

CHAUTAUQUA COUNTY ETHICS BOARD (CCEB)

MEETING AGENDA

Second Meeting of CY2023

Wednesday, July 12, 2023

2 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 May 10, 2023 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: August 16, 2023 at 2 p.m. in Room 331 of the GOB in Mayville.
- VII. Meeting adjourned.

CHAUTAUQUA COUNTY ETHICS BOARD MEETING MINUTES

DATE: May 10, 2023
LOCATION: Room 331, Gerace Office Building, 3 North Erie Street,
Mayville, New York 14757
TIME: 2:03 – 2:48 p.m.

MEMBERS PRESENT: John Hamels
Diane Hannum
John Marengo
Darlene Nygren
Stephanie Stevens

OTHERS PRESENT: Amanda Gallagher from the County Executive's Office
Kristen Wright from the County Law Department (via phone)

CALL TO ORDER & PUBLIC NOTIFICATION:

John called the meeting to order at 2:03 p.m.

Amanda confirmed proper public notification was completed as the notice of today's meeting was sent out to the local media and posted on the county website on April 25, 2023. It also appeared in the Post-Journal's "Briefly" section on April 26, 2023.

APPROVAL OF MINUTES:

Diane motioned to approve the minutes from the November 16, 2022 meeting, which was seconded by John H. All in favor with Darlene abstaining as she was not a board member at the November meeting.

MEMBERSHIP:

The Board welcomed Darlene Nygren as a new member of the Board. She was appointed on April 27, 2023.

REVIEW CORRESPONDENCE:

John M. reported that no mail was received at the Board's P.O. Box.

Amanda reported that aside from the statements of financial disclosure, training confirmations, and extension request forms, no other correspondence was received for the Board through the County Executive's Office. In addition, she noted that the Ethics Board's email address was discontinued on November 28, 2022.

REVIEW AND APPROVE ETHICS BOARD PROCEDURE:

The Board reviewed the changes to “Ethics Board Procedure EB 2021-01 – Financial Disclosure Statements and Ethics Board Training.” Changes included:

- Amending language to reflect that “County Executive staff ***or the designated Ethics Board liaison***” will be performing certain actions as outlined in the procedure.
- Adding a paragraph to the Employee Training Reminder email template to let Department Heads know that if their employees do not complete the training by the deadline then the Department Head must remit documentation about their efforts to secure timely training confirmation from their employee.
- Deleting the reference to the Ethics Board’s email address, which has been deactivated.
- Adding a paragraph to the Board Member Training Reminder email template to let Department Heads know they need to remit documentation about their efforts to secure timely training confirmation from their board members who do not complete the training by the deadline.
- Updating the Extension Request Form to reflect the amended local law number, to include invoices as an authorization that will be suspended, and remove the reference to payroll, which is no longer an authorization required to file a disclosure form.
- Updating the “Chautauqua County Code of Ethics Requirements” paragraph as follows: “. . . and to timely confirm ***in-writing*** completion of such training requirements ***in a manner prescribed by the County Executive’s Office or Human Resources Department.***”

John M. motioned to approve the changes to the Procedure, which was seconded by Stephanie. All in favor.

REVIEW OF 2022 ANNUAL REPORT:

The Board reviewed the draft 2022 Annual Report.

John H. motioned to approve the report, which was seconded by Diane. All in favor with Darlene abstaining as she was not a board member in 2022.

STATUS OF ANNUAL CODE OF ETHICS TRAINING FOR COUNTY EMPLOYEES AND BOARD MEMBERS:

Amanda provided an update on the 2022 Code of Ethics Training. The last employee who was out on leave did not return to work at all in 2022 and no longer needs to complete that training. If the employee returns in 2023, the employee will be required to complete the 2023 training.

For the 2023 training, Amanda reported that the annual training for board members was issued on January 10, 2023 and the Human Resources Department issued the training to

county employees on February 2, 2023. The annual training was due by March 31, 2023 and was timely completed by all county board members and county employees, with the exception of 18 employees who are out on medical leave or had other exceptions. Of the 18 exceptions, 6 employees have returned and completed the training and extension request forms.

The Board was happy to see 100% compliance this year and asked that a thank you be sent to the employees. Correspondence will be sent from the Board to the County Executive and Clerk of the Legislature to share with their employees.

The Board also reviewed Extension Request Forms.

John H. motioned to approve ERF # T-23-01, T-23-02, T-23-03, T-23-04, T-23-05 and T-23-06, which was seconded by Diane. All in favor.

STATUS OF FINANCIAL DISCLOSURE FORMS:

Amanda reported that for filing year 2022, there were 394 forms that were reviewed and approved by the Board.

For filing year 2023, Amanda noted that all of the annual disclosure forms that were due by 4/30/2023, were timely received. As of May 8, 2023, there are 261 forms that were reviewed and approved by the Board, 60 forms are still pending the Board's review, 5 forms are incomplete and letters will be going out soon to request corrections, and 3 forms have an upcoming due date.

Amanda also reminded the Board about the procedure for checking the vendor lists when they review disclosure forms.

Amanda also noted that ERF-D-06 was received and was approved on 11/30/2022. As a result, Case No. 2022-79 was closed.

NEXT MEETING:

The next meeting of the Ethics Board is scheduled for August 16, 2023 at 2 p.m. in the Gerace Office Building, 3 N. Erie St. in Mayville, N.Y. Room TBD.

MOTION TO ADJOURN:

John H. motioned to adjourn the meeting at 2:48 p.m., which was seconded by Diane. All in favor.

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