

CHAUTAUQUA COUNTY ETHICS BOARD (CCEB)

MEETING AGENDA

Fourth Meeting of CY2024

Wednesday, September 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 July 18, 2024 minutes.
- III. Review correspondence.
- IV. Review Changes to Code of Ethics, Statement of Financial Disclosure Form, Titles of Required Filers, Violation Reporting Form, and Ethics Board Procedures.
- V. Status of Annual Code of Ethics Training for County Employees and Board Members.
- VI. Status of Financial Disclosure forms.
- VII. Discuss 2024 Annual Report.
 - a. Membership—Stephanie’s term expires 1/31/25
 - b. Set 2025 Meeting dates
- VIII. Next meeting: October 16, 2024 at 1 p.m. in Room 331 of the Gerace Office Building, 3 N. Erie St., Mayville, N.Y.
- IX. Meeting adjourned.

CHAUTAUQUA COUNTY ETHICS BOARD MEETING MINUTES

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

TIME: 1:07 p.m. – 4:07 p.m.

MEMBERS PRESENT: John Hamels
Diane Hannum
John Marengo
Stephanie Stevens

MEMBERS EXCUSED: Darlene Nygren

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

CALL TO ORDER & PUBLIC NOTIFICATION:

John M. called the meeting to order at 1:07 p.m.

Amanda confirmed proper public notification was completed as the notice of today's meeting was posted on the county website and sent out to the local media on July 2, 2024. It also appeared in the Observer's "Community Notebook" section on July 3, 2024 and in the Post-Journal's "Briefly" section on July 15, 2024.

APPROVAL OF MINUTES:

Stephanie motioned to approve the minutes from the May 15, 2024 meeting, which was seconded by Diane. 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 reported that there was mail in the Board's P.O. Box concerning case files and Amanda reported that correspondence was received through the County Executive's Office concerning case files.

Stephanie left the meeting at 1:12 p.m.

Diane motioned to enter into executive session to discuss matters leading to the employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person, which was seconded by John M. All in favor. Executive session entered at 1:13 p.m.

Diane motioned to leave executive session, which was seconded by John H. All in favor. Executive session ended at 1:27 p.m.

Amanda left the meeting at 1:27 p.m.

Amanda and Respondent for Case No. 2024-02 entered the meeting at 1:29 p.m.

Diane motioned to enter into executive session to discuss matters leading to the employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person, which was seconded by John H. All in favor. Executive session entered at 1:29 p.m.

Respondent for Case No. 2024-02 left the meeting at 1:49 p.m.

John H. motioned to leave executive session, which was seconded by Diane. All in favor. Executive session ended at 1:53 p.m.

Stephanie entered the meeting at 1:53 p.m.

Diane motioned to enter executive session to receive advice from the County Attorney, which was seconded by Stephanie. All in favor. Executive session entered at 1:54 p.m.

Diane motioned to leave executive session, which was seconded by Stephanie. All in favor. Executive session ended at 2:01 p.m.

The meeting was then moved to the Legislative Chambers.

HEARINGS:

The Ethics Board conducted back-to-back Hearings for Case Nos. 2024-05, 2024-03A, and 2024-04A. The Hearings were to start at 2 p.m., but Respondent for these cases did not appear. The Board waited until 2:14 p.m. to open the hearings in case Respondent was running late, but Respondent still did not appear.

The Board started the hearing for Case No. 2024-05 at 2:14 p.m. The hearing closed at 2:23 p.m.

The Board started the hearing for Case No. 2024-03A at 2:29 p.m. The hearing was paused as Amanda and Kristen left the meeting at 2:35 p.m. and then returned at 2:37 p.m. The hearing resumed and was then closed at 2:41 p.m.

The Board started the hearing for Case No. 2024-04A at 2:42 p.m. The hearing closed at 2:47 p.m.

John H. motioned that for Case No. 2024-05 the Ethics Board found the Respondent to be in violation of the Code of Ethics with a penalty of a \$200.00 fine to be imposed, which was seconded by Diane. All in favor.

Diane motioned that for Case No. 2024-03A the Ethics Board found the Respondent to be in violation of the Code of Ethics with a penalty of a \$200.00 fine to be imposed, which was seconded by Stephanie. All in favor.

