

CHAUTAUQUA COUNTY ETHICS BOARD MEETING MINUTES

DATE: August 16, 2023
LOCATION: Room 331, Gerace Office Building, 3 North Erie Street,
Mayville, New York 14757

TIME: 2:05 – 3:19 p.m.

MEMBERS PRESENT: John Hamels
Diane Hannum
Darlene Nygren
Stephanie Stevens

MEMBER ABSENT: John Marengo

OTHERS PRESENT: Amanda Gallagher from the County Executive's Office
Kristen Wright from the County Law Department
Respondent for Case No. 2023-03

CALL TO ORDER & PUBLIC NOTIFICATION:

John H. called the meeting to order at 2:05 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 August 7, 2023. It also appeared in the Post-Journal's "Briefly" section on August 8, 2023.

Stephanie motioned to go into executive session to discuss matters leading to the discipline, suspension, dismissal or removal of a particular person, which was seconded by Darlene. All in favor. Executive session entered at 2:06 p.m. with Diane entering the meeting and Respondent for Case No. 2023-03 leaving the meeting.

John H. motioned to leave executive session at 2:09 p.m., which was seconded by Diane. All in favor.

Respondent for Case No. 2023-03 re-entered the meeting at 2:09 p.m.

The Board discussed Case No. 2023-03 with Respondent.

Respondent left meeting.

APPROVAL OF MINUTES:

Stephanie motioned to approve the minutes from the July 12, 2023 meeting, which was seconded by Diane. All in favor.

REVIEW CORRESPONDENCE:

John M. was not present to report if any mail was received at the Board's P.O. Box.

Amanda reported that Case No. 2023-02 has been closed as the Extension Request Form was received and signed on July 16, 2023. She also reported that the determination on Opinion No. O-23-01 was mailed to the requestor on July 20, 2023.

The Board reviewed Case No. 2023-01. It was determined that the Case has already been handled by the Supervisor. John H. motioned that the memo of the conversation with the Supervisor be attached to Case No. 2023-01, which was seconded by Stephanie. All in favor. Case No. 2023-01 was closed.

Kristen entered the room at 2:26 p.m.

Case No. 2023-04A, 2023-04B, 2023-04D, 2023-04F, 2023-05A, 2023-05B, and 2023-06 were reviewed by the Board and no violations of the Code of Ethics were found and all of these cases were closed.

Case No. 2023-04E was reviewed by the Board. This matter was already brought to the Board's attention through Case No. 2023-03 and no further action is needed. Case No. 2023-04E was closed.

Case No. 2023-04C and Case No. 2023-04G were reviewed by the Board. It was determined that these cases pertaining to former County employees will not be pursued and these cases were closed.

Kristen also reminded Board members to complete and turn in their lists of businesses culled from employee disclosure statements so the Finance Department can reference it when reviewing and processing contracts.

The Board reviewed Case No. 2023-07. Correspondence will be sent to the Respondent.

The Board reviewed Case No. 2023-08.

STATUS OF ANNUAL CODE OF ETHICS TRAINING FOR COUNTY EMPLOYEES:

Amanda provided an update on the 2023 Code of Ethics Training. There are 4 county employees who still need to complete the ethics training. All of these employees are still out on medical leave and will be required to complete the training upon their return to

work. She also reported that for Extension Request Form #T-23-11 the individual is no longer an employee and no longer needs to submit a corrected Extension Request Form.

The Board reviewed and approved corrected Extension Request Form #T-23-07.

STATUS OF FINANCIAL DISCLOSURE FORMS:

Amanda reported that so far for 2023, a total of 345 forms have been reviewed and approved by the Board as of August 15, 2023. There are 17 forms pending review and 3 forms with upcoming due dates.

NEXT MEETING:

The next meeting of the Ethics Board is scheduled for September 13, 2023 at 2 p.m. in Room 331 of the Gerace Office Building, 3 N. Erie St. in Mayville, N.Y.

MOTION TO ADJOURN:

Stephanie motioned to adjourn the meeting at 3:19 p.m., which was seconded by Diane. All in favor.

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