



Ethics Review Board for the City of New Orleans

Board Meeting of May 16, 2022, at 3:30 P.M. in New Orleans City Council Chambers

Minutes

1. *Call to Order.*
 - 1.1. The chair called the special meeting to order at 3:33 p.m.
 - 1.2. Board members present:
 - 1.2.1. Elizabeth Livingston de Calderon, Chair.
 - 1.2.2. Holly Callia.
 - 1.2.3. Tyrone G. Jefferson, Jr.
 - 1.2.4. Torin T. Sanders.
 - 1.3. Board members absent:
 - 1.3.1. Michael A. Cowan.
 - 1.3.2. Wanda A. Brooks.
 - 1.3.3. Monique G. Doucette.
 - 1.4. Staff members:
 - 1.4.1. Dane S. Ciolino, Executive Administrator and General Counsel.
 - 1.4.2. Jordy Stiggs.
 - 1.5. The agenda for the meeting is attached.
2. *Approval of Minutes.* Upon a duly made and seconded motion, the board unanimously approved the minutes of the regular board meeting of April 2022.

3. *Moment of Silence.* The chair called for a moment of silence out of respect for the victims of the recent mass shooting in Buffalo, New York.
4. *Monthly Report of the Office of the Inspector General.*
 - 4.1. Ed Michel appeared on behalf of the Office of the Inspector General.
 - 4.2. Mr. Michel presented his office's monthly written report (attached). He also reported orally to the board and responded to board members' questions.
 - 4.3. Mr. Michel noted that he is in the process of hiring a GC and an investigators. He is also hiring interns.
 - 4.4. Mr. Michel reported that several reports are pending (relating to the S&WB, DPW, and OPSO).
 - 4.5. His office is looking into NOPD response to violent crime in the city.
 - 4.6. The council has asked the OIG to look at broadband contracts and NGOs who receive city money.
 - 4.7. Next month, his office will issue a report on the Juvenile Justice Center.
 - 4.8. Dr. Sanders asked about the OIG's efforts to engage into community outreach. Mr. Michel responded that a "Citizen's Academy" will begin next week. He also noted that he will do an outreach presentation at City Hall for various departments and the CAO's office. Dr. Sanders suggested that the OIG should reach out to neighborhood associations. Mr. Michel said he would do so.
 - 4.9. Dr. Sanders asked Mr. Michel what his office was doing about the S&WB. Mr. Michel responded that his office has issued several reports and several matters remain open. He noted his office's recent work on S&WB parking permits.
 - 4.10. Ms. Calderon asked whether the OIG was coordinating an audit of NOPD with the Office of Independent Police Monitor. Mr. Michel responded that his office was not. Ms. Calderon suggested that he consider doing so.
 - 4.11. Mr. Jefferson asked whether his office undertakes investigations proposed by the City Council. Mr. Michel responded, "not necessarily," because the OIG is independent.
 - 4.12. Ms. Callia asked whether the Mr. Michel could comment on whether the council will hire its own investigators regarding the broadband contract issue. Mr. Michel responded, "yes, it has done so."
5. *Monthly Report of the Office of Independent Police Monitor.*

- 5.1. Stella Cziment appeared on behalf of the Office of the Independent Police Monitor.
 - 5.2. Ms. Cziment presented her office's monthly written report (attached). She also reported orally to the board and responded to board members' questions.
 - 5.3. Ms. Cziment reported that her office's theme this month was "community." The office engaged in a great deal of community outreach. Among other topics, she has addressed the NOPD Secondary Employment Office.
 - 5.4. Ms. Cziment reported that her office is working with the federal monitor to get NOPD into "compliance." At that point, the NOPD will move to a "sustainment plan." She is looking into how to ramp up to do this work after federal monitoring ends.
 - 5.5. Ms. Cziment noted that she is looking to hire a data coordinator who may also review audits.
 - 5.6. Ms. Calderon asked Ms. Cziment about the NOPD "sustainment plan." Ms. Cziment noted that it will be a lot of work. She is evaluating her office's ability to do more work and the MOU it has with the NOPD. She may ask the council for additional funding to do sustainment work.
 - 5.6.1. Mr. Sanders asked whether she has had any budget discussions with the council. Ms. Cziment responded, "yes," but she is still considering how to fund these future expenses. She needs more clarity on these issues.
 - 5.6.2. Mr. Ciolino noted that it is important for the OIPM to remain independent from the council and mayor in seeking and obtaining funding.
 - 5.7. Ms. Cziment noted that she is considering a hot line to received NOPD complaints.
 - 5.8. Ms. Cziment noted that she is seeking to hire a new general counsel. She has been working with Sharonda Williams up to this point.
 - 5.9. Ms. Cziment will file her annual report on time at the end of the month.
 - 5.10. Mr. Ciolino noted that the board will need to set Ms. Cziment's salary at a future board meeting.
6. *Monthly Report of Ethics Trainer.*
- 6.1. Jordy Stiggs presented his monthly written report (attached).
 - 6.2. Mr. Stiggs reminded the board that a deadline was approaching for filing financial disclosures.

- 6.3. Mr. Stiggs reported that the RTA reached out for training. He conducted several training sessions, one of which was attended by the CEO.
 - 6.4. Mr. Jefferson asked Mr. Stiggs about training requirements for city workers. Mr. Stiggs reported that each worker was required to obtain one hour of training each year.
 - 6.5. Mr. Stiggs discussed his strategic plan (attached).
 - 6.6. Ms. Calderon noted that it was important to get the awards meeting or luncheon back on a regular track.
7. *Report of the Executive Administrator and General Counsel.*
- 7.1. Dane S. Ciolino presented his oral report.
 - 7.2. Mr. Ciolino reported that the board has received no new complaints.
 - 7.3. Ms. Calderon asked Mr. Ciolino to invite the federal monitor to the next ERB meeting. Mr. Ciolino said he would extend the invitation.
8. *Bylaws Changes on Hiring Process.*
- 8.1. The board discussed the proposed changes to the bylaws attached to the agenda.
 - 8.2. After a motion and second, the board unanimously adopted the following amendment to the bylaws:
 - 8.2.1. In appointing the IG and IPM, the ERB will strive to employ a process that maximizes opportunities for public participation, that reaches out to a diverse body of applicants, and that efficiently uses public resources. With those goals in mind, the board will take the following steps:
 - 8.2.2. The board will form a committee to spearhead the appointment process. The committee will give the board periodic reports on its progress.
 - 8.2.3. The board and the committee should seriously consider contracting with a search firm to assist with the search. If the board decides to engage a search firm, then the firm will agree to appear at public meetings, assist with the interviewing process, and otherwise perform consistently with these guidelines.
 - 8.2.4. The board will announce the commencement of the search process on its website. This detailed announcement will include the requirements for the position set forth in the City Charter and Code of Ordinances. In addition, the board will advertise the search on the City's website, and on all pertinent industry websites and publications.

- 8.2.5. The board will ask each applicant to provide (1) a cover letter discussing the applicant's qualifications and interest in the position, (2) a professional curriculum vitae, and (3) at least three professional references. The board will request applications within 60 days but will keep the advertisements live until the position is filled.
- 8.2.6. The committee will review the applications received. The committee will recommend candidates to be interviewed by the board. The committee should recommend between 3-10 candidates for interviews. There is no limitation on the number of interviews to be conducted by the board.
- 8.2.7. The board will conduct no fewer than two rounds of interviews at public meetings.
- 8.2.8. The board will first conduct 20-30 minute public interviews of the candidates recommended by the committee. After interviewing these candidates, the board will select 2-3 finalists to advance.
- 8.2.9. The board will then conduct a public forum with the finalists. The finalists will give presentations, respond to questions from the board, and respond to questions from the public.
- 8.2.10. Either the executive administrator or the search firm will conduct background and reference checks on the finalists.
- 8.2.11. The board will conduct a meeting to vote to appoint from among the finalists. The executive administrator or search firm will report on background and reference checks. The board will accept comments from the public. The board will discuss the finalists. The chair will then entertain nominations for appointment. If any nomination is made and seconded, the board will conduct further discussions on each nominated candidate and then vote on each nominated candidate.
- 8.2.12. The executive administrator will work with the CAO's office and the candidate selected by the board to formalize the appointment.

9. *Appointment of ERB to QARACs*

- 9.1. After a nomination and second, the board unanimously voted to appoint Peter Waring to the QARAC for the OIG.
- 9.2. After a nomination and second, the board unanimously voted to appoint Marcus Kankar to the QARAC for the OIPM.

10. *Call for Agenda Items for Future Board Meetings.*

- 10.1. Ms. Callia will report on QARAC appointments.

- 10.2. The board and Mr. Ciolino need to encourage the mayor's office to appoint board members promptly in response to expiring terms.
11. *Adjournment.*
 - 11.1. A motion was made to adjourn the board meeting.
 - 11.2. The motion was seconded.
 - 11.3. The board unanimously voted to adjourn. The meeting was adjourned at 4:55 p.m.

* END *

**Agenda for Board
Meeting with
Attachments**



CITY OF NEW ORLEANS ETHICS REVIEW BOARD

525 St. Charles Avenue New Orleans, LA 70130-3409

erb@nolaerb.gov

<https://www.nolaerb.gov/>

BOARD MEETING

New Orleans City Hall, City Council Chambers, 1300 Perdido St, New Orleans, LA 70112

Monday, May 16, 2022

3:30 P.M.

AGENDA

1. Call to order.
2. Approval of the minutes of prior board meeting.
3. Presentation of monthly reports by the Office of Inspector General, Office of Independent Police Monitor, and Ethics Trainer, including questions by board members.
4. Discussion of Ethics Training Strategic Plan.
5. Report of General Counsel and Executive Administrator.
6. Discussion and vote on by-law amendment to set forth guidelines for appointment of Inspector General and Independent Police Monitor.
7. Discussion and vote on ERB appointments to Quality Assurance Review Advisory Committees for OIG and OIPM.
8. Call for agenda items for future board meetings.
9. Adjournment.

