

CHAUTAUQUA COUNTY ETHICS BOARD (CCEB)

MEETING AGENDA

Second Meeting of CY2024

Wednesday, May 15, 2024

1 p.m.

Room 331

Gerace Office Building

3 North Erie St.

Mayville, NY 14757

- I. Call to order: confirm proper public notification was completed.
- II. Review and approve April 10, 2024 minutes.
- III. Review correspondence.
- IV. Status of Annual Code of Ethics Training for County Employees and Board Members.
- V. Status of Financial Disclosure forms.
- VI. Next meeting: September 18, 2024 at 1 p.m. in Room 331 of the GOB in Mayville.
- VII. Meeting adjourned.

# CHAUTAUQUA COUNTY ETHICS BOARD MEETING MINUTES

DATE: April 10, 2024  
LOCATION: Legislative Chambers, Gerace Office Building,  
3 North Erie Street  
Mayville, New York 14757

TIME: 1:10 – 3:10 p.m.

MEMBERS PRESENT: John Hamels  
Diane Hannum  
John Marengo  
Stephanie Stevens

MEMBER ABSENT: Darlene Nygren

OTHERS PRESENT: Amanda Gallagher from the County Attorney's Office  
Kristen Wright from the County Attorney's Office

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## CALL TO ORDER & PUBLIC NOTIFICATION:

John M. called the meeting to order at 1:10 p.m.

Amanda confirmed proper public notification was completed as the notice of today's meeting was posted on the county website on March 25, 2024 and was sent out to the local media on March 28, 2024. It also appeared in the Post-Journal's "Briefly" section on April 1, 2024 and The Observer's "Community Notebook" section on April 3, 2024.

## REVIEW CORRESPONDENCE:

Stephanie motioned to enter into executive session to discuss matters leading to the discipline, suspension, dismissal or removal of a particular person, which was seconded by John H. All in favor. Executive session entered at 1:11 p.m.

Stephanie motioned to leave executive session at 1:38 p.m., which was seconded by John H. All in favor.

## APPROVAL OF MINUTES:

John H. motioned to approve the minutes from the October 25, 2023 meeting, which was seconded by John M. All in favor with Diane abstaining from voting as she was not present at the last meeting.

MEMBERSHIP:

Amanda reported that Diane and John H. were successfully re-appointed to the Ethics Board. Their new terms expire on January 31, 2027.

RETURN TO REVIEW OF CORRESPONDENCE:

John reported that there was no mail in the Board's P.O. Box.

Amanda reported that correspondence was received through the County Executive's Office concerning case files.

The Board reviewed Case No. 2024-01 and was notified about Case No. 2024-02, which is pending further investigation.

The Board reviewed Case No. 2024-10 and 2024-10A. The Board requested that the Respondent be sent an Extension Request Form to complete.

The Board reviewed Case No. 2024-07. John H. motioned to close this case, which was seconded by Diane. All in favor.

The Board reviewed Case No. 2024-06. John H. motioned to close this case, which was seconded by Stephanie. All in favor.

REVIEW 2023 ANNUAL REPORT:

The Board reviewed the draft 2023 Annual Report.

John H. motioned to approve the report, which was seconded by Stephanie. All in favor.

STATUS OF ANNUAL CODE OF ETHICS TRAINING FOR COUNTY EMPLOYEES:

Amanda provided an update on the 2023 Code of Ethics Training. There was 1 County employee who still needed to complete the ethics training. The individual never returned to work in 2023 and as such no longer needed to complete the 2023 training. Should the employee return to work, the employee will complete the current year's training.

For the 2024 training, Amanda reported that all County employees completed the training except for 20 employees. Of these 20 employees, 16 are on medical leave or are snowbirds and have been identified as needing to complete the training and extension request form upon their return to work; and 4 did not timely complete the training and are now case files. She also reported that all board members completed the training except for 5 board members. Of these, 2 are also County employees who have been identified as potential exceptions, and 3 board members did not timely complete the training and are now case files.

Gallagher mentioned that an extension request form was submitted by Respondent of Case No. 2024-03, but it had not been reviewed and approved by the Respondent's Department Head as required. The Board asked communication be sent to Respondent that the Board did not approve the extension request form due to the Department Head not signing off on it yet and Respondent must complete their selection for their case.

STATUS OF FINANCIAL DISCLOSURE FORMS:

Amanda reported that for 2023, a total of 384 forms were reviewed and approved by the Board. So far for 2024, a total of 158 forms have been reviewed and approved by the Board as of April 9, 2024.

HEARING:

The Ethics Board conducted a hearing on Case No. 2024-01. The Hearing was to start at 2 p.m., but Respondent did not appear. The Board waited until 2:47 p.m. to open the hearing in case Respondent was running late, but Respondent still did not appear.

Hearing closed at 2:55 p.m.

NEXT MEETING:

The next meeting of the Ethics Board is scheduled for May 15, 2024 at 1 p.m. in Room 331 of the Gerace Office Building, 3 N. Erie St. in Mayville, N.Y.

MOTION TO ADJOURN:

John H. motioned to adjourn the meeting at 3:10 p.m., which was seconded by Stephanie. All in favor.

Minutes prepared by Amanda Gallagher and respectfully submitted to John Hamels.