

# FLORIDA ETHICS ONLINE 4 HOUR VIDEO COURSE



## ONLINE REGISTRATION:

4 hour course fee: **\$79.00**

The registration fee includes:

- all course materials
- 24/7 access to course videos for 180 days
- certificate of completion

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## THE COURSE:

**D**uring 2013-2014, the Florida legislature passed new ethics legislation designed to grow the professionalism of Florida's public servants and foster greater transparency and public trust. This 4 hour video series is a must for anyone in public service. Staff members from the Attorney General's Office and the Florida Commission on Ethics explain what is expected of those in public service at the state and local levels.

This 4 hour course meets the following requirements and provides a certificate of completion:

1 HOUR OPEN RECORDS  
1 HOUR OPEN MEETINGS  
2 HOURS FLORIDA ETHICS  
(VOTING AND GIFT LAWS)

PRESENTED BY



the John Scott Dailey

**FLORIDA  
INSTITUTE OF  
GOVERNMENT**

at Florida State University

**Who should register:  
Government  
Elected and  
Appointed Officials,  
Staff Members, and  
Attorneys**

# FLORIDA ETHICS ONLINE COURSE

## SESSION DESCRIPTIONS

### OPEN MEETINGS AND PUBLIC RECORDS (PRESENTED BY PAT GLEASON)

A detailed review of Florida's laws and policies concerning open meetings and public records, including what constitutes a public record and how to avoid violating open meetings laws. An explanation of the changes to the open meetings law, as well as implications, will be discussed.

**PAT GLEASON** serves as Special Counsel for Open Government for Attorney General Pam Bondi. Prior to joining the Attorney General's Office, she was the Director of Cabinet Affairs and Special Counsel for Open Government for Governor Charlie Crist. She has also served as the Advocate (Prosecutor) for the Florida Ethics Commission and Chief of the Administrative Law Section in the Attorney General's Office. She is a graduate of Florida State University College of Law in Tallahassee. She is the editor of the Sunshine Manual and the Public Records Guide for Law Enforcement agencies.

### VOTING CONFLICTS (PRESENTED BY GRAYDEN P. SCHAFER)

Overview of how members of collegial bodies should respond when presented with measures which affect them, their family, or their employers.

**GRAYDEN P. SCHAFER** has been a Staff Attorney of the Florida Commission on Ethics since April 2013. Previously, Mr. Schafer served as a law clerk to the Florida First District Court of Appeal, as well as to the New York State Appellate Division, Third Department. Mr. Schafer is a member of the Florida and New York State Bars, and is a graduate of the State University of New York at Buffalo Law School. Mr. Schafer also holds a Bachelor of Arts in English from Cedarville University.

### GIFT LAWS (PRESENTED BY VIRLINDIA DOSS AND KERRIE J. STILLMAN)

This session will address laws pertaining to gifts, honoraria, unauthorized compensation, and "expenditures" under the Executive Branch Lobbyist law.

**VIRLINDIA DOSS** is a graduate of Florida International University and Florida State University College of Law. After law school, she spent two years as Assistant General Counsel to the Florida Sheriffs Association, then joined the Attorney General's Office. Virlindia spent 15 years at the AG's office, 13 of them as Advocate to the Florida Commission on Ethics, prosecuting allegations of violation of the Code of Ethics for Public Officers and Employees. She joined the staff of the Commission itself in November 2003, was made Deputy Executive Director in January 2007, and became Executive Director on October 1, 2011. Virlindia is an AV rated attorney and is Board Certified in the area of State and Federal Government and Administrative Practice.

**KERRIE J. STILLMAN** is the Director of Operations & Communications for the Commission on Ethics, having been with the Commission since 1992. She left the agency in 1998 and worked in the private sector doing public relations and marketing for a financial services company and a market research firm. Kerrie returned to the Commission in 2001. In her current role, she assists with the agency budget and legislative lobbying, oversees office efficiency initiatives, conducts training, and responds to general information inquiries from public officials, employees and the press about the Commission and the ethics laws. Kerrie is a graduate of Florida State University, with a bachelor's degree in political science and a master's degree in communication.

Changes made to the ethics laws during the 2013 legislative session require Florida's Constitutional officers (including the Governor, Lieutenant Governor, Attorney General, Chief Financial Officer, Commissioner of Agriculture, state attorneys, public defenders, sheriffs, tax collectors, property appraisers, supervisors of elections, clerks of the circuit court, county commissioners, district school board members, and superintendents of schools) to take a minimum of four hours of ethics training each year. Section 112.3142, Florida Statutes

Changes made to the ethics laws during the 2014 legislative session require Florida's elected municipal officers to take a minimum of four hours of ethics training each year, beginning January 1, 2015. Section 112.3142, Florida Statutes

Constitutional and elected municipal officials should complete the required training as close as possible to the date that they assume office. A constitutional or elected municipal official who assumes a new office on or before March 31 must complete the annual training or before December 31 of the year in which the term of office began. However, if the new term of office begins after March 31, the officer is not required to complete the training for the calendar year in which the term of office began.

The training is required to include:

- Article II, Section 8 of the Florida Constitution
- Part III, Chapter 112, Florida Statutes (Code of Ethics)
- Public Records
- Public Meetings (Sunshine Law)

The Commission is authorized to make rules concerning the course content for the ethics portion of the training. That rule is found in Rule Chapter 34-7.025, Florida Administrative Code. The Commission adopted CEO 13-15 at its meeting on September 13, 2013. The opinion addresses a number of questions regarding the training requirement found in Section 112.3142, Florida Statutes. The Commission adopted CEO 13-24 at its meeting on December 18, 2013. The opinion addresses the composition of the training hours. The Commission adopted CEO 14-29 at its meeting on December 17, 2014. The opinion indicates that elected members of the governing board of a special district are not elected municipal officers or subject to the training requirement. The Commission adopted CEO 15-05 at its meeting on June 5, 2015. The opinion indicates that constitutional officers and elected municipal officers are not subject to the training requirement in the calendar year in which they leave public office.

Reporting completed training:

Beginning with the financial disclosure forms that were due July 1, 2015, there is a check box on the Form 6 for Constitutional officers to certify that they completed the required training in 2014. Elected municipal filers will not see the check box on the Form 1 until they receive the 2015 form, which will be due July 1, 2016.