**Monthly Report of
OIG**

MONTHLY REPORT

APRIL 2022



OIG

**NEW ORLEANS
OFFICE OF INSPECTOR GENERAL**

**EDWARD MICHEL, CIG
INSPECTOR GENERAL**

ADMINISTRATION DIVISION



1,849

Number of registered Twitter followers

ADMINISTRATION

The Office Manager is responsible for the following ongoing tasks:

- Human Resources
 - Coordinating the hiring process
- Finance
 - Managing and refining the OIG budget
- Procurement Process
 - Communicating with OIG vendors
 - Processing requisitions to create purchase orders
 - Overseeing the timely payment of OIG expenditures
- Operations
 - Coordinating with the OIG's landlord and various City departments on administrative matters

INFORMATION SECURITY

The OIG Information Security Specialist is responsible for the following tasks to maintain the OIG's information technology (IT) integrity

- Technical Support
- Hardware and Software Updates
- Communication and Coordination
- Consultation for IT Purchases

AUDIT & REVIEW DIVISION

The Audit and Review Division conducts financial audits, attestations, compliance, and performance audits of City programs and operations. Auditors test for appropriate internal controls and compliance with laws, regulations and other requirements.



In April 2022, the Audit and Review Division issued the following report:

- BRASS Procurement System

The Audit and Review Division has the following projects in process:

- Department of Public Works (DPW)/SW&B Coordination
- Orleans Parish Communications District (OPCD) Expenditures
- Orleans Parish Sheriff's Office
- Safety and Permits City Employee Inspections

Project Phase Descriptions:

Planning - includes background research, data gathering, initial interviews, and/or internal controls assessment.

Fieldwork - includes data and statistical analyses, interviews, testing of procedures, onsite observations, and/or physical inspections.

Draft Report - includes data and statistical reviews, documenting fieldwork results, initial report writing, revisions and internal Quality Assurance Review (QAR) prior to supervisory review.

Supervisory Review - includes the review by both Deputy Inspector General and First Assistant Inspector General to ensure sufficiency and appropriateness of evidence, adequate fieldwork procedures, and proper conclusions, content, presentation and readability.

Legal Review - Report review by in-house General Counsel and/or outside Legal Counsel to ensure appropriate and proper legal citations and/or interpretations.

IG Review - Report review by the Inspector General based on corrections and recommended changes resulting from the Legal Review.

30-Day Comment Period - 30-day deadline for the department to review the draft report and submit management responses for inclusion in the final report.

MEASURING PROGRESS

AUDIT AND REVIEW DIVISION

The following information provides a summary of the Audit Division's project phase and a summary of the audit objectives.

Project Name	Project Phase ¹	Anticipated ² Completion Date
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DPW/S&WB Coordination	Supervisory Review	05/31/2022
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Summary of Objectives: To determine if the City of New Orleans and S&WB have sufficient policies and procedures relevant to coordinating the \$2 billion Capital Improvement Program and that the internal controls are operating effectively.

Orleans Parish Communications District	Fieldwork	Ongoing
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Summary of Objectives: To determine if management's internal controls are designed properly and implemented and operating effectively to ensure expenses and disbursements were business-related and allowed by law.

Orleans Parish Sheriff's Office	Planning	Ongoing
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Summary of Objectives: To be determined.

Safety & Permits City Employee Inspections	Draft Report	Ongoing
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Summary of Objectives: To determine if City employees performed on-site inspections at various locations.

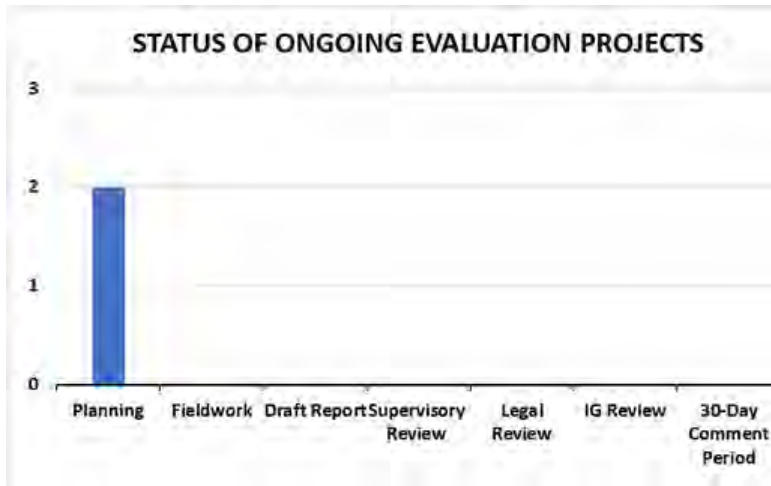
Footnotes:

1 - Project phase determination is based on the objective(s), scope, and methodology for each project. It is not determined by a standard set of hours and/or phase deadline.

2 - The completion date may be re-evaluated if necessary.

INSPECTIONS & EVALUATIONS DIVISION

The Inspections and Evaluations Division works to increase the efficiency, effectiveness, transparency, and accountability of City programs, agencies, and operations. Evaluators conduct independent, objective, empirically based and methodically sound inspections, evaluations, and performance reviews.



The Inspections & Evaluations Division has the following projects in process:

- City of New Orleans (CNO) Property Transfers to the New Orleans Redevelopment Authority (NORA)
- New Orleans Police Department (NOPD) Violent Crime Response Analysis

Project Phase Descriptions:

Planning - includes background research, data gathering, initial interviews, and/or internal controls assessment.

Fieldwork - includes data and statistical analyses, interviews, testing of procedures, onsite observations, and/or physical inspections.

Draft Report - includes data and statistical reviews, documenting fieldwork results, initial report writing, revisions and internal Quality Assurance Review (QAR) prior to supervisory review.

Supervisory Review - includes the review by both Deputy Inspector General and First Assistant Inspector General to ensure sufficiency and appropriateness of evidence, adequate fieldwork procedures, and proper conclusions, content, presentation and readability.

Legal Review - Report review by in-house General Counsel and/or outside Legal Counsel to ensure appropriate and proper legal citations and/or interpretations.

IG Review - Report review by the Inspector General based on corrections and recommended changes resulting from the Legal Review.

30-Day Comment Period - 30-day deadline for the department to review the draft report and submit management responses for inclusion in the final report.

MEASURING PROGRESS

INSPECTIONS AND EVALUATIONS DIVISION

The following information provides a summary of the Inspections and Evaluations Division's project phase and a summary of the each project's objectives.

Project Name	Project Phase ¹	Anticipated ² Completion Date
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CNO Property Transfers
to the NORA

Planning

Ongoing

Summary of Objectives: To determine whether the City is compliant with applicable laws and standards in the transfer of properties to New Orleans Redevelopment Authority.

NOPD Violent Crime
Response Analysis

Planning

Ongoing

Summary of Objectives: To assess the NOPD's response to violent crimes in the City in relation to best practices and industry standards.

Footnotes:

1 - Project phase determination is based on the objective(s), scope, and methodology for each project. It is not determined by a standard set of hours and/or phase deadline.

2 - The completion date may be re-evaluated if necessary.

INVESTIGATIONS DIVISION

ADMINISTRATIVE INVESTIGATIONS (APRIL HIGHLIGHTS)

Issued a letter to the Assessor's Office concerning eight (8) residential properties which continued to receive a homestead exemption and senior freeze reduction despite the listed homeowner reportedly being deceased. The total number of residential properties submitted for 2022 is 11. Assessor's Office acknowledged receipt of the letter.

Received City Council resolution requesting the New Orleans Office of Inspector General investigate any potential ethical or other improper actions by City employees in the procurement of the advanced broadband and smart cities RFP awarded to Smart + Connected NOLA and monies being awarded to nongovernmental agencies through one-year CEAs including public monies diverted to Forward Together New Orleans.

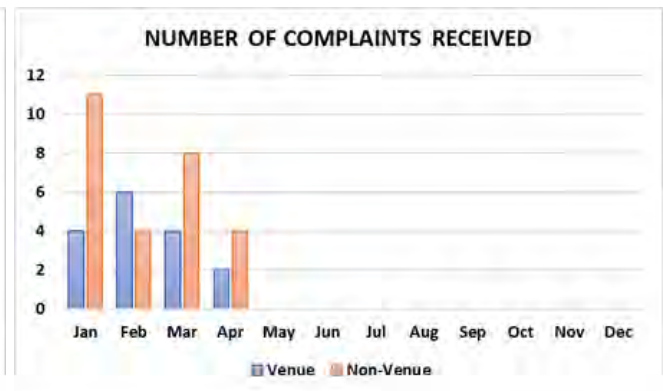
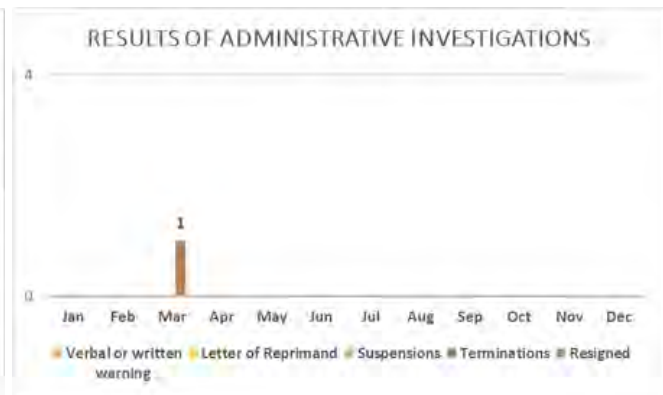
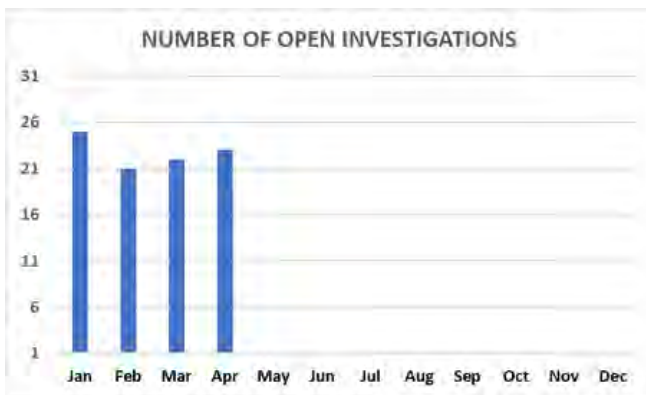
Issued a Request for Documents to the Sewerage and Water Board.

In March 2022, the Investigations Division issued two Requests for Documents to the JJIC. Responses were received in March 2022 and April 2022.

