

CHAUTAUQUA COUNTY ETHICS BOARD (CCEB)

MEETING AGENDA

Fifth Meeting of CY2024

Wednesday, October 16, 2024

1 p.m.

Room 331

Gerace Office Building

3 North Erie St.

Mayville, NY 14757

- I. Call to order: confirm proper public notification was completed.
- II. Review and approve September 18, 2024 minutes.
- III. Review correspondence.
- IV. Review Changes to Ethics Board Procedure.
- V. Review draft Question and Answer about the Code of Ethics.
- VI. Status of Annual Code of Ethics Training for County Employees and Board Members.
- VII. Status of Financial Disclosure forms.
- VIII. Discuss 2024 Annual Report.
  - a. Membership—Stephanie’s term expires 1/31/25
  - b. Set 2025 Meeting dates
- IX. Next meeting: TBD
- X. Meeting adjourned.

# CHAUTAUQUA COUNTY ETHICS BOARD MEETING MINUTES

DATE: September 18, 2024  
LOCATION: Room 331, Gerace Office Building,  
3 North Erie Street  
Mayville, New York 14757

TIME: 1:06 p.m. – 3:30 p.m.

MEMBERS PRESENT: John Hamels  
John Marengo  
Darlene Nygren  
Stephanie Stevens

MEMBERS EXCUSED: Diane Hannum

OTHERS PRESENT: Amanda Gallagher from the County Attorney's Office  
Kristen Wright from the County Attorney's Office  
Respondent for Case No. 2024-15A  
Respondent for Case No. 2024-15B  
Respondent for Case No. 2024-18

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## CALL TO ORDER & PUBLIC NOTIFICATION:

John M. called the meeting to order at 1:06 p.m.

Amanda confirmed proper public notification was completed as the notice of today's meeting was posted on the county website on September 4, 2024 and sent out to the local media on September 5, 2024. It also appeared in the Observer's "Community Notebook" section on September 6, 2024 and in the Post-Journal's "Briefly" section on September 10, 2024.

## APPROVAL OF MINUTES:

John H. motioned to approve the minutes from the July 18, 2024 meeting, which was seconded by Stephanie. All in favor.

## RECUSAL PROCEDURE:

The Board discussed the procedure of how members should recuse themselves from a case if they have a conflict.

## REVIEW CORRESPONDENCE:

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

Amanda reported that she received a renewal notification for the Board's P.O. Box and the renewal bill has been paid.

The Board reviewed its open cases.

John H. motioned to close Case No. 2024-12, which was seconded by Stephanie. All in favor.

John H. motioned to approve the determination and orders for Case Nos. 2024-03A, 2024-04A, and 2024-05, which was seconded by Stephanie. All in favor.

Stephanie motioned to approve Extension Request Form No. D-24-01 and close Case No. 2024-11, which was seconded by John H. All in favor.

John H. motioned to approve Extension Request Form No. T-24-10 and close Case No. 2024-14, which was seconded by Stephanie. All in favor.

Amanda left the meeting at 1:30 p.m.

Amanda and Respondent for Case No. 2024-15A arrived at the meeting at 1:31 p.m.

Stephanie motioned to enter into executive session to discuss matters leading to the potential discipline of a particular person, which was seconded by Darlene. All in favor. Executive session entered at 1:31 p.m.

Respondent for Case No. 2024-15A left the meeting at 1:46 p.m.

John H. motioned to leave executive session, which was seconded by Stephanie. All in favor. Executive session left at 1:48 p.m.

John H. motioned to enter into executive session to discuss matters leading to the potential discipline of a particular person, which was seconded by Stephanie. All in favor. Executive session entered at 1:48 p.m.

Amanda left the meeting at 1:48 p.m.

Amanda and Respondent for Case No. 2024-15B arrived at the meeting at 1:50 p.m.

Respondent for Case No. 2024-15B left the meeting at 1:57 p.m.

Stephanie motioned to leave executive session, which was seconded by John H. All in favor. Executive session left at 1:58 p.m.

John H. motioned to close Case No. 2024-15B, which was seconded by Darlene. All in favor.

Kristen left the meeting at 2:00 p.m.

Respondent for Case No. 2024-18 arrived at the meeting at 2:15 p.m.

Stephanie motioned to enter into executive session to discuss matters leading to the potential discipline of a particular person, which was seconded by Darlene. All in favor. Executive session entered at 2:15 p.m.

Stephanie motioned to leave executive session, which was seconded by Darlene. Executive session left at 2:24 p.m.

