

# Ethics Training Courses

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**Important Note:** Under the requirements of the new 2013 legislation highlighted below, the four hours of training for constitutional officers must include (at a minimum) information on the State's Code of Ethics, the Sunshine Law (public meetings), and Public Records. By taking all three individual comprehensive modules, Constitutional officers will not only meet the new requirements, but become well versed in all aspects of these laws.

Section 112.3142(2)(a), F.S., states: All constitutional officers must complete 4 hours of ethics training each calendar year that addresses, at a minimum, s. 8 Art. II of the State Constitution, the Code of Ethics for Public Officers and Employees, and the public records and public meetings laws of this state. This requirement may be satisfied by completion of a continuing legal education class.

*Disclaimer: The Florida Ethics 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, including that "hours," for this purpose, may be measured in 50-minute increments.*

## 2013

1. March 20, FCEP Level III, Public Records Retention and Management, Steve Lewis, 4 hours
2. March 26, Record Retention, John Gallagher, MC RML0, 1 hour
3. April 4, First Amendment Foundation, Government in the Sunshine, Barbara Petersen, 3 hours
4. May 14, FCEP Level III, Leadership & Personal Ethics, Jim LaRue, 2 hours
5. June 11, Florida Elections Commission, Amy McKeever, 1 hour
6. June 12, Florida Commission on Ethics, Julia Cobb-Coastas, 1 hour
7. July 19, Records Management Training, Roger Sockman, DOS, 3 hours
8. Total 2013 = 15 hours

## 2014

1. April 30, First Amendment Foundation, Barbara Petersen, 2 hours
2. May 20, Ethics Education, Mary Helen Farris, Hillsborough County Attorney, 2 hours
3. May 21, Ethics Education, Pat Gleason, Special Counsel for Open Government, 1 hour
4. December 10, Public Records, Avoiding Litigation, Woody Rodrigues, 1 hour
5. December 10, Public Records, Florida Sunshine, Ethics, Carolyn Timmann, 1 hour
6. Total 2014 = 7 hours

## 2015

1. June 8, Ethics and the SOE, Kerrie Stillman, Florida Commission on Ethics, 1 hour
2. June 18, FCOE Public Records & Public Meetings Laws Video Tutorial, Pat Gleason/AG Office, 1 hour
3. November 23, Open Government Laws, Kathleen W. Schoenberg, P.A., 35 mins
4. November 23, Conflicts of Interest and Ethics, Kathleen W. Schoenberg, P.A., 25 mins
5. December 1, Open Meetings, Pat Gleason, Office of the Attorney General, 1 hour
6. December 1, Public Records, Pat Gleason, Office of the Attorney General, 40 mins
7. December 1, Voting Conflicts, Grayden Schafer, Staff Attorney, Florida Commission on Ethics, 50 mins
8. December 1, Gift Laws Part 1: Expenditures, Kerrie Stillman, Director of Operations & Communications, 30 mins
9. December 1, Gift Laws Part 2: Gifts and Honoraria, Virindia Doss, Florida Commission on Ethics, 45 mins
10. Total 2015 = 6.75 hours

## 2016

1. January 8, Financial Disclosure Laws, Gray Schaffer, Attorney with the Florida Commission on Ethics, 35 mins
2. January 12, Code of Ethics, Virindia Doss, Executive Director Florida Commission on Ethics and George Levesque, General Counsel for Florida's Senate, 1 hour 38 mins

3. January 12, Public Records & Sunshine Law, Pat Gleason, Special Counsel for Florida's Open Government and George Levesque, General Counsel for Florida's Senate, 62 mins
4. January 13, Gifts, Honoria & Things of Value Training for Local Government Officials, Virilindia Doss, Executive Director of the Florida Commission on Ethics, 45 mins
5. May 26, F.S. Chapters 104 and 106, Amy McKeever Toman, Executive Director, Florida Elections, 1 hour
6. Total 2016 = 5 hours