MEASURING PROGRESS

INVESTIGATIONS DIVISION

The Investigations Division conducts criminal and administrative investigations involving City of New Orleans employees, contractors, and vendors that receive City funds. Investigators also work with local, state, and federal partners to conduct joint investigations. The Investigations Division is also available to provide fraud awareness training to City employees and to engage in other outreach programs with businesses and citizens.



Venue: Matters that the OIG has the jurisdiction to investigate

Non-Venue: Matters outside of the OIG's jurisdiction

2022 BUDGET

2022 OIG Fund Balance & Expenditures

Funding:	\$3,581,754	
Expenditures:	Encumbered Amount	Actual Amount
Personnel	\$2,376,897	\$541,374
Operating	\$337,668	\$43,348
Total Expenditures	\$2,714,565	\$584,722
Fund Balance	\$867,189	

As of 05/03/2022

OIG IN THE NEWS

https://www.nola.com/news/politics/article_30528612-b5eb-11ec-a1f5-c96a5b6d06d2.html

Cantrell improved New Orleans' system for managing \$1.1B in city contracts, report says

BY MATT SLEDGE | STAFF WRITER
APR 7, 2022 - 4:00 AM

The city's new system for managing \$1.1 billion in annual invoices is a big improvement over the problem-plagued system it replaced, according to a new report from the Office of Inspector General, though New Orleans still fails to pay some of its bills on time.

Inspector General Ed Michel gave high marks to Mayor LaToya Cantrell's administration for the new purchasing and accounts payable system rolled out in 2019. An audit of the system, known

RESOLUTION

NO. R- 22-203

CITY HALL: April 27, 2022

BY: COUNCILMEMBERS MORENO, MORRELL AND GREEN

WHEREAS, the New Orleans City Council ("Council") recently launched an investigation into the Advanced Broadband and Smart City Systems Request for Proposals No. 1193 ("RFP") awarded to Smart + Connected NOLA to review potential quid pro quos or contract rigging by City employees; and

WHEREAS, the Council learned the Mayor's Office plans to move forward with a one-year Cooperative Endeavor Agreement ("CEA") to advance the smart cities project instead of a multi-year CEA with Council approval; and

WHEREAS, this revealed additional information of other one-year CEAs that may be questionable including a CEA that sends public funding to Forward Together New Orleans;
NOW THEREFORE

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NEW ORLEANS, That the Council requests the New Orleans Office of Inspector General ("OIG") investigate any potential ethical or other improper actions by City employees in the procurement of the advanced broadband and smart cities RFP awarded to Smart + Connected NOLA; and

BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF NEW ORLEANS, That the Council also requests the OIG investigate monies being awarded to nongovernmental agencies through one-year CEAs including public monies diverted to Forward Together New Orleans; and

BE IT FURTHER RESOLVED, That the Clerk of Council is directed to transmit a copy of this resolution to the Mayor of the City of New Orleans and the New Orleans Office of Inspector General.

OIG ON SOCIAL MEDIA



New Orleans OIG @NOLAOIG · Apr 1

Great collaboration by the FBI, the Louisiana Office of Inspector General, the U.S. Department of Education – Office of Inspector General and the U.S. Attorney’s Office, Middle District of Louisiana.



justice.gov

Federal Jury Convicts Baton Rouge Man of Fraud S...
United States Attorney Ronald C. Gathe, Jr., announced the conviction of Elliot Sterling, age 33...



New Orleans OIG @NOLAOIG · Apr 6

It was a pleasure to present 'New Orleans Office of Inspector General Initiatives' to the Business Council of New Orleans today.



OIG ON SOCIAL MEDIA



New Orleans OIG @NOLAOIG · Apr 7

New Orleans OIG releases the 'Budget, Requisition and Accounting Services System : Purchasing and Accounts Payable Audit Report'.



nolaoig.gov

BRASS Purchasing and Accounts Payable Audit

Purpose of This Report: BRASS is the City's critical financial infrastructure. In 2021, the City processe...



New Orleans OIG @NOLAOIG · Apr 8

The New Orleans OIG is currently seeking interns!

nolaoig.gov/images/OIG_-_J...



NEW ORLEANS OFFICE OF
INSPECTOR GENERAL

Edward Michel
Inspector General

INTERNSHIP POSTING

The New Orleans Office of Inspector General (OIG) is seeking a group of interns to join our team for a 3-month paid program. Interns will gain professional analytical, technical, and administrative knowledge in one or more areas of municipal government administration and related work as required.

Duties may include the following:

- Preparation of administrative and public information reports and manuals including monthly reports, training manuals, procedural manuals, pamphlets, flow charts, and organizational charts.
- Provide OIG Divisions assistance with general administrative support as requested.
- Conduct bulk data research for OIG Divisions.
- Maintaining an organized filing system within the various OIG Divisions as requested.
- Process various types of paperwork as requested by the immediate supervisor.
- Respond to emails in a timely manner.
- Answer phone calls and transfer calls to the appropriate individual(s), if necessary.
- Act in a courteous and professional manner to all OIG employees and external individuals.
- Other duties as assigned.

Qualifications:

- Currently pursuing a Bachelor's degree (or higher) in accounting, finance, business administration, public administration, criminal justice, social science, or a closely related field from an accredited college or university
- Provide an official transcript from an accredited college or university
- Thorough knowledge of the English language and ability to write, speak, and clearly communicate.
- Ability to work independently.
- Ability to maintain effective working relationships with employees, public officials, industry representatives, the general public, and representatives of the press.
- Ability to obtain information through research
- Ability to plan, organize, and coordinate the work performing varied clerical operations, and to develop and initiate policies and procedures.

Details:

- Work Schedule & Hours: Interns are guaranteed a minimum of 20 hours per week.
- Compensation: \$17.09 per hour
- Location: New Orleans, LA

Application Process: Candidates must apply by sending the following to careers@nolaoig.gov:

1. Cover letter;
2. CV or resume;
3. Copy of official transcript from an accredited college or university (Please note, an official transcript will be required upon start of program).

All applications must be received on or before Friday, April 29, 2022.

Contact: Please direct questions to Amy Reyna at areyna@nolaoig.gov or (504) 681-3206. Note that candidates must apply through the email identified above.

325 N. Charles Avenue, New Orleans, LA 70130 • Phone (504) 681-3207 • Fax (504) 681-3230 • nolaoig.gov

OIG ON SOCIAL MEDIA



New Orleans OIG @NOLAOIG · Apr 11

The New Orleans Office of Inspector General is hiring Auditors, Evaluators and Investigators as well as Interns.

nolaig.gov/about/careers



New Orleans OIG @NOLAOIG · Apr 11

Another productive month for the New Orleans OIG.


Special thanks to the dedicated professionals of the New Orleans OIG.

nolaig.gov/images/reports...



OIG ON SOCIAL MEDIA

New Orleans OIG Retweeted
New Orleans OIG @NOLAOIG · Apr 15
The New Orleans OIG is now accepting applications for the OIG Citizens Academy.
nolaig.gov/component/rsfo...



OIG COMMUNITY ENGAGEMENT



NEW ORLEANS OFFICE OF INSPECTOR GENERAL ANNOUNCES THE IMPLEMENTATION OF THE INSPECTOR GENERAL CITIZENS ACADEMY

Our Citizens Academy program is an engaging four-week program that gives business, religious, civic, and community leaders an inside look at the Office of Inspector General (OIG). Classes will meet in the evenings at the New Orleans Office of Inspector General Office at the Federal Reserve Bank in New Orleans.

The mission of the OIG Citizens Academy is to foster a greater understanding of the role and mission of the OIG in the community through discussion and education. Upon completion, attendees will have a greater understanding of how the OIG assesses and mitigates fraud, waste, abuse and public corruption through audits, evaluations and investigations. Upon completion of the Academy, attendees will have a firm understanding of the root causes of fraud, waste, abuse and public corruption, as well as the proper protocols for reporting fraudulent behavior. Candidates are nominated by New Orleans City Employees, the Ethics Review Board, former Citizens Academy graduates, and community leaders. Participants are selected by the Inspector General. Please see the below application for the New Orleans OIG Citizens Academy.

New Orleans OIG @NOLAOIG · Apr 19
The New Orleans Office of Inspector General and Independent Police Monitor presented the March Monthly Reports to the Ethics Review Board.



**Monthly Report of
OIPM**



THE OFFICE OF THE INDEPENDENT POLICE MONITOR

MONTHLY REPORT

APRIL 2022

Community Letter

Dear New Orleans Community,

The theme for the month of April was community. This month, as the city truly started to reopen after all Covid-19 health protocols were lifted, the OIPM got back out there in the community and tried to talk to as many people as possible about our office and how we can serve you. From WBOK morning show with Dr. Sanders and Councilmember Thomas to parent workshops and community meetings to National Crime Victims' Right Week tu tu walks and resource fair tabling to public forums - the OIPM was out there sharing about what is we do and why police oversight matters. During the month of April the OIPM participated in or led **15 community outreach events** and we intend to carry that community focused energy into the rest of the year.

During the month of April, the NOPD was found to be in full and effective compliance with supervision, promotions, and performance evaluations sections of the Consent Decree.

The OIPM attended the public hearing and the subsequent public forum with the community on April 20th. During the public hearing with Judge Morgan, I addressed the court and the NOPD leadership in the room and stated that I've seen great collaboration and leadership and expect this progress to continue to grow past the Consent Decree, through the sustainment period, and beyond.

This month the OIPM continued to monitor the investigatory and systemic work done by the NOPD and the Office of Police Secondary Employment to address the allegations of misconduct in the police detail system. In the coming month, the OIPM will attend the disciplinary proceedings that will start for the officers found to be in violation of the secondary employment policy during this first phase of investigations.

Last but certainly not least for me, this month I was formally appointed to be the permanent Independent Police Monitor for the City of New Orleans. This is a privilege, an honor, and a responsibility that I have worked hard to earn and will work even harder to keep. My vision for this office is to use our small staff to create high quality work product that is empowering and informative. I want us to work together to create and sustain an ethical and responsive police department for all who work in it and engage with it. I look forward to doing this important work with you.

