

CHAUTAUQUA COUNTY ETHICS BOARD (CCEB)

MEETING AGENDA

Third Meeting of CY2023
Wednesday, August 16, 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 July 12, 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: September 13, 2023 at 2 p.m. in Room 331 of the GOB in Mayville.
- VII. Meeting adjourned.

CHAUTAUQUA COUNTY ETHICS BOARD MEETING MINUTES

DATE: July 12, 2023

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

TIME: 2:01 – 4:08 p.m.

MEMBERS PRESENT: John Hamels
Diane Hannum
John Marengo
Stephanie Stevens

MEMBER ABSENT: Darlene Nygren

OTHERS PRESENT: Amanda Gallagher from the County Executive's Office
Kristen Wright from the County Law Department
Jason Schmidt, District Attorney
Respondent for Case No. 2023-02.

CALL TO ORDER & PUBLIC NOTIFICATION:

John M. called the meeting to order at 2:01 p.m.

John M. 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 June 28, 2023. It also appeared in the Post-Journal's "Briefly" section on June 30 2023.

APPROVAL OF MINUTES:

Stephanie motioned to approve the minutes from the May 10, 2023 meeting, which was seconded by John H. All in favor.

REVIEW CORRESPONDENCE:

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

The Board had received Case No. 2023-01, 2023-02, and 2023-03.

John M. 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.

Diane arrived at the meeting at 2:09 p.m.

Amanda arrived at the meeting at 2:10 p.m.

John M. motioned to leave executive session at 2:21 p.m., which was seconded by Diane. All in favor.

Respondent for Case No. 2023-02 arrived at the meeting at 2:22 p.m.

The Board discussed Case No. 2023-02.

John H. motioned to approve the extension request form for this Case once the director's sign off was received, which was seconded by John M. All in favor.

Respondent for Case No. 2023-02 left the meeting.

John M. 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 Stephanie. All in favor.

John M. motioned to leave executive session at 2:59 p.m., which was seconded by John H. All in favor.

Jason Schmidt arrived at the meeting at 3 p.m. to seek an opinion from the Board.

Jason left the meeting at 3:37 p.m.

John M. motioned to go into executive session at 3:38 p.m. to receive the advice of the Office of the County Attorney, which was seconded by Stephanie. All in favor.

John M. motioned to leave executive session at 3:50 p.m., which was seconded by John H. All in favor.

Stephanie left the meeting at 3:54 p.m.

STATUS OF ANNUAL CODE OF ETHICS TRAINING FOR COUNTY EMPLOYEES:

Amanda provided an update on the 2023 Code of Ethics Training. Previously, there were 12 county employees who were out on medical leave or had other exceptions, which still needed to complete the ethics training. As of July 10, 2023, five employees have come back, completed their training and submitted extension request forms for the Board's review; four employees have still not returned to work; and three employees who were out on medical leave are no longer county employees and are no longer required to complete the training.

The Board also reviewed Extension Request Forms. ERF # T-23-08, T-23-09, and T-23-10 were approved. ERF # T-23-07 and T-23-11 required corrections and will be sent back to the requestors.

STATUS OF FINANCIAL DISCLOSURE FORMS:

Amanda reported that so far for 2023, a total of 344 forms have been reviewed and approved by the Board. There are no forms pending review, one incomplete form where the filer will be notified soon, and six forms with upcoming due dates.

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.

The Ethics Board also discussed the County of Chautauqua Industrial Development Agency (CCIDA) using the Ethics Board as a repository to file disclosure statements for CCIDA officers, employees and/or board members. The Ethics Board will acknowledge receipt of the forms received by the CCIDA and send them to the County Clerk's Office, for filing, but the Ethics Board has no further responsibilities for the CCIDA's ethics program. The CCIDA will also be required to use its own disclosure statement to easily differentiate it from the form the County Ethics Board currently uses.

NEXT MEETING:

The next meeting of the Ethics Board is scheduled for August 16, 2023 at 2 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 4:08 p.m., which was seconded by John M. All in favor.

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