

CHAUTAUQUA COUNTY ETHICS BOARD MEETING MINUTES

DATE: July 22, 2025

LOCATION: Room 333, Gerace Office Building,
3 North Erie Street, Mayville, New
York 14757

TIME: 1:00 p.m. to 2:50 p.m.

MEMBERS PRESENT: John Hamels
Stephanie Stevens
Diane Hannum

MEMBERS ABSENT: Darlene Nygren

OTHERS PRESENT: Joseph Rizzo- Rizzo & Rizzo Law Office- Counsel for the Ethics Board
Angel Hurlburt Ethics Board Liaison
Amanda Gallagher from the County Attorney's Office

CALL TO ORDER

John H. called the meeting to order at 1:04 p.m.

PUBLIC NOTIFICATION:

Angel confirmed proper public notification was completed as the legal notices for today's meeting were posted on the county website on July 10, 2025 and sent out to the local media on July 15, 2025. It appeared in the Observer's "Community Notebook" section on July 16, 2025 and in The Post-Journal's "Briefly" section on July 16, 2025.

APPROVAL OF MINUTES:

John motioned to approve the October 16, 2025 minutes, which was not granted due to absence of D.N.

MEMBERSHIP

Stephanie nominated John H. for Ethics Board Chairman. Diane seconds the nomination. All in favor.

REVIEW CORRESPONDENCE AND COMPLAINTS:

The board received correspondence in its P.O. Box. to be discussed in Executive Session. They received 3 letters through the County Executive's Office. These letters to be addressed while reviewing case files.

The Board reviewed its open and new cases. Before reviewing case files John H. motioned to give a grace period to all County employees and officials for untimely training or Financial Disclosures due to the fact that there was no Ethics Board Liaison to assist them with clerical matters or questions during the filing time period. This extension would end August 18, 2025 which is the current due date for those that have been notified of their untimely training or disclosures. This motion was seconded by Diane. All in favor.

Case 2024-02- no update available- JH motion to table until next meeting. SS seconds. All in favor.

Case 2024-03A – covered by blanket extension-closed.

Case 2024-04A - covered by blanket extension-closed.

Case 2024-05- covered by blanket extension-closed.

Case 2024-23- covered by blanket extension-closed.

Case 2024-23A- covered by blanket extension-closed.

Case 2024-24 – covered by blanket extension-closed.

Case 2025-01 and **2025-01A-** covered by blanket extension-closed.

Case 2025-02 and **2025-02A-** covered by blanket extension-closed-JH motion. DH seconds. All in favor.

Case 2024-15A- no update available- JH motion to postpone until next meeting. SS seconds. All in favor.

Case 2024-21 JH motion to discuss during Executive Session. DH seconds. All in Favor.

Case 2024-22 JH motion to discuss during Executive Session. DH seconds. All in Favor.

Case 2024-25 and **Case 2024-26** and New **Case 2025-03-** same complainant for all 3 cases. Not under Board's jurisdiction- all closed- DH motion. SS seconds. All in Favor.

Case 2025-04- JR recommends to postpone this case until a later date. SS motions to postpone discussion. DH seconds. All in Favor.

Case 2025-05 -DH motions to close not EB jurisdiction. SS seconds. All in Favor.

Case 2025-06 -JH motion to approve extension request form T-24-12. DH seconds. All in favor.

REVIEW CHANGES TO ETHICS BOARD PROCEDURE

Stephanie makes a motion that the Board does not want County laptops in order to review Financial Disclosure Statements, which was seconded by Diane.

UPDATE ON THE STATUS OF ANNUAL CODE OF ETHICS TRAINING FOR COUNTY EMPLOYEES AND BOARD MEMBERS

Amanda reported on 2024 training. One individual whose training was untimely did not complete an Extension Request form. The Board determined that this individual fell within the grace period discussed earlier.

Angel reported that 20 County Board Member had not completed their training on time. Three County Board members had still not completed training. There were 46 County employees who were untimely with training and nine had not completed training yet, but all nine were on Leave of Absence. Due to the grace period granted by the Board Extension Requests that had been submitted were deemed null and void with the exception of T-24-12 and T-25-05. John motions to approve T-24-12 (Case 2024-23) and close that case, which was seconded by Stephanie.

Angel gives an update on Financial Disclosure training. There were 21 untimely trainings and 2 people have still not completed training. One of those individuals is a new filer and received the training materials late so their training isn't due until August 14th. The other person completed and Extension Request form (T-25-05) that had been approved by the Board earlier in the meeting.

Angel reported that Human Resources had provided the Board with an update on Related Person Disclosures. They notified us that 1,635 Related Person Disclosure Forms were on record and that 267 have listed related persons on their form. They are up to date with forms and none are missing. HR noted that there were only 2 issues that they are aware of and they are closed Case 2024-18 and closed Case 2024-19.

STATUS OF FINANCIAL DISCLOSURE FORMS AND REVIEW OF FORMS:

Angel reports that there are 347 forms awaiting the Boards approval. 14 Financial Disclosure forms expired before they were completed, of those, 4 people were terminated or resigned, 1 had a title change and is no longer required to file, and 1 is on Leave of Absence, and 8 forms were resent in signNow to be completed by August 4th.

DISCUSS 2024 ANNUAL REPORT

Stephanie motioned to approve the 2024 Annual Report, which was seconded by Diane. All in favor.

EXECUTIVE SESSION

John H. motions to enter Executive Session, to discuss correspondence and Cases listed above, at 2:20 p.m. Diane seconds. Amanda and Angel leave the room at 2:20 p.m. Diane motions to leave Executive session at 2:49 p.m. Amanda and Angel return to meeting at 2:50 p.m. Diane motions to close Case 2024-22. Stephane seconds. All in Favor.

NEXT MEETING:

The board's next meeting is scheduled for September 10, 2025 at 1 p.m. in the Gerace Office Building, 3 N. Erie St., Mayville, NY. Room 331. Future meeting dates October 15, 2025 at 1 p.m. in Room 331 of the Gerace Building and December 3, 2025 at 1 p.m. in Room 333 in the Gerace Building.

MEETING ADJOURNED:

John motioned to adjourn the meeting at 2:50 p.m., which was seconded by Stephanie. All in favor.