Thank you,



MONTHLY REPORT
APRIL 2022



Above is a post the OIPM made documenting our meeting with Councilmember King and his team regarding how the OIPM can partner together to better serve District C



Above is a picture of the public forum that the OIPM and the OCEM held at the Ashe Cultural Center. This public forum was an opportunity for the community to engage with the federal and local monitors about how the NOPD is doing. Councilmember Green also joined in this forum and heard concerns.

Year to Date Overview

	2022	2021	2020	2019	2018	2017	Avg 2017-2021
Citizen Complaint Count	21	20	15	25	9	11	16
Police Complaint Count	0	2	0	0	4	2	1.6
Civilian w/in NOPD*	0	0	0	0	0	0	0
Anonymous Complaint*	4	14	8	0	0	0	4.4
Criminal Case Liaison Count	6	7	19	13	1	3	8.6
Case Monitoring Count	6	1	8	0	7	4	4
Case Review Count	4	1	1	3	2	0	1.4
Contact Only Count	15	2	5	8	0	2	3.4
Disciplinary Hearing Count	15	7	5	6	35	12	13
Critical Incident Count	3	4	6	5	3	5	4.6
Firearm Discharge Count	4	3	6	4	1	2	3.2
Lvl 4 Non-Critical*	4	3	6	0	0	0	1.8
Mediation Count	13	7	11	13	6	9	9.2
Commendation Count	0	1	0	0	0	0	0.2
Grand Total	95	72	90	77	68	50	71.4

	Apr 2022	Apr 2021	Apr 2020	Apr 2019	Apr 2018	Apr 2017	Avg 2017-2021
Citizen Complaint Count	7	6	5	3	3	3	4.00
Police Complaint Count	0	2	0	0	0	1	0.60
Civilian w/in NOPD*	0	0	0	-	-	-	0.00
Anonymous Complaint*	1	5	6	-	-	-	5.50
Criminal Case Liaison Count	3	1	1	2	-	-	1.33
Case Monitoring Count	0	0	1	0	2	0	0.60
Case Review Count	0	1	0	2	1	0	0.80
Contact Only Count	6	1	2	2	0	0	1.00
Disciplinary Hearing Count	8	3	0	0	23	0	5.20
Critical Incident Count	0	1	3	1	2	0	1.40
Firearm Discharge Count	0	1	3	1	0	0	1.00
Lvl 4 Non-Critical*	1	1	1	-	-	-	1.00
Mediation Count	4	2	4	5	5	3	3.80
Commendation Count	0	1	0	0			0.33
Grand Total	30	25	26	16	36	7	22

April Overview

COMPLAINTS - April (Received complaint in April)	
CC2022-0029 (Received 4/5/2022)	According to the complainant, a NOPD officer almost hit her car while speeding in a parking lot of a school.
CC2022-0026 (Received 4/7/2022)	According to the complainant, alleges that his ex-wife filing false charges and the NOPD is failing to conduct investigations into the matters before pursuing charges.
CC2022-0027 (Received 4/8/2022)	The complainant alleges that a NOPD officer failed to take her allegation of a racially motivated threat seriously and failed to conduct a thorough investigation into the matter.
AC2022-0030 (Received 4/13/2022)	An anonymous complainant alleges that a captain was unprofessional and used her position as an officer to get preferential treatment while attending an out of parish festival with her child.
CC2022-0031 (Received 4/13/2022)	According to the complainant, he was threatened by an officer with a gun in an unmarked vehicle over a traffic dispute.
CC2022-0032 (Received 4/13/2022)	The complainant alleged that the detective on her family's case lied on the stand about knowledge of a witness during a shooting case.
CC2022-0033 (Received 4/14/2022)	According to the complainant, the accused officer intimidated the complainant by walking to his squad car and picking up his departmental gun in front of the complainant. Additionally, the complainant alleged that the accused officer tried to complete an unlawful arrest on him outside of the parish of Orleans.
CC2022-0034 (Received 4/15/2022)	According to the complainant, the accused officer was dismissive and didn't listen to the complainant when the complainant tried to notify the officer of a series of crimes against him.

CRIMINAL LIAISON - April (Received criminal liaison in April)	
CL2022-0004 (Received 4/29/2022)	The OIPM assisted the mother of a man who was shot and killed outside of a market with getting an update on her requests to the NOPD and the District Attorney's Office.
CL2022-0005 (Received 4/20/2022)	A member of the community requested the presence of NOPD during the execution of a search warrant of their home.
CL2022-0006 (Received 4/21/22)	A member of the community requested assistance on the status of a homicide investigation.

April Overview

CONTACT ONLY - April (Received contact in April)	
CO2022-0008	The OIPM met with a national organization producing informative materials about civilian oversight.
CO2022-0009	The OIPM assisted an individual who complained about a civil situation with a landlord. The OIPM provided the individual with legal organizations and information regarding the Fourth District.
CO2022-0010	The OIPM assisted an individual with a stolen phone and wallet in the French Quarter. The OIPM provided the individual with the nonemergency number and the information for the Eighth District Police Station.
CO2022-0011	The OIPM met twice with an individual identifying as an advocate for homeless individuals. The OIPM provided the individual with introductory emails to relevant NOPD leaders and provided the individual with additional resources.
CO2022-0012	The OIPM met with a PhD student conducting research on use of force data in New Orleans and provided input.
CO2022-0013	The OIPM emailed with an individual who stated he was being harassed by an officer.

MEDIATION - APRIL
Mediation cases are confidential.
Mediations Held: 4

April Overview

DISCIPLINARY PROCEEDINGS - April (Received disciplinary proceeding during April)	
DH2022-0008 / PIB2021-0229-R	A lieutenant is accused of retaliation for filing complaints of misconduct against the investigating sergeant who initiated a disciplinary investigation on the lieutenant in an earlier PIB matter.
DH2022-0009 / PIB2021-0456-R	A lieutenant and sergeant are accused of failing to write a required report regarding a photographic line-up that was conducted during an investigation.
DH2022-0010 / PIB2021-0353-P	An officer who responded to a domestic violence call for service is accused of failing to interview all the possible witnesses, photograph victim injuries, and determine if medical care was required. The supervising sergeant told witnesses to stop recording the officer response in violation of policy.
DH2022-0011 / PIB2021-0611	An officer is accused of failing to activate his Body Worn Camera and then conducting a strip search of an individual without receiving supervisory approval.
DH2022-0012 / PIB2021-0370-R	An officer is accused of driving her take-home city vehicle while under the influence of alcohol and blocking an intersection with careless driving.
DH2022-0013 / PIB2021-0584-P	An officer is accused of behaving unprofessionally and trying to intimidate a business owner by threatening to sue them when they asked to see proof of vaccination in order to dine inside (as required under the former city protocol).
DH2022-0014 / PIB2021-0381-P	An officer is accused of using his position as a police officer improperly to use the police radio to call in a police response from the dispatcher over a personal matter.

LEVEL 4 NON-CRITICAL USE OF FORCE - APRIL (Force Occurred in April)	
UF2022-0004	The NOPD handler was attacked his canine dog in the NOPD facility.

Complaints

The OIPM serves as an alternative site for civilians and police officers alike to file complaints of misconduct against the NOPD. These complaints and allegations are compiled into referrals by the OIPM and provided to the Public Integrity Bureau (PIB) for them to investigate. The OIPM monitors and reviews the classification and investigation conducted by PIB.

Once the OIPM receives a complaint, the OIPM prepares the complainant's account into a narrative. The OIPM strives to accurately capture the words, emotions, goals and narrative shared by the complainant and selects the policy, practice, or rule that each allegation of behavior / incident could have violated if determined to be true. As part of the letter preparation process, OIPM personnel reviews information in NOPD systems regarding the interaction complained of, including body worn camera video, electronic police reports (EPR) and field interview cards (FIC). The OIPM may include information obtained from NOPD information systems in the complaint referral to PIB to ensure that PIB can fully investigate the complainant's concerns.

The OIPM provides a complaint process that is independent, impartial, transparent, fact-based, timely, and communicates in an understandable manner to all those involved. The OIPM maintains that misconduct investigation must be comprehensive, and the complaint process must be accessible, fair, thorough, and transparent.

7 CIVILIAN COMPLAINTS
1 ANONYMOUS COMPLAINTS
0 POLICE INITIATED COMPLAINTS
0 CIVILIANS WITHIN NOPD INITIATED COMPLAINTS

Intake Source

Past 12 Months



Complainant Type

Past 12 Months



Community-Police Mediation

Mediation is an alternative to the traditional process of resolving complaints of police officer misconduct. Mediation is a process facilitated by two professionally-trained community mediators to create mutual understanding and allow the civilian and officer to be fully heard and understood in a non-judgmental way.

12 MEDIATIONS REFERRED

4 MEDIATIONS HELD

5 MEDIATIONS PENDING

2 MEDIATIONS SCHEDULED FOR MAY



During the month of April, the OIPM start the "Mediator Monday" social media series. Each Monday, the OIPM introduces the community to one of our trained mediators. The goal is to increase community understanding of the program and the mediators so more of the community will agree to mediation.



Discipline

The OIPM is responsible for monitoring whether NOPD action taken during disciplinary proceedings are compliant with state and federal law, NOPD policy, the Consent Decree, and the Memorandum of Understanding between the NOPD and the OIPM executed on November 10, 2010. The OIPM will review such proceedings to ensure the NOPD is compliant with Federal Consent Decree Section XVII: Misconduct Complaint Intake, Investigation, and Adjudication.

The OIPM reviews the disciplinary investigation and attends the subsequent disciplinary hearings where the OIPM will provide systemic and individualized findings and recommendations based on NOPD's investigation. The OIPM conducts a thorough review of the proceedings, findings, and recommendations that is available for review by both the NOPD and the New Orleans community.