## 2017

1. January 9, Florida's Sunshine Laws: Ethics; On-line Training, First Amendment Foundation and the Poynter Institute, 2 hours, 31 mins
2. January 9, Ethics Testing, 22 mins
3. January 10, Florida's Sunshine Laws: Open Meetings; On-line Training, First Amendment Foundation and the Poynter Institute, 46 mins
4. January 10, Open Meetings Testing, 22 mins
5. March 8, Florida's Sunshine Laws: Public Records; On-line Training, First Amendment Foundation and the Poynter Institute, 1 hour, 23mins
6. March 8, Public Records Testing, 20 mins
7. Total 2017 = 5 hours, 44 mins

## 2018

1. March 16, Gifts (Video Tutorial) Caroline Klancke, Attorney with the Florida Commission on Ethics, gave a review of the ethics laws governing the acceptance of gifts and things of value, as well as the Executive Branch lobbyist expenditure ban. The presentation covered Florida Statutes 112.313(2) and (4), 112.3148, 112.31485, 112.2149 and 112.3215, 50 mins
2. March 19, Voting Conflicts – Local Officers (Video Tutorial) Gray Shafer, Senior Attorney, Florida Commission on Ethics gave a presentation addressing the voting conflicts statute as it applies to local officers. It discusses the differences in voting conflicts at the state and local level as well as the circumstances in which a voting conflict for a local officer will not be found. Finally, it covers how a local officer should respond if a voting conflict is presented. The presentation covered Florida Statutes 112.313(3) and (7), 112.3135(2) and 112.3143, 58 mins
3. March 19, 2018 Open Government Overview (Audio Tutorial) Patricia Gleason, Special Counsel for Open Government to Attorney General, Pam Bondi. Pat gave an overview of Sunshine Law and Public Records Laws, Public Meetings and Public Records Laws. Chapters 119 and 286, Florida Statutes, 2 hours
4. May 22, Public Records Act: Social Media Retention Issues, presented by Pat Gleason, Special Counsel for Open Government, Florida Attorney General's Office, at the Florida State Association of Supervisors of Elections Summer Conference, 1 hour
5. December 14, Attorney Kathleen Schoenberg presented an overview of Florida Open Government Laws; including Sunshine Law, Public Records Laws; and Conflicts of Interest and Ethics Generally, 58 mins
6. Total 2018 = 6 hours

## 2019

1. February 19, Two-part presentation by Pat Gleason, Special Counsel for Open Government, Office of the Attorney General, reviewed Florida rules and statutes concerning open meetings and public records, 1 hour, 45 mins
2. May 21, Public Record Requests & Data – Laws, Rules & Practices presented by Vicki Cannon, Nassau County Supervisor of Elections, FSASE Summer Conference, 50 mins
3. June 24, Two Video Tutorial presentations on Code of Ethics, Conflict of Interest and Gift Laws by Palm Beach County Commission on Ethics Training General Counsel, Christie Kelly and CEO, Mark and Megan C. Rogers, Staff Council, 90 mins
4. Total 2019 = 4.5 hours

## 2020

1. May 1, complying with the Florida Sunshine, Public Records & Public Access Laws in Emergency Situations, presented by Glen J. Torcivia and Pamela Ryan, Torcivia, Donion, Goddeau & Ansay, PA located in West Palm Beach, 1 hour.
2. November 6
  - a. An on-line 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. Presented by Pat Gleason, Office of the Florida Attorney General, 1 hour, 45 minutes. Self-Assessment 10 minutes.
  - b. An overview of how members of collegial bodies should respond when presented with measures which affect them, their family or their employers. Presented by Grayden P. Schafer, Attorney with Florida Commission on Ethics 51 minutes. Self-Assessment 10 minutes.
  - c. A two-part session addressing laws pertaining to gifts, honoraria, unauthorized compensation and "expenditures" under the Executive Branch Lobbyist law. Presented by Virlindia Doss, Director of the Florida Commission on Ethics and Kerrie J. Stillman, Attorney with Florida Commission on Ethics, 1 hour, 15 minutes. Self-Assessment 10 minutes.
3. Total 2020 = 5 hours