Stephanie motioned that for Case No. 2024-04A the Ethics Board found the Respondent to be in violation of the Code of Ethics with a penalty of a \$200.00 fine to be imposed, which was seconded by John H. All in favor.

The County employee who serves as liaison for a County Board in regards to Case No. 2024-09 entered the meeting at 3:02 p.m.

The Board discussed Case No. 2024-09.

John H. motioned to put on hold or suspend Case Nos. 2024-09 and 2024-09A until further notice, which was seconded by Stephanie. All in favor.

The County employee who serves as liaison for a County Board in regards to Case No. 2024-09 left the meeting.

The Board reviewed Case No. 2024-08A.

John H. motioned to send a friendly reminder to the Department for Case No. 2024-08A to please get notices out in a timely manner per the Law, which was seconded by Diane. All in favor.

The Board reviewed Case No. 2024-11.

John H. motioned to offer an extension to Respondent for Case No. 2024-11, which was seconded by Diane. All in favor.

The Board reviewed Case No. 2024-12.

John H. motioned to void the check and mail it back to the Respondent for Case No. 2024-12, which was seconded by Stephanie.

The Board reviewed Case No. 2024-13.

John H. motioned that the report for Case No. 2024-13 be forwarded to the appropriate agency and this case be closed, which was seconded by Stephanie. All in favor.

The Board reviewed Case No. 2024-14.

John H. motioned to offer an extension to Respondent for Case No. 2024-14, which was seconded by Diane. All in favor.

The Board reviewed Case No. 2024-15.

John H. motioned to invite the Department Head and the Respondent for Case No. 2024-15 to the next meeting so the Board may discuss this matter separately with each of them, which was seconded by Stephanie. All in favor.

The Board reviewed Case No. 2024-17, which was a similar report to Case No. 2024-15, which is being reviewed by the Board.

The Board reviewed Case No. 2024-16.

John H. motioned that the report for Case No. 2024-16 is not under the Ethics Board's purview and that this case be closed, which was seconded by Diane. All 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 thirteen employees who were out on medical leave are no longer county employees and are no longer required to complete the training. In addition, 3 employees who were out on medical leave have returned and completed their training along with the extension request form. There are 7 employees still out on medical leave.

Amanda also reported that the extension request form was received for Case No. 2024-08.

Diane motioned to approve Extension Request Form Nos. T-24-06, T-24-07, T-24-08, and T-24-09, which was seconded by Stephanie. All in favor.

STATUS OF RELATED PERSON DISCLOSURE FORMS:

Amanda reported that on July 1, 2024, she and Kristen met with Human Resources Director Debbie Makowski and had received an update on the Related Person Disclosure forms. At that time, HR reported that out of over 1,400 employees they were still missing 53 Related Person Disclosure forms. Of those forms missing, 30 were for current employees and 23 were for employees who were out on leave. HR had also advised that numerous reminder emails were sent to the employees about completing the form and the employees' department heads have been made aware. At that time, HR was going to send out one more reminder email requesting that anyone who did not have their Related

Person Disclosure form in by July 17, 2024 would have their matter turned over to the Ethics Board for further action. Amanda received an update report from Makowski today that only 2 employees have outstanding forms.

Stephanie motioned that the Ethics Board send a letter requesting that these two employees complete and return their Related Person Disclosure form by the end of this month and if they don't they will come before the Board at its September meeting, which was seconded by John H. All in favor.

These have been assigned Case No. 2024-18 and Case No. 2024-19.

STATUS OF FINANCIAL DISCLOSURE FORMS:

Amanda reported that so far for 2024, a total of 331 forms have been reviewed and approved by the Board as of July 17, 2024. There is 1 incomplete form where the filer is out on leave and will be notified of the necessary correction upon their return, and 1 form with an upcoming due date.

Amanda also reported that one board member of the County of Chautauqua Industrial Development Agency (CCIDA) submitted a CCIDA Statement of Financial Disclosure form 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 September 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:

John H. motioned to adjourn the meeting at 4:07 p.m., which was seconded by Stephanie All in favor.

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

LOCAL LAW
INTRODUCTORY 10-23
CHAUTAUQUA COUNTY

A LOCAL LAW AMENDING THE CHAUTAUQUA COUNTY CODE OF ETHICS

BE IT ENACTED, by the County Legislature of the County of Chautauqua, New York, as follows:

I. Local Law 10-22 of the County of Chautauqua, entitled "A Local Law Amending the Chautauqua County Code of Ethics, is hereby amended by substitution to state as follows:

Section 1. Short Title

This code of ethics shall be known as the "Chautauqua County Code of Ethics."