8

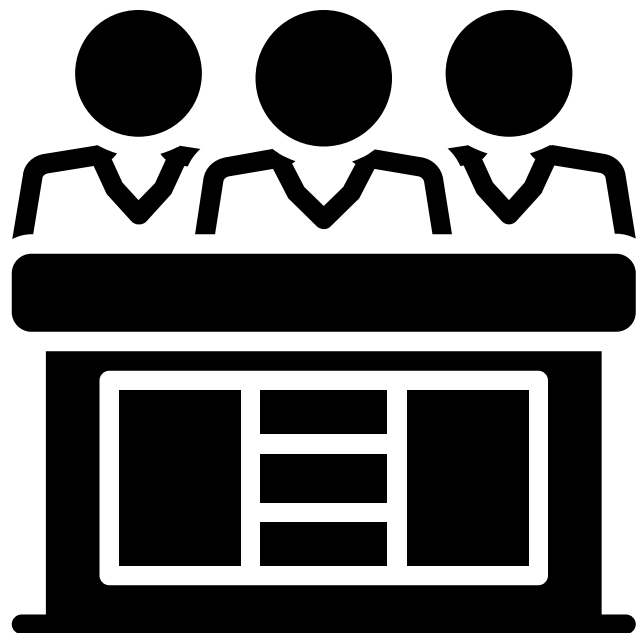
**DISCIPLINARY
PROCEEDINGS**

3

**SUPERINTENDENT
COMMITTEE
HEARINGS**

5

**CAPTAIN PANEL
PREDISPOSITION
AND PENALTY
HEARINGS**



Use of Force

The OIPM is required by City Code 2-1121 to monitor the quality and timeliness of NOPD's investigations into use of force and in-custody deaths. If a critical incident occurs, the OIPM is notified and a member of the incident and will report immediately to the scene. The OIPM will stay engaged from the occurrence of the incident, through investigation, and Use of Force Review Board (UFRB) hearings.

The UFRB serves as a quality control mechanism to ensure timely reviews of all serious use of force investigations to determine the appropriateness of the investigative findings, and to quickly appraise use of force incidents from a tactics, training, policy, and agency improvement perspective. The voting members of the UFRB are the Deputy Superintendents of Field Operations Bureau, Public Integrity Bureau, and Investigations and Support Bureau. Other NOPD deputy chiefs serve as non-voting members, and outside groups like OIPM and the Office of the Consent Decree Monitor are present to observe, listen, and participate in discussion.

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CRITICAL INCIDENTS

0

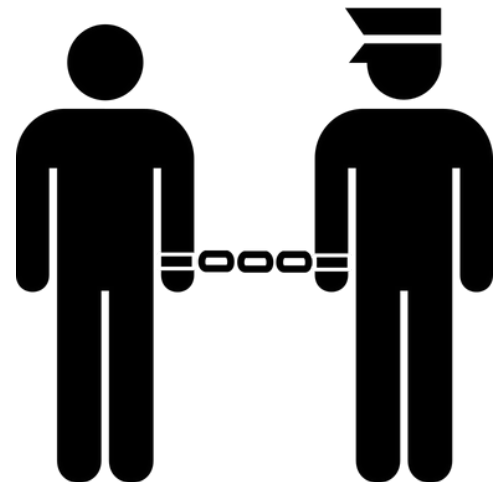
FIREARM DISCHARGE

1

LEVEL 4 NON-CRITICAL INCIDENT

1

CASES HEARD AT USE OF FORCE REVIEW BOARD



Community Outreach

15

COMMUNITY OUTREACH EVENTS

OIPM leads and participates in community outreach to inform the public of our services, to increase public engagement with policing, raise awareness of local or relevant police practice, and monitor how the NOPD interacts with our community.

MEETING WITH COUNCILMEMBER KING'S OFFICE TO DISCUSS HOW THE OIPM CAN PROVIDE SERVICES TO DISTRICT C

LEAD MEETING FOR FAMILIES OVERCOMING INJUSTICE WITH THE LOUISIANA SURVIVORS FOR REFORM

PUBLIC HEARING IN FEDERAL COURT REGARDING THE STATUS OF THE CONSENT DECREE COMPLIANCE

PUBLIC FORUM WITH THE OFFICE OF THE CONSENT DECREE MONITOR (OCDM) TO DISCUSS THE CONSENT DECREE AND NOPD PERFORMANCE IN THE COMMUNITY

VERA 15 YEAR ANNIVERSARY EVENT

FACILITATED MEETING BETWEEN STREET PERFORMERS, MUSICIANS, THE 8TH DISTRICT, AND NOPD LEADERSHIP

APPEARED ON WBOK TO DISCUSS OIPM SERVICES AND POLICE OVERSIGHT WITH COUNCILMEMBER THOMAS AND DR. SANDERS

2 HOUR SKILLS WORKSHOP FOR MEDIATORS

Community Outreach

**PRESENTED TO LEE ZURIK ON FOX 8 NEWS ABOUT THE STATUS OF
OVERSIGHT OVER THE SECONDARY EMPLOYMENT SYSTEM**

**JUSTICE & ACCOUNTABILITY CENTER OF LOUISIANA; LEGISLATIVE
ADVOCACY TRAINING AND DINNER**

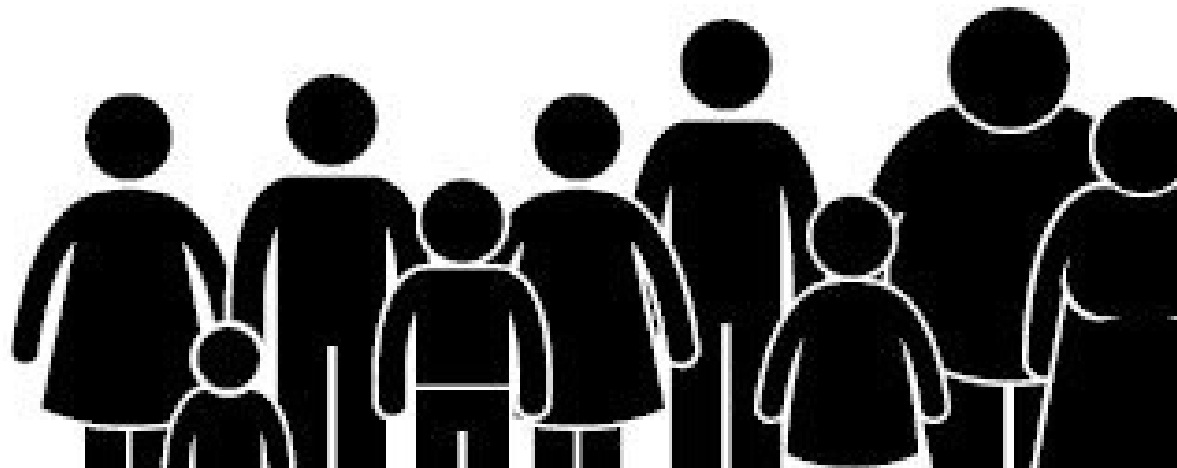
ATTENDED THE 5TH DISTRICT NONPACC MEETING

PARENT EMPOWERMENT WORKSHOP AT UNBUNTO VILLAGE

TABLED AT THE "VICTIMS HAVE VOICES TOO" PANEL AT SUNO

**TABLED AT THE RESOURCE FAIR IN DUNCAN PLAZA AS PART OF THE
NATIONAL CRIME VICTIMS' RIGHTS WEEK EVENTS**

**PARTICIPATED IN THE TUTU WALK FOR SEXUAL ASSAULT AND LGBTQIA
AWARENESS**



Budget

OIPM Budget Description	Amount
Personnel	\$732,488.00
Operating	\$308,926.00
2022 Total OIPM Budget	\$1,041,414.00

2022 Total OIPM Budget	\$1,041,414.00
Amounts Spent to Date:	(\$275,318.00)
Unexpended funds	\$766,096.00

2022 Goal Progress

To ensure accountability and transparency with the ERB and the community, the OIPM is reporting out progress on the 2022 OIPM Work Plan. These benchmarks and goals were achieved in April 2022.

Conducted community outreach, engagement, and monitoring to receive public input on the operations and impact of the OIPM:

- Engaged with the community, media, and police associations at a variety of public events and engagements including:
 - Coordinated a Families Overcoming Injustice meeting with the Louisiana Survivors for Reform.
 - Participated in multiple tabling and resource fair events for the National Crime Victims' Rights Week
 - Presented to investigative reporter Lee Zurik for Fox 8
 - Appeared on the morning talk show with Councilmember Thomas and Dr. Sanders on WBOK
- **Met with City Councilmember King** to discuss the OIPM and future collaborations to serve the people of District C.

Consent Decree Compliance

- **Attended and spoke at the public hearing in Federal Court** in front of Judge Morgan with the leadership team of NOPD and OCDM.
- **Participated in the public forum with OCDM** to receive community feedback on the performance of the NOPD with Consent Decree compliance and constitutional policing. Councilmember Green from District D attended the forum and participated.

Continued work on the 2021 OIPM Annual Report.

- Analyzed **Civil Service Appeal data** to include in the annual report
- Received relevant data to complete portions of the annual report data analysis sections on Use of Force and complaints of misconduct.

Case Reviews

- Received **first drafts of three case reviews** to be revised and submitted to NOPD during the month of May.

Continued to post the **Data Coordinator Position** to the public. Currently accepting applications and communicating with interested candidates.

