

CHAUTAUQUA COUNTY ETHICS BOARD MEETING MINUTES

DATE: November 17, 2021

LOCATION: Room 149, Gerace Office Building, 3 North Erie Street,
Mayville, New York 14757

TIME: 3:04 - 5:17 p.m.

MEMBERS PRESENT: John Hamels
Diane Hannum
John Marengo
David Rowe
Mary Kay Szwejbka

OTHERS PRESENT: Mary Ann Spanos from the Office for Aging Services
PJ Wendel from the County Executive's Office
James Feldmann from the County Executive's Office
Amanda Gallagher from the County Executive's Office
Kristen Wright from the County Law Department

CALL TO ORDER:

Mary Kay called the meeting to order at 3:04 p.m.

DISCUSSION

Board discussed Code of Ethics Training with Mary Ann Spanos.

Diane entered the meeting at 3:09 p.m.

Mary Ann left the meeting at 3:19 p.m.

RECOGNITION:

The Board recognized and thanked its board liaison, Amanda Gallagher, for her hard work in assisting the Ethics Board.

PUBLIC NOTIFICATION:

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 November 8, 2021. She also confirmed that the meeting appeared in the Observer's "Community Notebook" section on November 10, 2021 and in the Post-Journal's "Briefly" section on November 12, 2021.

APPROVAL OF MINUTES:

Dave motioned to approve the minutes from November 2, 2021 meeting, which was seconded by John M. All in favor.

REVIEW CORRESPONDENCE:

John M. reported that there was no mail in the Board's P.O. Box.

Amanda reported the Board received correspondence from the Department of Public Facilities, which was reviewed with the Board.

RECOGNITION:

PJ Wendel and James Feldmann arrived at the meeting at 3:30 p.m.

PJ and the Ethics Board members recognized Mary Kay for her 23 years of service to the Board.

PJ and James left the meeting at 3:40 p.m.

REPORT FROM COUNTY ATTORNEY:

The Board reviewed updates to the Ethics Board Procedure: Financial Disclosure Statements and Ethics Board Training.

John motioned to approve the updated Ethics Board Procedure, which was seconded by Dave. All in favor.

STATUS OF ANNUAL CODE OF ETHICS TRAINING:

Amanda reported that 4 Annual Training confirmations are still missing. They are all employees who are still out in leave. The training confirmation has also been received for the Chautauqua Lake Protection and Rehabilitation Agency.

Two Training Extension Request Forms and 1 Disclosure Extension Request Form were received for the Board's review.

Dave motioned to approve the Extension Request Form for the Sherriff employee, which was seconded by John H. All in favor.

The training extension request form, disclosure extension request form and financial disclosure form from the same board member were then reviewed. The financial disclosure form was reviewed and approved.

John M. motioned to deny both extension request forms for the individual. Motion failed.

John M. motioned to request a copy of the return envelope from the individual who requested the extensions and if the envelope is supplied and has been timely mailed then

the extensions will be granted, otherwise the extensions will be denied, which was seconded by Diane. All in favor.

Mary Kay left the meeting at 4:30 p.m.

STATUS OF FINANCIAL DISCLOSURE FORMS AND ANNUAL FILING:

Amanda reported that so far for 2021, the Board has reviewed, approved and filed 364 Statements of Financial Disclosure. In addition, all annual filing forms that were due by April 30th have now been received and filed as of October 27, 2021.

The Board also reviewed and approved one amended form during the meeting.

John M. motioned to enter into executive session at 4:35 pm. to discuss matters leading to the discipline, suspension, dismissal or removal of a particular person, which was seconded by Dave. All present were in favor.

John H. motioned to approve the Findings of Fact and Decision and Order for Case No. 2021-04, which was seconded by Diane. All present were in favor.

Diane motioned to leave executive session at 5:04 p.m., which was seconded by John M. All present were in favor.

DISCUSS 2022 CODE OF ETHICS TRAINING:

The Ethics Board reviewed the trainings for 2021 for potential updates that they would like implemented for the 2022 training. The Board requested that 2022 training materials include Local Law 3-21 (Chautauqua County Code of Ethics) and the Code of Ethics Training presentation. Individuals who are required to complete the statement of financial disclosure form will also be need to take/receive the Disclosure Form Training presentation.

DISCUSS 2021 ANNUAL REPORT PREPARATIONS:

Mary Kay will not be seeking re-appointment when her term expires on 1/31/22. The County Executive will work on finding a replacement. Amanda said if the Board has a woman to recommend for the position to please let her know.

Dave and Amanda will work on putting together the 2021 Annual Report.

NEXT MEETING:

The next meeting is scheduled for March 16, 2022 at 3 p.m. in the Gerace Office Building in Mayville. Room TBD.

MEETING ADJOURNED:

John H. motioned to adjourn the meeting at 5:17 p.m., which was seconded by Dave. All present were also in favor.

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