

# CHAUTAUQUA COUNTY ETHICS BOARD MEETING MINUTES

DATE: July 18, 2024  
LOCATION: Room 331, Gerace Office Building,  
3 North Erie Street  
Mayville, New York 14757

TIME: 1:07 p.m. – 4:07 p.m.

MEMBERS PRESENT: John Hamels  
Diane Hannum  
John Marengo  
Stephanie Stevens

MEMBERS EXCUSED: 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 1:07 p.m.

Amanda confirmed proper public notification was completed as the notice of today's meeting was posted on the county website and sent out to the local media on July 2, 2024. It also appeared in the Observer's "Community Notebook" section on July 3, 2024 and in the Post-Journal's "Briefly" section on July 15, 2024.

## APPROVAL OF MINUTES:

Stephanie motioned to approve the minutes from the May 15, 2024 meeting, which was seconded by Diane. All in favor.

## RECUSAL PROCEDURE:

The Board discussed the procedure of how members should recuse themselves from a case if they have a conflict.

## REVIEW CORRESPONDENCE:

John reported that there was mail in the Board's P.O. Box concerning case files and Amanda reported that correspondence was received through the County Executive's Office concerning case files.

Stephanie left the meeting at 1:12 p.m.

Diane motioned to enter into executive session to discuss matters leading to the employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person, which was seconded by John M. All in favor. Executive session entered at 1:13 p.m.

Diane motioned to leave executive session, which was seconded by John H. All in favor. Executive session ended at 1:27 p.m.

Amanda left the meeting at 1:27 p.m.

Amanda and Respondent for Case No. 2024-02 entered the meeting at 1:29 p.m.

Diane motioned to enter into executive session to discuss matters leading to the employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person, which was seconded by John H. All in favor. Executive session entered at 1:29 p.m.

Respondent for Case No. 2024-02 left the meeting at 1:49 p.m.

John H. motioned to leave executive session, which was seconded by Diane. All in favor. Executive session ended at 1:53 p.m.

Stephanie entered the meeting at 1:53 p.m.

Diane motioned to enter executive session to receive advice from the County Attorney, which was seconded by Stephanie. All in favor. Executive session entered at 1:54 p.m.

Diane motioned to leave executive session, which was seconded by Stephanie. All in favor. Executive session ended at 2:01 p.m.

The meeting was then moved to the Legislative Chambers.

#### HEARINGS:

The Ethics Board conducted back-to-back Hearings for Case Nos. 2024-05, 2024-03A, and 2024-04A. The Hearings were to start at 2 p.m., but Respondent for these cases did not appear. The Board waited until 2:14 p.m. to open the hearings in case Respondent was running late, but Respondent still did not appear.

The Board started the hearing for Case No. 2024-05 at 2:14 p.m. The hearing closed at 2:23 p.m.

The Board started the hearing for Case No. 2024-03A at 2:29 p.m. The hearing was paused as Amanda and Kristen left the meeting at 2:35 p.m. and then returned at 2:37 p.m. The hearing resumed and was then closed at 2:41 p.m.

The Board started the hearing for Case No. 2024-04A at 2:42 p.m. The hearing closed at 2:47 p.m.

John H. motioned that for Case No. 2024-05 the Ethics Board found the Respondent to be in violation of the Code of Ethics with a penalty of a \$200.00 fine to be imposed, which was seconded by Diane. All in favor.

Diane motioned that for Case No. 2024-03A the Ethics Board found the Respondent to be in violation of the Code of Ethics with a penalty of a \$200.00 fine to be imposed, which was seconded by Stephanie. All in favor.

Stephanie motioned that for Case No. 2024-04A the Ethics Board found the Respondent to be in violation of the Code of Ethics with a penalty of a \$200.00 fine to be imposed, which was seconded by John H. All in favor.

The County employee who serves as liaison for a County Board in regards to Case No. 2024-09 entered the meeting at 3:02 p.m.

The Board discussed Case No. 2024-09.