In-depth Monitoring and Review of the Audits, Investigations, and Policy regarding Police Secondary Employment

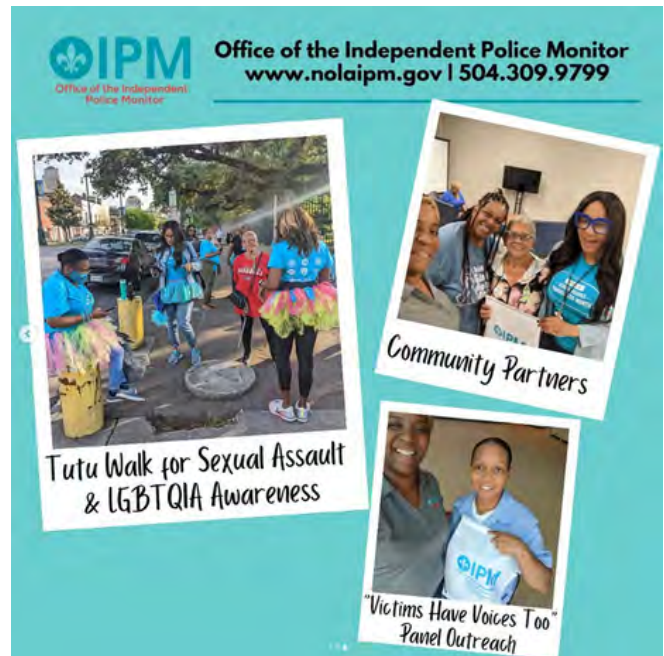
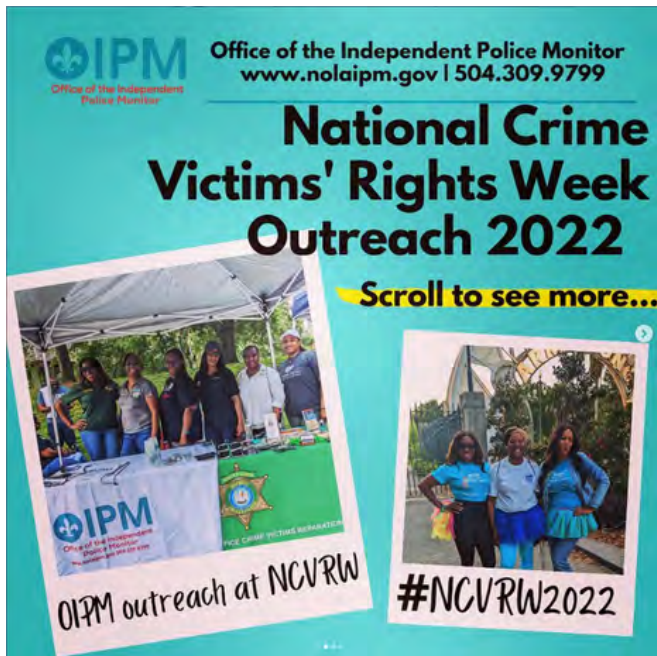
- Started to **review the drafts of the administrative investigations** conducted by the PIB and the ISB.

Additional Benchmarks:

- Met with Innocence Project New Orleans (IPNO) to **review the Louisiana Law Enforcement Database** and discuss data sharing for police misconduct data.
- Working with the City Law Department and the Finance Department on the bid for NavEx hotline.

Social Media Highlights

Below are some of the social media posts produced by OIPM over the last month. Some of these posts were re-shared by partners.



**Monthly Report of
Ethics Trainer**



APRIL 2022

MONTHLY REPORT

TRAINING DIVISION
NEW ORLEANS ETHICS REVIEW BOARD



REMEMBER YOUR 2021 FINANCIAL DISCLOSURES!

All elected officials, as well as certain members of boards and commissions, are required to file a personal financial disclosure statement with the Louisiana Board of Ethics by **May 15th** of each year.

Please ensure that disclosure form '**Tier 2.1**' is completed and submitted. The form is located on the Ethics Review Board website (Fig. 1) or may be obtained directly from the state ethics website, www.ethics.la.gov (Fig. 2).

Submission options:

- **Fax:** 225-381-7271
 - **Mail:** Board of Ethics, P.O. Box 4368, Baton Rouge, Louisiana 70821
 - **Upload:** www.ethics.la.gov
-

Advisement from the Louisiana Board of Ethics for late submissions is below:

- *If submission of financial disclosure (Tier 2.1) is delayed past the deadline of May 15th due to the individual not yet having filed their tax return for the year, complete and return the disclosure form with the financial information that is currently available to the individual.*
- *If upon completing tax return it is found that there is a significant difference between the amounts on the tax filing and the previously submitted disclosure form, an amendment may be filed with the Louisiana Board of Ethics.*
- *Louisiana Board of Ethics recommends filing a financial disclosure amendment if the difference between the reported amounts is greater than \$200.*
- *Once all disclosure reporting for the year has been received and processed, the Louisiana Board of Ethics offices will proceed with mailing out delinquency notices.*

TRAINING ACTIVITIES

Upcoming -

- May/June 2022
 - New Orleans Public Library (cont.)
 - New Orleans Recreation Development Commission (cont.)
 - New Orleans Regional Transit Authority (cont.)
-



With the current mission of targeting organizations and staff populations who who have not been in the practice of completing the annual ethics education that is required by the Louisiana Board of Ethics, the training division has been a regular guest to deliver ethics education at both the New Orleans Regional Transit Authority and the New Orleans Recreation Development Commission in the months of March and April. The most recent training sessions have had no less than thirty to forty individuals each date.

It is worth noting that the CEO of New Orleans Regional Transit Authority has launched an internal initiative to offer their staff members regular job-related training opportunities and ensuring the completion of annual training within the organization, as required. Feedback for the training sessions has been overwhelmingly positive, with many stating that there was information that they were thoroughly understanding for the first time. Several individuals have also stated that they had been previously unaware of the existence of the New Orleans Ethics Review Board.

ETHICS EDUCATION EVALUATIONS (SAMPLING)

Evaluation forms are distributed to attendees at the end of each learning session. This evaluation information is utilized by the training division to gauge the efficacy of current educational content and delivery and make revisions and improvements, as necessary. A sampling of evaluation forms follows:

Trainer Name: Jordy Stiggs *RTA*

Training Date: May 4, 2022

Course Number: 21-JS-1215-01



Code of Governmental Ethics Training Evaluation Questionnaire

<u>Survey Questions</u>	Very Poor	Poor	Average	Good	Excellent	<u>Additional Comments</u>
	1	2	3	4	5	
1. The overall quality of the trainer:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>didn't know there was an ethics board. Good presentation!</i>
2. The trainer was knowledgeable about the material:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3. The information was presented clearly:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4. Sufficient examples were given:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5. The overall quality of the training:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6. The opportunities provided for interaction and feedback:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Additional comments						

ETHICS EDUCATION EVALUATIONS (SAMPLING)

Trainer Name: Jordy Stiggs

NORD

Training Date: May 6, 2022



Code of Governmental Ethics Training Evaluation Questionnaire

Survey Questions

Very Poor	Poor	Average	Good	Excellent
1	2	3	4	5

Additional Co

1. The overall quality of the trainer:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	-------------------------------------

2. The trainer was knowledgeable about the material:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	-------------------------------------

3. The information was presented clearly:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	-------------------------------------

4. Sufficient examples were given:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	-------------------------------------

5. The overall quality of the training:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	-------------------------------------

6. The opportunities provided for interaction and feedback:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	-------------------------------------

7. Additional comments:

Jordy made the training fun!

ETHICS EDUCATION EVALUATIONS (SAMPLING)

Trainer Name: Jordy Stiggs

Training Date: April 12, 2022

NOPL



Code of Governmental Ethics Training Evaluation Questionnaire

Survey Questions

Very Poor
1

Poor
2

Average
3

Good
4

Excellent
5

Addit

1. The overall quality of the trainer:

2. The trainer was knowledgeable about the material:

3. The information was presented clearly:

4. Sufficient examples were given:

5. The overall quality of the training:

6. The opportunities provided for interaction and feedback:

7. Additional comments:

Learned ALOT of new things!! Thank You!

ETHICS EDUCATION EVALUATIONS (SAMPLING)

Trainer Name: Jordy Stiggs

Training Date: April 8, 2022

Course Nur



Code of Governmental Ethics Training Evaluation Questionnaire

Survey Questions

Very Poor
1
Poor
2
Average
3
Good
4
Excellent
5

Additional Commer

1. The overall quality of the trainer:

2. The trainer was knowledgeable about the material:

3. The information was presented clearly:

4. Sufficient examples were given:

5. The overall quality of the training:

6. The opportunities provided for interaction and feedback:

7. Additional comments

Mr. Stiggs was very knowledgeable about the training.

Item 1

**ETHICS REVIEW BOARD
CITY OF NEW ORLEANS**

2021 ANNUAL REPORT



ETHICS REVIEW BOARD CITY OF NEW ORLEANS

Board Members

Elizabeth Livingston de Calderon, Chair

Torin Sanders, Vice-Chair

Monique G. Doucette, Secretary

Wanda Brooks

Holly Callia

Michael A. Cowan

Tyrone Jefferson

Staff Member

Mr. Dane S. Ciolino, Executive Administrator and General Counsel

525 St. Charles Avenue, Suite 300
New Orleans, LA 70130-3409
Telephone: 504.681.3208 Fax: 504-681.3230
www.nolaerb.gov

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Message from the Chair

Dear Citizens of New Orleans:

The New Orleans Ethics Review Board (ERB) seeks to uphold and enforce high ethical standards and promote the public's confidence in the government of the City of New Orleans.

Leadership. I now serve as Chair of the ERB. Dr. Torin Sanders is our Vice-Chair, and Monique G. Doucette serves as our Secretary.

Summary of Work. In 2021, the ERB continued its work in overseeing the New Orleans Office of Inspector General ("OIG") and the New Orleans Office of Independent Police Monitor ("IPM").

OIG Oversight. The City's former Inspector General, Derry Harper, resigned effective October 31, 2020. On that date, former board Chair Michael Cowan appointed Ed Michel to serve as Interim IG and the board commenced a search for a new IG. During 2021, the board conducted a nationwide search. In the fall of 2021, the board held a public meeting to interview numerous applicants for the position and narrow the field down to three finalists. In December 2021, the board conducted additional public meetings for finalist interviews and public comment on the appointment of a new IG. December 20, 2021, the board appointed Ed Michel to a five-year term.

During 2021, the OIG regularly reported on the work of the office in written and oral monthly reports to the board. The reports addressed the OIG's efforts to audit, inspect, evaluate, and investigate city programs and operations to reduce corruption, fraud, and abuse, and to hold city officials accountable for efficient and cost-effective municipal government. On May 31, 2021, the OIG delivered its annual report to the ERB.

OIPM Oversight. On April 28, 2021, the Independent Police Monitor ("IPM"), Susan Hutson, provided notice to the board that she was taking a leave of absence effective May 3, 2021, to run for Orleans Parish Sheriff. On June 11, 2021, she resigned. Shortly thereafter, the board commenced a search for a new IPM.

During 2021, the OIPM regular reported on the work of the office, including ongoing monitoring of the New Orleans Police Department ("NOPD") in key areas, receipt and review of citizen complaints, coordinating mediations of qualifying citizen complaints, and other important work. On May 30, 2021, the OIPM delivered its annual report to the ERB. The ERB expects that the work of the IPM will assume even greater importance as NOPD moves closer to full compliance with the federal Consent Decree and enters the two-year sustainment period following full compliance. The ERB expects that the IPM will play a critical role in monitoring and reporting on NOPD's progress toward and continued compliance with the federal Consent Decree benchmarks.

