

CHAUTAUQUA COUNTY ETHICS BOARD (CCEB)

MEETING AGENDA

Third Meeting of CY2024

Thursday, July 18, 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 May 15, 2024 minutes.
- III. Review correspondence.
- IV. Status of Annual Code of Ethics Training for County Employees and Board Members.
- V. Status of Financial Disclosure forms.
- VI. Next meeting: September 18, 2024 at 1 p.m. in Room 331 of the GOB in Mayville.
- VII. Meeting adjourned.

# CHAUTAUQUA COUNTY ETHICS BOARD MEETING MINUTES

DATE: May 15, 2024  
LOCATION: Room 331, Gerace Office Building,  
3 North Erie Street  
Mayville, New York 14757

TIME: 1:03 – 2:56 p.m.

MEMBERS PRESENT: John Hamels  
Diane Hannum  
John Marengo  
Darlene Nygren  
Stephanie Stevens

OTHERS PRESENT: Amanda Gallagher from the County Attorney's Office  
Kristen Wright from the County Attorney's Office

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## CALL TO ORDER & PUBLIC NOTIFICATION:

John M. called the meeting to order at 1:03 p.m.

Amanda confirmed proper public notification was completed as the notice of today's meeting was posted on the county website on May 1, 2024 and was sent out to the local media on May 2, 2024. It also appeared in the Post-Journal's "Briefly" section on May 13, 2024.

## APPROVAL OF MINUTES:

John H. motioned to approve the minutes from the April 10, 2024 meeting, which was seconded by Stephanie. All in favor with Darlene abstaining from voting as she was not present at the last meeting.

## REVIEW CORRESPONDENCE:

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

Amanda reported that correspondence was received through the County Executive's Office concerning case files.

Stephanie motioned to close Case No. 2024-04, which was seconded by Diane. All in favor.

John H. motioned to approve Extension Request Form # T-24-04 for Case No. 2024-03, which was seconded by John M.. All in favor.

Diane motioned to approve Extension Request # T-24-05 and to close case No. 2024-10, which was seconded by John H. All in favor.

John H. motioned to grant extensions for Case Nos. 2024-08 and 2024-09, which was seconded by Stephanie. Darlene recused herself from this vote and all others were in favor.

VOTE FOR CHAIR & SECRETARY:

Stephanie motioned to approve the slate of officers with John M. serving as Chair and John H. serving as Secretary, which was seconded by Diane. All in favor.

RETURN TO REVIEW CORRESPONDENCE:

Respondent for Case Nos. 2024-05, 2024-03A, and 2024-04A did not show up for the informal settlement conferences that were scheduled for today.

John H. motioned to enter into executive session to discuss the potential discipline of a particular employee, which was seconded by Darlene. All in favor. Executive session entered at 2:04 p.m.

Diane left meeting at 2:23 p.m.

John H. motioned to leave executive session, which was seconded by John M. All in favor. Executive session ended at 2:39 p.m.

John H. motioned to approve the Findings of Fact and Order for Case No. 2024-01, which was seconded by John M. All in favor.

John H. motioned to proceed with an informal conversation for Case No. 2024-02, which was seconded by John M. Stephanie recused herself from this vote and all others were in favor.

Darlene motioned to proceed with hearings for Case Nos. 2024-05, 2024-03A and 2024-04A, which was seconded by John M. All in favor.

John H. motioned to send a letter to Respondent for Case Nos. 2024-08A and 2024-09A, which was seconded by Stephanie. Darlene recused herself from this vote and all others were in favor.

STATUS OF ANNUAL CODE OF ETHICS TRAINING FOR COUNTY EMPLOYEES:

Amanda provided an update on the 2024 Code of Ethics Training. Three of the sixteen employees who were out on medical leave or were snowbirds have returned and completed their training along with the extension request form.

John H. motioned to approve Extension Request Form Nos. T-24-01, T-24-02, and T-24-03, which was seconded by John M. All in favor.

STATUS OF FINANCIAL DISCLOSURE FORMS:

Amanda reported that so far for 2024, a total of 270 forms have been reviewed and approved by the Board as of May 14, 2024. There are 48 forms still pending review, 9 forms with an upcoming due date, 1 incomplete form where the filer is out on leave and will be notified of the necessary correction upon their return, and 1 past due corrected form.

Six board members of the County of Chautauqua Industrial Development Agency (CCIDA) also submitted CCIDA Statement of Financial Disclosure forms for filing with the County Clerk's Office.

Amanda also reminded the board members to send her their business lists that they created when reviewing the disclosure forms so she can combine them and send the master list to the Purchasing Department.

NEXT MEETING:

The next meeting of the Ethics Board is scheduled for July 18, 2024 at 1 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 2:56 p.m., which was seconded by John M. All in favor.

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