Section 2. Legislative Purpose

The purpose of this Code is to establish minimum standards of ethical conduct for County officers and employees to ensure that County government is free from improper influence. Ethical conduct ultimately depends on the personal integrity of County officers and employees and on the vigilance of their communities. The establishment of the standards and guidelines set forth in this code is a step toward providing the highest caliber of public administration for County government and increased confidence in its officials, while recognizing that public service cannot require a complete divesting of all proprietary interests nor impose overly burdensome disclosure requirements if County government is to attract and hold competent administrators.

By requiring public disclosure of interests that may influence or be perceived to influence the actions of County officials, this code is intended to facilitate consideration of potential problems before they arise, to minimize unwarranted suspicion, and to enhance the accountability of government to the people.

The disclosure requirements of this Code of Ethics are in addition to any other requirements imposed by law. Additional disclosure to the public is available pursuant to the New York State Freedom of Information Law and Election Law requirements. Copies of all contracts with the County are also available for public inspection at the Office of the Clerk of the County Legislature.

Section 3. Definitions

When used in this Code and unless otherwise expressly stated:

1. "Agency" means any office, board, body, advisory board, council, commission, agency, department, district, administration, division, bureau, or committee of the County.

2. "Appear" and "Appear Before" mean communicating in whatever form, whether personally or through another person.
3. "County Officer or Employee" means any officer or employee of the County, whether paid or unpaid, including Public Officials and all other members of any Agency of the County, but does not include a judge, justice, officer, or employee of the Unified Court System.
4. "Dependent" means an individual who will be claimed by the County Officer or Employee as a dependent on the current year's State or Federal tax return.
5. "Family Member" means a spouse, child, parent, or sibling, including step, adoptive and half relations, a Dependent, and a household member of a County Officer or Employee.
6. "Nepotism" means giving unfair or undue preferential or favorable treatment to a Related Person, significant other, or friend.
7. "Person" means an individual, corporation, partnership, unincorporated association, and all other entities.
8. "Related Person" means: a spouse, fiancé(e), parent, parent-in-law, grandparent, child, grandchild, sibling, sibling-in-law, first cousin, aunt, uncle, niece, or nephew, including step, adoptive, and half relations; a fiancé(e)'s parent or child; and a member of the County Officer or Employee's, or their fiancé(e)'s, household.
9. "Public Official" means any official who has discretionary authority, either alone or as a member of an Agency, but does not include a judge, justice, officer, or employee of the Unified Court System.
10. "Supervising Authority" means the County Executive or the County Legislature, in accordance with the County Charter and Administrative Code. In the case of units which are not supervised by either the County Executive or the County Legislature, such as the Board of Elections, the Director of Human Resources will serve as the Supervising Authority.

Section 4. Conflicts of Interest of County Officers and Employees

1. No County Officer or Employee shall directly or indirectly do or take any act prescribed below, or agree to do such acts, or attempt such acts, or induce another Person to do such acts:
 - a. act or Appear as agent, broker, employee, consultant, or representative for any third party in connection with any transaction that involves discretionary acts of any County Officer or Employee or act or Appear in any matter in which the County is a party or a complainant except on behalf of the County or himself or herself.

- b. solicit any gift, or accept or receive any gift having a value of seventy-five dollars (\$75.00) or more per year from any Person, other than a Family Member, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form, who the County Officer or Employee knows is considering or has had any transactions with the County that involves any discretionary act by the County Officer or Employee.
- c. take or refrain from taking any action on any matter before the County in order to obtain a pecuniary or material benefit different from that to be derived by the general public for:
 - (i) himself or herself;
 - (ii) a Related Person;
 - (iii) any partnership or unincorporated association of which the County Officer or Employee is a member or employee or in which he or she has a proprietary interest;
 - (iv) any corporation of which the County Officer or Employee is an officer or director or of which he or she legally or beneficially owns or controls more than five percent (5%) of the outstanding stock;
 - (v) any Person with whom the County Officer or Employee or his or her Family Member has an employment, professional, business, or financial relationship, provided, however, that relationships which are available to and entered into by the general public on the same terms and conditions as those applicable to the County Officer or Employee, such as relationships in the nature of bank accounts, credit cards, bank loans, and mortgages, shall not be deemed to be financial relationships for purposes of this section; or
 - (vi) any Person from whom the County Officer or Employee or his or her spouse has received a pecuniary or material benefit having an aggregate value greater than two thousand dollars (\$2,000.00) per calendar year.