Ethics Education. In 2021, the ERB conducted a search for a full-time ethics trainer. After conducting interviews for the position, the Executive Administrator hired Jordy Stiggs for the position. Unfortunately, Mr. Stiggs was unable to engage in full-scale ethics education efforts due to the COVID-19 pandemic.

Ethics Awards. In December 2018, the ERB approved a set of annual ethics awards designed to recognize and reward commitment to compliance with government ethics standards. On December 12, 2019, the ERB hosted its first annual awards luncheon at the New Orleans Hyatt Regency Hotel. The ERB was unable to have an ethics awards program in 2020 and 2021 due to the COVID-19 pandemic.

Ethics Complaints. In 2021, the ERB also received and disposed of ethics complaints filed with the ERB in the manner indicated in the chart below.

ERB Personnel. Dane S. Ciolino serves as the board's Executive Administrator and General Counsel. Jordy Stiggs serves as the board's Ethics Trainer.

It is our great privilege to serve the Citizens of New Orleans.

Respectfully submitted,
Elizabeth Livingston de Calderon
Chair
Ethics Review Board
City of New Orleans

Ethics Review Board Membership



The Ethics Review Board consists of seven volunteer Members who serve staggered seven-year terms. Six members are appointed by the Mayor from lists of three nominees submitted by the Presidents or Chancellors of Dillard University, Loyola University, Southern University in New Orleans (SUNO), Tulane University, University of New Orleans (UNO), and Xavier University. The seventh member is appointed by the Mayor. Each appointment is subject to approval by a majority of the Members of the City Council.

Current Members of the Ethics Review Board

Wanda A. Brooks Board Member

Wanda Brooks joined Dillard University in 2008, and serves as the University's Internal Auditor, having the responsibilities of conducting financial, compliance and operational audits. As the first and only Internal Auditor for the University, Wanda has developed and implemented an effective Internal Audit Department, providing independent, objective, assurance, and services, resulting in improved University operations.

At the request of the Board of Trustees, Wanda served as the University's Interim Chief Financial Officer during the 2010-2011 and the 2011-2012 fiscal years. Her responsibility was to redesign the Finance Department's operations to provide a more effective and streamlined process, as the University searched for a Vice President for Business and Finance/CFO. The Board was most pleased upon the successful completion Wanda's Interim tenure.

Prior to joining Dillard University, Wanda Brooks has served in several financial and auditing capacities: Bruno and Tervalon CPA Firm, Dominion Exploration & Production, Dyn McDermott Petroleum Operations, The Archdiocese of New Orleans, and Entergy Services. She has also served on the New Orleans Board of Liquidation, and the Board of Trustees for the University of Holy Cross (formerly Our Lady of Holy Cross College). Currently, Wanda holds membership with the American Institute of Certified Public Accountants and the Louisiana Society of Certified Public Accountants.

Ms. Brooks is the appointee of Dillard University to fill the unexpired term of Brandon Boutin. Her term will expire on June 30, 2022. See Brooks Appointment Motion (Feb. 20, 2020).

Elizabeth Livingston de Calderon Board Chair

Elizabeth Livingston de Calderon was a member of the faculty at Tulane Law School until May 2022, where she supervised students in federal and state courts and agencies as part of the Tulane Environmental Law Clinic since 2006. She is now a Senior Attorney in New Orleans with Earthjustice, a non-profit environmental law organization. Ms. Livingston de Calderon has accumulated extensive litigation experience under the Clean Water Act, the Administrative Procedure Act, and the National Environmental Policy Act while representing non-profit and public interest organizations, as well as indigent individuals. She has also successfully engaged in federal litigation under the Clean Air Act, the Resource Conservation

and Recovery Act, and the Endangered Species Act. In state proceedings, Ms. Calderon’s practice has centered on the Louisiana Environmental Quality Act and its supporting regulations, as well as the Louisiana Coastal Resources Management Act. Before public interest and environmental law, Ms. Calderon practiced commercial bankruptcy law—first in New York City and then in Detroit. She graduated *magna cum laude* from Tulane Law School, was Associate Editor of the Tulane Law Review, and holds a Master of Arts degree in Classical Languages.

Ms. Calderon is the appointee of Tulane University. Her term will expire on June 30, 2023. See Calderon Appointment Motion (Jul. 13, 2017).

Holly Callia
Board Member

Holly Callia is a New Orleans native. She is a graduate of Mount Carmel Academy and the University of New Orleans, where she earned a B.S. in Business Administration and Finance. Ms. Callia currently serves as Louisiana Mortgage Market President for IberiaBank-First Horizon. She is married to Tommy A. Callia and has one daughter, Kelly.

Ms. Callia is the appointee of the University of New Orleans. Her term will expire on June 30, 2026. See [Callia Appointment Motion \(Sep. 17, 2020\)](#).

Michael A. Cowan, Ph.D.
Board Member

Dr. Michael A. Cowan is a psychologist and theologian. On the faculty of Loyola University since 1990, he also served as assistant to the president following Hurricane Katrina. He was co-founder of the Jeremiah Group, an interracial and interfaith community organization, and Shades of Praise, the New Orleans interracial gospel choir. After Hurricane Katrina, he served as chief of staff of the Government Efficiency and Effectiveness Committee of the bring New Orleans Back Commission, and subsequently founded Common Good, a network of civil society organizations to build multiracial consensus on the rebuilding of New Orleans. He served on the Human Relations Commission of the City of New Orleans from 2001-2008, and chaired the commission from 2002-2008. He is Senior Fellow of the Centre for the Resolution of Intractable Conflict and Research Associate of the Centre for the Study of Social Cohesion, both in Oxford University.

Dr. Cowan is the appointee of Loyola University. His term will expire on June 30, 2022. See Cowan Appointment Motion (Sep. 3, 2015).

Monique G. Doucette
Board Secretary

Ms. Doucette is a shareholder of the law firm of Ogletree, Deakins, Nash, Smoak & Stewart, P.C. in New Orleans. She practices primarily in the area of employment litigation and represents management in claims arising under various federal and state employment laws. Ms. Doucette has significant experience litigating employment matters in a variety of business sectors such as construction, energy, banking and hospitality. She also has expertise in workplace misconduct and sexual harassment issues. Ms. Doucette regularly conducts customized workplace respect and anti-harassment training for employers.

Ms. Doucette is a frequent speaker on various employment law topics and contributing author to publications such as the Louisiana Bar Journal, New Orleans CityBusiness and HR Magazine. She is also an avid supporter of the local arts and education in New Orleans by serving on the executive board of directors for the New Orleans Ballet Association and the Arts Council of New Orleans, as well as the board of directors for Urban League of Louisiana and the advisory board for the New Orleans Opera Association. She is a member of the A.P. Tureaud Chapter of the American Inns of Court and serves as a co-chair on the ABA Employment Rights and Responsibilities Committee's Diversity Initiative Task Force. In 2018, Ms. Doucette was appointed to the board of directors of the New Orleans chapter of the Society of Human Resources Management (SHRM) as the board attorney.

Ms. Doucette is the appointee of Xavier University. Her term will expire on June 30, 2025. See Doucette Appointment Motion (Aug. 8, 2019).

Tyrone G. Jefferson, Jr.

Board Member

Pastor Tyrone G. Jefferson, Jr. is a native New Orleanian and is the Founding Senior Pastor of the Abundant Life Tabernacle Church in New Orleans, Louisiana. Pastor Jefferson graduated from St. Thomas Christian University in Jacksonville, Florida earning a bachelor's degree in Biblical Studies, a master's degree in Christian Counseling, and a doctorate degree in Divinity.

Pastor Tyrone Jefferson is deeply involved in the community where he serves as a meticulous leader. He has served as a member of several boards of directors, of advisors, of managers, and of trustees. Pastor Jefferson is also Chairman of the Board of Directors for Versatile Entertainment, Inc.

Pastor Jefferson serves as a spiritual advisor to many local, state, and national officials, including, but not limited to, Mayor LaToya Cantrell. Pastor Jefferson is also an appointed Chaplain for the New Orleans Sheriff's Department, Louisiana State Police Department, and New Orleans Police Department.

Pastor Jefferson is the Founder and CEO of The Tabernacle Development Corporation, and Safe Haven of Louisiana, LLC. Pastor Jefferson is the Co-Host of the National "Wake up And Praise Morning Show", which airs weekdays from 6am – 9am on WLNO 1060am.

Dr. Jefferson is the appointee of Mayor Latoya Cantrell. His term will expire on June 30, 2027. See Jefferson Appointment Motion (Sep. 17, 2020).

Torin T. Sanders, Ph.D.

Board Member

Dr. Sanders serves on the faculty of Southern University and as pastor of The Sixth Baptist Church, founded in 1858. Dr. Sanders attended Howard University on a full, four-year academic scholarship. While at Howard, he was admitted to Phi Beta Kappa, the nation's oldest academic honor society, and graduated magna cum laude. He earned his master's degree and Ph.D. in social work from Tulane University.

A believer in public service, Dr. Sanders currently serves as Chair of the New Orleans Council on Aging, Chair of the New Orleans Children & Youth Planning Board, and Co-Chair of the Childhood Trauma Task Force. In 2004, he was elected to the Orleans Parish School Board where he twice served as President. Dr. Sanders is the author of chapter five in *Called to Sankofa: Leading in, through and beyond disaster*. The

chapter is entitled “Orleans Parish School Board Politics and Policy Post-Katrina”. In the nonprofit sector, Dr. Sanders has served as Vice-President Volunteers of America and as Program Coordinator at the Children’s Bureau.

Dr. Sanders is the recipient of numerous awards from organizations including the Federal Bureau of Investigation, Victims & Citizens against Crime, the National Association of Black Social Workers, Gambit 40 under 40, and from Alpha Phi Alpha Fraternity, of which he is a proud member. He is married and the father of two adult sons.

Mr. Sanders is the appointee of Southern University New Orleans. His term will expire on June 30, 2024. See Sanders Appointment Motion (Feb. 20, 2020).

Mission Statement

The Ethics Review Board seeks to uphold and enforce high ethical standards and promote the public’s confidence in the government of the City of New Orleans.