Stephanie motioned to grant an extension through August 10, 2024 for Case No. 2024-18, which was seconded by John. H. All in favor.

Respondent for Case No. 2024-18 left the meeting at 2:26 p.m.

Stephanie motioned to enter into executive session to discuss matters leading to the potential discipline of a particular person, which was seconded by Darlene. All in favor. Executive session entered at 2:27 p.m.

Kristen returned to the meeting at 2:31 p.m.

Stephanie motioned to leave executive session, which was seconded by John H. All in favor. Executive session left at 2:43 p.m.

John H. motioned to close Case No. 2024-20 noting that it would be subject to being reopened if additional information is received, which was seconded by Darlene. All in favor.

Stephanie left the meeting at 2:45 p.m.

Darlene motioned to enter into executive session to discuss matters leading to the potential discipline of a particular person, which was seconded by John H. John M. was also in favor. Executive session entered at 2:46 p.m.

John H. motioned to leave executive session, which was seconded by Darlene. John M. was also in favor. Executive session left at 2:48 p.m.

John H. motioned to table the discussion of Case No. 2024-02 until the October Ethics Board Meeting, which was seconded by Darlene. John M. was also in favor.

Darlene left the meeting at 2:48 p.m.

Stephanie returned to the meeting at 2:48 p.m.

John H. motioned to enter into executive session to discuss matters leading to the potential discipline of a particular person, which was seconded by Stephanie. John M. was also in favor. Executive session entered at 2:50 p.m.

John H. motioned to leave executive session, which was seconded by Stephanie. John M. was also in favor. Executive session left at 2:53 p.m.

John H. motioned to close Case Nos. 2024-08, 2024-09, 2024-08A, and 2024-09A, which was seconded by Stephanie. John M. was also in favor.

John H. and Kristen left the meeting at 2:53 p.m.

Darlene and Kristen returned to the meeting at 2:54 p.m.

John H. returned to the meeting at 2:55 p.m.

STATUS OF ANNUAL CODE OF ETHICS TRAINING FOR COUNTY EMPLOYEES:

Amanda provided an update on the 2024 Code of Ethics Training. One of the six employees who were still out on medical leave is no longer a county employee and is no longer required to complete the ethics training. In addition, 1 employee has returned and completed the training and extension request form, 1 employee has returned and still needs to complete the training and extension request form, and 3 employees are still out on leave.

John H. motioned to approve Extension Request Form No. T-24-11, which was seconded by Darlene. All in favor.

STATUS OF FINANCIAL DISCLOSURE FORMS:

Amanda reported that so far for 2024, a total of 345 forms have been reviewed and approved by the Board as of September 13, 2024. There are 3 forms pending review and 3 forms with an upcoming due date.

John H. motioned to approve Extension Request Form No. D-24-02, which was seconded by Darlene. All in favor.

REVIEW OF CHANGES TO CODE OF ETHICS, STATEMENT OF FINANCIAL DISCLOSURE, TITLES OF REQUIRED FILERS, AND VIOLATION REPORTING FORM:

Stephanie motioned to recommend to the County Legislature changes to the Code of Ethics, which was seconded by John H. All in favor.

John H. motioned to recommend changes to the Statement of Financial Disclosure, which was seconded by Stephanie. All in favor.

Stephanie left the meeting at 3:25 p.m.

RETURN TO REVIEW CORRESPONDENCE:

Respondent for Case No. 2024-19 did not show up for the Informal Settlement Conference scheduled for today.

John H. motioned to recommend that the respondent for Case No. 2024-19 be suspended until such time respondent's obligation is completed, which was seconded by Darlene. John M. was also in favor.

RETURN TO REVIEW OF CHANGES TO CODE OF ETHICS, STATEMENT OF FINANCIAL DISCLOSURE, TITLES OF REQUIRED FILERS, AND VIOLATION REPORTING FORM:

Darlene motioned to approve the recommended changes to the list of titles of individuals who are required to file a Statement of Financial Disclosure, which was seconded by John H. John M. was also in favor.

John H. motioned to approve changes to the Code of Ethics Violation Reporting Form, which was seconded by Darlene. John M. was also in favor.

NEXT MEETING:

The next meeting of the Ethics Board is scheduled for October 16, 2024 at 1 p.m. in Room 331 of the Gerace Office Building, 3 N. Erie St. in Mayville, N.Y.

MOTION TO ADJOURN:

John H. motioned to adjourn the meeting at 3:30 p.m., which was seconded by Darlene. John M. was also in favor.

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