

CHAUTAUQUA COUNTY ETHICS BOARD MEETING MINUTES

DATE: March 10, 2021

LOCATION: Rooms 331 & 333, Gerace Office Building, 3 North Erie Street,
Mayville, New York 14757

TIME: 4 – 5:34 p.m.

MEMBERS PRESENT: John Marengo
David Rowe
Mary Kay Szwejbka

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

CALL TO ORDER & PUBLIC NOTIFICATION:

Mary Kay called the meeting to order at 4:07 p.m. with her, John, David and Amanda present.

Amanda confirmed proper public notification was completed as the notice of today's meeting was sent out to the local media on March 4, 2021 and the meeting notice and materials were also posted on the county website that same day. She also confirmed that the meeting appeared in the Post-Journal's "Briefly" section on March 5, 2021.

REVIEW CORRESPONDENCE:

Mary Kay motioned to enter into Executive Session at 4:10 p.m. to discuss matters leading to the demotion, discipline, suspension dismissal or removal of a particular person or corporation, which was seconded by Dave. All in favor.

Mary Kay motioned to leave Executive Session at 4:19 p.m., which was seconded by Dave. All in favor.

Kristen arrived at the meeting at 4:21 p.m.

John reported that he checked the board's P.O. Box and no mail was received.

MEMBERSHIP:

The board welcomed John to the Ethics Board, who was appointed on 12/16/21 to fill Rose's term, which will expire on 1/31/23.

The board still has two vacancies to fill. Amanda reported that the County Executive is in the process of appointment John Hamels to the board, which is awaiting the County Legislature's confirmation at the end of the month. She is also waiting to hear back from another potential member to see if the individual is interested in joining the board.

Dave and Mary Kay reported that they would be willing to serve as Co-Chairs until there is a full Ethics Board again. John motioned to appoint Dave and Mary Kay as Co-Chairs, which was seconded by Mary Kay. All in favor.

Mary Kay motioned to nominate John as the Secretary for the Board, which was seconded by Dave. All in favor.

APPROVAL OF MINUTES:

Dave motioned to approve the minutes from the November 12, 2020 meeting, which was seconded by Mary Kay. All in favor with John noting he wasn't a member at the last meeting.

UPDATE ON CORRECTIVE ACTION PLAN FOR AUDIT:

Kristen updated the Board on the status of the County's Corrective Action Plan for the recent audit that was conducted by the New York State Comptroller's Office. She mentioned additional training requirements for Ethics Board members and a vendor list that will further help the board check for conflicts of interest when reviewing the Statement of Financial Disclosure forms. In addition, she is in the process of amending the Code of Ethics for the County Legislature and County Executive's review and approval.

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

Amanda reported that in December 2020, the County Executive sent Removal from Board letters to department liaisons for the two board members who failed to complete the 2020 Code of Ethics Training. These two individuals are no longer members of these boards.

She also reported the annual notification for the 2021 Training was emailed to Department liaisons on December 30, 2020 so they could distribute the training to their board members. All board member confirmations are due to the County Executive's Office by March 31, 2021. So far, 5 of the 26 boards have completed the 2021 Training and reminder emails will go out on March 22, 2021 to Department Liaisons for those board members we still need to turn in their confirmations.

Kristen left the meeting at 4:50 p.m.

STATUS OF FINANCIAL DISCLOSURE FORMS AND ANNUAL FILING:

Amanda reported that in 2020, the Ethics Board reviewed and approved a total of 347 Statements of Financial Disclosure.

For the 2021 annual filing, she reported that as of today, 327 forms are required for the annual filing. So far, 19 forms have been reviewed and approved by board members and 145 are pending the board's review. She also said the 2021 annual filing reminder was mailed or emailed to those required to file on March 5, 2021 and reminder notices will be emailed to department heads on April 20, 2021 for any of their employees or board members who have not completed and returned the form within 10 days of the April 30th deadline.

REVIEW OF SUBMITTED STATEMENT OF FINANCIAL DISCLOSURE:

The Board reviewed a 2020 Statement of Financial Disclosure where the individual had requested a time extension on the deadline for it and the 2020 Training Confirmation.

The board decided to give him a one-time extension and going forward will expect timely filing from the individual. The form was reviewed and approved for filing.

DISCUSS 2020 ANNUAL REPORT PREPARATION:

Mary Kay said she will work on putting together the 2020 Annual Report for the board's review and approval.

NEXT MEETING:

The Board's next meeting is TBD.

MEETING ADJOURNED:

Mary Kay motioned to adjourn the meeting at 5:34 p.m., which was seconded by John. All in favor.

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