




Thomas A. Golden, Jr.
City Manager

Ineabelle Dominguez
Administrative Assistant

MEMORANDUM

TO: Thomas A. Golden, Jr., City Manager 

FROM: Michael Geary, City Clerk; Melissa Desroches, Executive Assistant to the City Manager

CC: Conor Baldwin, Chief Financial Officer; Doreen Burgess, Assistant to the City Manager

DATE: June 27, 2023

SUBJECT: MOTION RESPONSE: C. Robinson- 4/4/23– Req. City Manager Provide A Report On What Percentage Of Our Employees Are Currently In Compliance With The State Mandated, Computerized Ethics Training

Per Chapter 28 of the Acts of 2009, commonly referred to as the ethics reform law, the State of Massachusetts requires mandatory education and training requirements for public employers and employees. The law authorizes the Commonwealth's State Ethics Commission to establish procedures to implement and ensure compliance with these requirements.

Based on this requirement, the City Manager's Office has been working with the City Clerk to provide information regarding outlines of procedures and responsibilities for each employee. This information has gone out to employees. The Clerk's office has also provided information on a voluntary workshop regarding conflict of interest and campaign finance law.

The State has established timelines to complete requirements. The State also houses completed employee certificates documenting employee training and receipt of materials. The Clerk's office tracks compliance, but does not house the certificates as they are accessible through the state system. As we are utilizing the State system moving forward, reports will be readily available; which will include percentage of employees and compliance.