## 2021

### May 27 & 28, 2021:

1. Florida Public Records Law, Chapter 119, FS, presented by Christy L. Goddeau, Esquire, Torcivia, Donlon & Goddeau, P.A., West Palm Beach, FL. 1 hour presentation. Self-Assessment 10 minutes.
2. Florida Sunshine Law, Chapter 286, FS, presented by Glen J. Torcivia, Esquire, Torcivia, Donlon & Goddeau, P.A., West Palm Beach, FL. Presentation 1 hour. Self-Assessment 10 minutes.
3. Florida Code of Ethics for Public Officers and Employees, Chapter 112, FS, presented by Glen J. Torcivia, Esquire and Leonard J. Rubin, Esquire, Torcivia, Donlon & Goddeau, P.A., West Palm Beach, FL. Video training was provided by the John Scott Dailey Florida Institute of Government at Florida State University. Presentation 1 hour, 30 minutes. Self-Assessment 15 minutes.
4. Total: 4 Hours.

## 2022

### October 4 & 5:

1. Florida Public Records, Chapter 119, Florida Statutes, presented by Christy L. Goddeau, Esquire, Torcivia, Donlon, Goddeau & Rubin, P.A., West Palm Beach, FL. 1 hour presentation. Self-Assessment 10 minutes.
2. Florida Government in the Sunshine Law, Chapter 286.011, Florida Statutes, presented by Glen J. Torcivia, Esquire, Torcivia, Donlon, Goddeau & Rubin, P. A., West Palm Beach, FL. Presentation 1 hour. Self-Assessment 10 minutes.
3. Florida Code of Ethics for Public Officers and Employees, Chapters 112.311, 112.313, 838 & 839, Florida Statutes, presented by Glen J. Torcivia, Esquire and Len G. Rubin, Esquire, Torcivia, Donlon, Goddeau & Rubin, P. A., West Palm Beach, FL. Video training was provided by the John Scott Dailey Florida Institute of Government at Florida State University. Presentation 1 hour, 30 minutes. Self-Assessment 15 minutes.
4. Total: 4 hours.

## 2023

### January 11:

1. Florida Public Records Law, Chapter 119, Florida Statutes, presented by Christy L. Goddeau, Esquire, Torcivia, Donlon, Goddeau & Rubin, P.A., West Palm Beach, FL. 1 hour presentation. Self-Assessment 10 minutes.
2. Florida Sunshine Law, Chapter 286, Florida Statutes, presented by Glen J. Torcivia, Esquire, Torcivia, Donlon, Goddeau & Rubin, P. A., West Palm Beach, FL. Presentation 1 hour. Self-Assessment 10 minutes.
3. Florida Code of Ethics for Public Officers and Employees, Chapters 112, , 838 & 839, Florida Statutes, presented by Glen J. Torcivia, Esquire and Leonard G. Rubin, Esquire, Torcivia, Donlon, Goddeau & Rubin, P. A., West Palm Beach, FL.  
Presentation 1 hour, 30 minutes. Self-Assessment 15 minutes.

Video training was provided by the John Scott Dailey Florida Institute of Government at Florida State University.

4. Total: 4 hours.

## 2024

### January 28 and 29:

1. Florida Public Records Law, Chapter 119, Florida Statutes, presented by Christy L. Goddeau, Esquire, Torcivia, Donlon, Goddeau & Rubin, P.A., West Palm Beach, FL. 1 ¼ hour presentation including quizzes.
2. Florida Sunshine Law, Chapter 286, Florida Statutes, presented by Glen J. Torcivia, Esquire, Torcivia, Donlon, Goddeau & Rubin, P. A., West Palm Beach, FL. Presentation 1 hour including quizzes.
3. Florida Code of Ethics for Public Officers and Employees, Chapters 112, Florida Statutes, Caselaw Interpretations, Criminal Statutes, FS 838 and 839, and Florida Constitution, Article 2, Section 8, presented by Glen J. Torcivia, Esquire and Leonard G. Rubin, Esquire, Torcivia, Donlon, Goddeau & Rubin, P. A., West Palm Beach, FL. Presentation 2 hours including quizzes.

Video training was provided by the John Scott Dailey Florida Institute of Government at Florida State University.

4. Total: 4 ¼ hours.