John H. motioned to put on hold or suspend Case Nos. 2024-09 and 2024-09A until further notice, which was seconded by Stephanie. All in favor.

The County employee who serves as liaison for a County Board in regards to Case No. 2024-09 left the meeting.

The Board reviewed Case No. 2024-08A.

John H. motioned to send a friendly reminder to the Department for Case No. 2024-08A to please get notices out in a timely manner per the Law, which was seconded by Diane. All in favor.

The Board reviewed Case No. 2024-11.

John H. motioned to offer an extension to Respondent for Case No. 2024-11, which was seconded by Diane. All in favor.

The Board reviewed Case No. 2024-12.

John H. motioned to void the check and mail it back to the Respondent for Case No. 2024-12, which was seconded by Stephanie.

The Board reviewed Case No. 2024-13.

John H. motioned that the report for Case No. 2024-13 be forwarded to the appropriate agency and this case be closed, which was seconded by Stephanie. All in favor.

The Board reviewed Case No. 2024-14.

John H. motioned to offer an extension to Respondent for Case No. 2024-14, which was seconded by Diane. All in favor.

The Board reviewed Case No. 2024-15.

John H. motioned to invite the Department Head and the Respondent for Case No. 2024-15 to the next meeting so the Board may discuss this matter separately with each of them, which was seconded by Stephanie. All in favor.

The Board reviewed Case No. 2024-17, which was a similar report to Case No. 2024-15, which is being reviewed by the Board.

The Board reviewed Case No. 2024-16.

John H. motioned that the report for Case No. 2024-16 is not under the Ethics Board's purview and that this case be closed, which was seconded by Diane. All in favor.

#### STATUS OF ANNUAL CODE OF ETHICS TRAINING FOR COUNTY EMPLOYEES:

Amanda provided an update on the 2024 Code of Ethics Training. Three of the thirteen employees who were out on medical leave are no longer county employees and are no longer required to complete the training. In addition, 3 employees who were out on medical leave have returned and completed their training along with the extension request form. There are 7 employees still out on medical leave.

Amanda also reported that the extension request form was received for Case No. 2024-08.

Diane motioned to approve Extension Request Form Nos. T-24-06, T-24-07, T-24-08, and T-24-09, which was seconded by Stephanie. All in favor.

#### STATUS OF RELATED PERSON DISCLOSURE FORMS:

Amanda reported that on July 1, 2024, she and Kristen met with Human Resources Director Debbie Makowski and had received an update on the Related Person Disclosure forms. At that time, HR reported that out of over 1,400 employees they were still missing 53 Related Person Disclosure forms. Of those forms missing, 30 were for current employees and 23 were for employees who were out on leave. HR had also advised that numerous reminder emails were sent to the employees about completing the form and the employees' department heads have been made aware. At that time, HR was going to send out one more reminder email requesting that anyone who did not have their Related

Person Disclosure form in by July 17, 2024 would have their matter turned over to the Ethics Board for further action. Amanda received an update report from Makowski today that only 2 employees have outstanding forms.

Stephanie motioned that the Ethics Board send a letter requesting that these two employees complete and return their Related Person Disclosure form by the end of this month and if they don't they will come before the Board at its September meeting, which was seconded by John H. All in favor.

These have been assigned Case No. 2024-18 and Case No. 2024-19.

STATUS OF FINANCIAL DISCLOSURE FORMS:

Amanda reported that so far for 2024, a total of 331 forms have been reviewed and approved by the Board as of July 17, 2024. There is 1 incomplete form where the filer is out on leave and will be notified of the necessary correction upon their return, and 1 form with an upcoming due date.

Amanda also reported that one board member of the County of Chautauqua Industrial Development Agency (CCIDA) submitted a CCIDA Statement of Financial Disclosure form for filing with the County Clerk's Office.

Amanda also reminded the board members to send her their business lists that they created when reviewing the disclosure forms so she can combine them and send the master list to the Purchasing Department.

NEXT MEETING:

The next meeting of the Ethics Board is scheduled for September 18, 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 4:07 p.m., which was seconded by Stephanie All in favor.

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