FILE AN SEI FORM

“All county elected and appointed officials, candidates for elected county offices, and county employees, whose duties and responsibilities, performed for or on behalf of the county or any board or commission thereof, include the awarding or execution of contracts for the purchase of supplies, services, materials, and/or equipment; the construction of public works; and/or the sale or leasing of real estate or who may be designated by the Ethics Board, shall file statements of economic interests as set forth in [section 9.03 of the Milwaukee County Ethics Code]. In the case of members of boards and commissions, the Ethics Board may, in its discretion, require the filing of economic interest statements by members of boards and commissions. Upon failure of any such person to file the requested statement within a period of thirty (30) days from the date requested in writing by the Ethics Board, such person shall be subject to those penalties applicable to others who fail to file such statements as required by this chapter.” 9.03(1), M.C.G.O.

Milwaukee County department heads provide the Office of the Ethics Board with an annual listing of required filers for their area. M.C.G.O. 9.03(6). In addition, new employees or officials that are required to file an SEI form must file within 30 days of starting employment or of taking an oath of office. Candidates for public office at Milwaukee County are also required to file an SEI form at the time nomination. M.C.G.O. 9.03 (2) and (3). More information is available on the [Ethics Board's website](#).

SEI forms are public record and are available for public inspection at the Office of the Ethics Board. Contact our offices at 414.278.5332 to make firm arrangements to view an SEI form. Written notice of the identify of any person seeking to copy or obtain information from a statement of economic interests is sent as soon as possible to the form filer. Click [here](#) to obtain blank forms.



“Public agencies rely on trust as the foundation for our ability to govern effectively through the voluntary compliance we in democracies prefer to compulsory obedience (p. 22).” Lewis, C.W. & Gilman, S.C. (2005). *The Ethics Challenge in Public Service: A Problem-Solving Guide*, Second Ed. San Francisco, California: Jossey-Bass.

WHO WE ARE

Many of you had an opportunity to work with Barbara Kierzek on our various ethics initiatives in 2011 and the first months of 2012. Ms. Kierzek was a temporary employee who worked diligently on all of our projects, but in May 2012, she accepted permanent employment outside of Milwaukee County. We wish her much continued success!

Also in May 2012, we were delighted to bring **Charmaine J. Gee** on board as our new full-time, permanent Administrative Assistant. Prior to accepting the **position**, Charmaine worked in the Milwaukee County's Courts as a Deputy Clerk of Courts—Judicial Assistant. Charmaine, who is a member of the International Association of Administrative Professionals (IAAP), uses her strong background in accounting to approach business problems logically. Charmaine is an asset to our team!

OOPS!

Much to our dismay, we realized after we had published our last newsletter that we omitted the information about our newest Ethics Board member, **Gary Manning**. Here it is!

Gary B. Manning – Term Expires 02/28/2017 –(Nominee: Interfaith Conference)

Reverend Gary B. Manning is the Rector of Trinity Church in Wauwatosa, Wisconsin. Reverend Manning received his Master of Divinity degree (*cum laude*) from The Virginia Theological Seminary in May, 2002. Before beginning his seminary studies in 1999, he worked as the Lay Associate for Administration and Education at St. Peter's Church in Fernandina Beach, Florida for five and a half years. He completed his undergraduate degree, B.A. (Biblical Studies, *cum laude*), at Lee University in 1981. He has recently completed additional training through the Institute for Personal Empowerment Coaching. He frequently serves as a consultant to parishes, working with clergy and vestries to foster synergistic relationships and clarify congregational mission strategies.



MANY APOLOGIES

One of the May 2012 Corporate Compliance and Ethics Week activities was a logic puzzle that we created in our office. This turned out to be quite a challenge! The characters, David Dandy, Henry Helpful, Marcia Morals, Christian Principles and Carol Character, were named after our Board members. Although we tested our logic puzzle on several individuals, we still had one error. But, worse, we offended at least one person with the use of the name "Christian Principles." Neither the Milwaukee County Ethics Code nor any of our ethics training, activities, or games are intended to comment or place value on any religious perspective. This is not the forum for that. We deeply apologize if we offended any person by the use of that made up name.



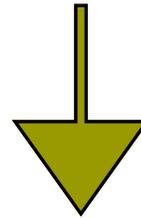
"I really wish you guys would knock that off."

ETHICALLY SPEAKING...

OFFICIAL NEWS OF THE MILWAUKEE COUNTY ETHICS BOARD

ABOUT US

The Milwaukee County Ethics Board is located on the second floor of the Courthouse in Suite 212. This newsletter is produced as part of an effort to advance awareness of the Milwaukee County Ethics Board, the Milwaukee County Ethics Code, and to engage employees and officials in learning more about the importance of ethical behavior and sound ethical decision making in the business arena. Please direct any comments or questions to our office by mail, email, fax, or phone at the information identified below.



MARK YOUR CALENDAR!

The next regularly scheduled meeting of the Ethics Board will be held on Tuesday, November 20, 2012. Meeting notices, minutes, and agendas are available on the Ethics Board Website.

CONTACT US



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