History of the Ethics Review Board

In 1996, citizens of New Orleans voted to amend the Home Rule Charter to mandate the City Council to establish, by ordinance, an Ethics Review Board. Under that ordinance, as amended, the ERB is empowered to issue advisory opinions, promulgate rules regarding interpretation and enforcement of the New Orleans Code of Ethics, retain counsel and impose fines. The ERB also appoints and oversees the New Orleans Inspector General and the New Orleans Independent Police Monitor. The initial selection of board members occurred in December 2006.

The Ethics Review Board has dedicated its energy to ensuring an effective government ethics program throughout the City of New Orleans, including ethics education, advice, and enforcement.

Functions and Authority

The Ethics Review Board is authorized to enforce the provisions of the City of New Orleans Code of Ethics. The Code of Ethics was established to remind public officials and employees that they must adhere to high ethical standards. It applies to all officials and employees of city government, as well as all members and employees of boards, agencies, commissions, advisory committees, public trusts, and public benefit corporations of the city. The ERB is empowered to establish additional recommendations for the code of ethics, issue advisory opinions, promulgate rules regarding the interpretation and enforcement of the city's code of ethics, refer cases for investigation on referral or complaint, retain counsel, and impose fines.

Complaints and Advisory Opinions

Any person may file a complaint concerning violations of the City’s Code of Ethics with the Ethics Review Board. Any public employee who reports information which the employee reasonably believes is a violation of any ordinance, statute, policy, order, rule, regulation or other ethical mandate is protected by the New Orleans Municipal Code Division 3. Code of Ethics, Subdivision 3. Generally, Section 2-772 (a) Freedom from reprisal and disclosure of improper acts, which states such employees “shall be free from discipline or reprisal for reporting such acts of alleged impropriety. An employee with authority to hire and fire, supervisor, agency head, or elected official may not subject to reprisal any public employee because of such employee’s efforts to disclose such acts of alleged impropriety.”

The Board may consider any matter that it has reason to believe may be a violation of any law within its jurisdiction, including but not limited to, a notice or report sent to the Board by the Inspector General. The Board may close the file, refer the matter for investigation, or take such other action as it deems appropriate.

During 2021, the Ethics Review Board received the complaints set forth in table in Item 1. That table also sets for the final disposition of each complaint.

The ERB received no formal requests for advisory opinions during 2021.

ERB Public Report re Complaints

#	ERB No.	Status	Date Opened	Notes
1	2021-01	Dismissed	1/9/2021	Complainant was not issued refund by VacayNola when her short term rental was canceled without a refund due ...
2	2021-02	Dismissed	1/8/2021	Complainant damaged automobile on defective manhole cover.
3	2021-03	Dismissed	2/5/2021	OPIM failure to investigate possible misconduct by officer of NOPD for violation of NOPD rules.
4	2021-02	Dismissed	5/19/2021	Complaint regarding contracting in Department of Public Works.
5	2021-03	Dismissed	10/24/2021	Complaint re public official's call to employer about public tweets.
6	2021-04	Dismissed	11/17/2021	Complaint re NO Health Department

Item 2

ERB Training Strategic Plan 2022-2023

Strategic Objective	KPI - Performance Indicators	Activities
Strategic Objective 1: <i>Increase ERB website interactivity and provision of information for city employees and public users.</i>		
1.1 To improve structure and organization of ERB website to support a more user-friendly experience and provide educational materials related to governmental ethics for public servants.	<ul style="list-style-type: none"> · Website contains training documents and presentation templates that may be used for non-credit sessions. · Website provides printable education documents and handouts. · Website provides timely information regarding ERB activities and recognition. 	1.1.1 <i>Compose high-level overview presentation of governmental ethics code.</i> 1.1.2 <i>Create and upload quick-reference handouts and infographics for user download.</i> 1.1.3 <i>Utilize 'Awards' section to highlight past and current winners of Torch and Liaison awards and provide bios.</i>
Strategic Objective	KPI - Performance Indicators	Activities
Strategic Objective 2: <i>Provide enhanced support for city department Ethics Liaisons .</i>		
2.1 To improve communication and collaboration between ERB Training and Ethics Liaisons within City of New Orleans departments/agencies.	<ul style="list-style-type: none"> · Ethics liaisons are fully informed of current state ethics updates. · Ethics liaisons are educated in training best practices and 'hot button' current issues. 	2.1.1 <i>Biannual workshops with liaisons to discuss challenges and assess needs.</i>
2.2 To improve access to readily available reference materials, digital media, and hard copy deliverables to be utilized during training sessions.	<ul style="list-style-type: none"> · Liaisons are familiar with location of documents on ERB website. 	2.2.1 <i>Collaboration on design and draft for universal use learning aids at liaison workshops.</i>

Strategic Objective	KPI - Performance Indicators	Activities
Strategic Objective 2: <i>Provide enhanced support for city department Ethics Liaisons .</i>		
	<ul style="list-style-type: none"> · Liaisons are knowledgeable of how to access Louisiana Ethics Administration approved training material through the Trainer/Liaison portal. 	2.2.2 <i>Train the Trainer sessions to ensure digital competency and adherence to Ethics Administration guidelines when scheduling training sessions and submitting records.</i>
Strategic Objective	KPI - Performance Indicators	Activities
Strategic Objective 3: <i>Strengthen the efficacy of synchronous and asynchronous training and increase the overall availability of educational opportunities.</i>		
3.1. To continue recordkeeping coordination with City of New Orleans CAO Employee Relations with annual virtual training completion data and live training attendance.	<ul style="list-style-type: none"> · Training records are completed and submitted in advance of annual December 31 deadline. 	3.1.1 <i>Maintain active communication with CAO Employee Relations division throughout year to ensure timely collection of all necessary data.</i>
3.2 To increase available opportunities for necessary individuals and departments.	<ul style="list-style-type: none"> · Divisions who have staff/segments of staff who require/desire in-person training and individuals who prefer on-demand training have several opportunities throughout the year to attend available open sessions. 	3.2.1 <i>Build a standing schedule of live, monthly online training offerings for the year.</i> 3.2.2 <i>Establish active communication with known departments and organizations who depend on live training to fulfill their annual education requirements and effectively advertise to staff to ensure that they are aware of the availability of training sessions.</i> <i>* Seek approval to have ERB training announcements displayed on the 'Neutral Ground' employee resource portal.</i>

Strategic Objective	KPI - Performance Indicators	Activities
Strategic Objective 3: <i>Strengthen the efficacy of synchronous and asynchronous training and increase the overall availability of educational opportunities.</i>		
		3.2.3 <i>Develop online training programs and materials, including synchronous and asynchronous training sessions.</i>
		3.2.4 <i>Expand availability to provide local boards and commission members with weekly training sessions.</i>
3.3 To increase engagement during live training sessions and offer post-training materials/learning aides.	· Live training sessions have opportunities to support active learning by participants.	3.3.1 <i>Develop role-playing and case study activities that may be utilized to facilitate active learning.</i>
		3.3.2 <i>Encourage audience participation through use of technology, such as real time, in-session survey apps.</i>
3.4 To introduce ethics education to newly hired personnel during orientation activities.		3.4.1 <i>Seek approval to be added to new hire orientation itinerary.</i>
Strategic Objective	KPI - Performance Indicators	Activities
Strategic Objective 4: <i>Resume ERB recognition efforts and distribution of Liaison Awards and Torch Awards.</i>		
4.1 To ensure knowledge of program's existence, nomination criteria, and applicable submission deadlines.	· Departments, boards, and commissions are knowledgeable of annual submission deadline and familiar with how to access information outlining the requirements for nomination.	4.1.1 <i>Widespread dissemination of applicable material through appropriate means.</i>

Strategic Objective	KPI - Performance Indicators	Activities
Strategic Objective 4: <i>Resume ERB recognition efforts and distribution of Liaison Awards and Torch Awards.</i>		
4.2 To ensure timely planning and execution of awards event.	<ul style="list-style-type: none"> · Nominees and participants are made aware of program date with ample advance notice. · Preparation procedures are completed within 4 weeks of event. 	4.2.1 <i>Assemble subcommittee to assist with obtaining venue, securing catering, etc.</i>
		4.2.2 <i>Solidify date and venue as soon as reasonably possible during the year.</i>

Item 3

MEMORANDUM

TO: Ethics Review Board

FROM: Dane S. Ciolino, GC and Executive Administrator

DATE: May 12, 2022

RE: *Proposed Standards for Process to Appoint Future IGs and IPMs*

In appointing the IG and IPM, the ERB will strive to employ a process that maximizes opportunities for public participation, that reaches out to a diverse body of applicants, and that efficiently uses public resources. With those goals in mind, the board will take the following steps:

- The board will form a committee to spearhead the appointment process. The committee will give the board periodic reports on its progress.
- The board and the committee should seriously consider contracting with a search firm to assist with the search. If the board decides to engage a search firm, then the firm will agree to appear at public meetings, assist with the interviewing process, and otherwise perform consistently with these guidelines.
- The board will announce the commencement of the search process on its website. This detailed announcement will include the requirements for the position set forth in the City Charter and Code of Ordinances. In addition, the board will advertise the search on the City's website, and on all pertinent industry websites and publications.
- The board will ask each applicant to provide (1) a cover letter discussing the applicant's qualifications and interest in the position, (2) a professional curriculum vitae, and (3) at least three professional references. The board will request applications within 60 days but will keep the advertisements live until the position is filled.
- The committee will review the applications received. The committee will recommend candidates to be interviewed by the board. The committee should recommend between 3-10 candidates for interviews. There is no limitation on the number of interviews to be conducted by the board.

MEMORANDUM

- The board will conduct no fewer than two rounds of interviews at public meetings.
- The board will first conduct 20-30 minute public interviews of the candidates recommended by the committee. After interviewing these candidates, the board will select 2-3 finalists to advance.
- The board will then conduct a public forum with the finalists. The finalists will give presentations, respond to questions from the board, and respond to questions from the public.
- Either the executive administrator or the search firm will conduct background and reference checks on the finalists.
- The board will conduct a meeting to vote to appoint from among the finalists. The executive administrator or search firm will report on background and reference checks. The board will accept comments from the public. The board will discuss the finalists. The chair will then entertain nominations for appointment. If any nomination is made and seconded, the board will conduct further discussions on each nominated candidate and then vote on each nominated candidate.
- The executive administrator will work with the CAO's office and the candidate selected by the board to formalize the appointment.