

# CHAUTAUQUA COUNTY ETHICS BOARD MEETING MINUTES

DATE: August 25, 2021  
LOCATION: Room 149, Gerace Office Building, 3 North Erie Street,  
Mayville, New York 14757  
TIME: 3 – 5:09 p.m.

MEMBERS PRESENT: John Hamels  
David Rowe  
Mary Kay Szwejbka

MEMBERS ABSENT: Diane Hannum  
John Marengo

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

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CALL TO ORDER & PUBLIC NOTIFICATION:  
Mary Kay called the meeting to order at 3 p.m.

Amanda confirmed proper public notification was completed as the notice of today's meeting was sent out to the local media on August 17, 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 on August 18, 2021 and the Observer on August 21, 2021.

APPROVAL OF MINUTES:

Amanda requested a change to the minutes as there was a numerical error in the number of employees she reported that were out on leave and would need to complete the Code of Ethics Training Upon their return to work. Instead of 9 employees, the number should be 18. Under the "Status of Annual Code of Ethics Training for County Employees and Board members" section of the minutes, she requested the following change to the minutes:

In addition, there are ~~9~~**18** employees who were out on leave and will be required to complete it upon their return to work.

John Hamels motioned to approve the minutes as amended, which was seconded by Dave. All in favor.

REVIEW CORRESPONDENCE:

Amanda reported that John Marengo had checked the Board's P.O. Box last week and there was no mail.

The Board also reviewed Case No. 2021-06.

John Hamels moved to also refer the first sentence of the Case Report to the supervisor, which was seconded by Dave. All in favor.

REPORT FROM ATTORNEY:

Kristen reviewed with Ethics Board members the possible penalties and actions that could be taken for an individual's noncompliance with the Code of Ethics. She also hopes to have the Board's updated policy available for review at the next meeting.

PROCEDURES DISCUSSION:

John Hamels recommended a tip sheet go out next year with the Code of Ethics Training and Statement of Financial disclosure so individuals know to expect a fine or other discipline if they do not timely comply with the training or filing requirements.

For individuals who have not timely returned their forms or completed their training, the Board set a fine of \$100. In the future, if the form and fine were not received within 10 business days, the amount will increase by \$100 for every 10 business days it is late.

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

Amanda reported that 13 Annual Code of Ethics Training confirmations are still missing. This includes 4 active employees and 9 individuals who are still out on leave.

The Board reviewed and approved 33 Request Forms for an Extension of Time to Certify Completion of Ethics Training.

STATUS OF FINANCIAL DISCLOSURE FORMS AND ANNUAL FILING:

Amanda reported that so far for 2021, a total of 340 Statements of Financial Disclosure have been reviewed, approved and filed.

There are four annual forms that are still missing from active employees.

The Board reviewed and approved 2 Request Forms for an Extension of Time to File the Statement of Financial Disclosure Form and also approved their accompanied disclosure statements.

NEXT MEETING:

The next meeting is scheduled for September 15, 2021 at 3 p.m. in the Gerace Office Building, Room TBD.

MEETING ADJOURNED:

Mary Kay motioned to adjourn the meeting at 5:09 p.m., which was seconded by John Hamels. All in favor.

Minutes prepared by Amanda Gallagher and respectfully submitted to David Rowe and Mary Kay Szwejbka.