Examples of material or pecuniary benefits include, but are not limited to, hiring, promoting, authorizing a pay increase, providing a performance review, a job assignment or job description change, work schedule change, approving payroll, approving a voucher or expense claim, awarding a contract, extension of time to perform a contract, a contract dollar amount increase, and purchasing goods. Nothing in this section shall be construed as prohibiting a County Officer or Employee from performing a purely ministerial act.

Notwithstanding the above, a County Officer or Employee may respond to questions asked by an individual who will be taking or refraining from taking an action.

- d. solicit directly or indirectly any non-elected County Officer or Employee or any entity that is not subject to competitive bidding, to participate in an election campaign, or pay any assessment, subscription, or contribution to a political party, political party organization or election campaign, or to otherwise participate in political activities. This paragraph shall not prohibit a general solicitation of a class of persons, other than those expressly prohibited, of which such solicited County Officer or Employee happens to be a member.
- e. except where authorized by law, disclose any confidential information acquired in the course of official duties or use any such information for personal gain or to advance the financial interests of any other Person.
- f. after termination of his or her term of office or employment with the County, Appear Before the County or receive compensation for any services rendered on behalf of any Person other than the County in relation to any particular matter upon which he or she took any discretionary act during his or her term of office or employment with the County; provided, however, that this provision shall not prohibit the continuance of an existing contract when the former County employee has become the head of an entity that is a sole source for goods or services required by the County, or when the County Department Head determines that there is insufficient alternative availability of needed goods or services.
- g. no paid County Officer or Employee shall for two years after the termination of employment provide professional or managerial services for a third party on any matter involving his or her former County Agency; provided, however, that this provision shall not prohibit the continuance of an existing contract when the former County employee has become the head of an entity that is a sole source for goods or services required by the County, or when the County Department Head determines that there is insufficient alternative availability of needed goods or services.

This subsection shall not apply to any elected official, member, or employee of a federal, state, or local government or one of their agencies or instrumentalities, or to any action by a licensed attorney that is permitted by the New York State Rules of Professional Conduct. Retired County Officers or Employees who were working for a third party on a matter involving their former County Agency at the time of enactment of this Law may continue to perform such work as long as their actions do not violate the terms of this paragraph “g” as it was written on their date of retirement.

- h. act or Appear as an attorney in: (1) any litigation in which the County is a party or complainant that involves torts, civil rights, contracts, or eminent domain, except on behalf of the County or himself of herself; or (2) any other matter in which the County is a party or complainant that would constitute a violation of the New York State Rules of Professional Conduct.

2. No partnership, unincorporated association, corporation or any other entity owned or controlled by a County Officer or Employee shall Appear Before any County department or Agency which employs such County Officer or Employee except on behalf of the County or itself.

3. Nothing in this Local Law shall be construed to prohibit a County Officer or Employee or any other Person from receiving a County service or benefit or using a County facility which is generally available to residents or to a class of residents in the County.

4. Nothing in this Local Law shall be construed to prohibit a County Officer or Employee from performing any ministerial act.

5. Nothing in this Local Law shall be construed to prohibit an unpaid member of a County Agency from acting or appearing for a third party regarding a matter unrelated to the business of their County Agency, nor prohibit a County Officer or Employee who is an elected Public Official of another governmental entity from acting or appearing in their official capacity on behalf of such other governmental entity.

6. Nothing in this Local Law shall be construed to prohibit an unpaid member of an advisory County board, bureau, council, committee, or commission from acting or Appearing for a third party regarding a contract with the County when such member has no power or duty on behalf of the County to:

- a. negotiate, prepare, authorize or approve the contract or authorize or approve payment thereunder;
- b. audit bills or claims under the contract; or
- c. appoint a County Officer or Employee who has any of the powers or duties set forth above.

7. Nothing in this Local Law shall be construed to prohibit a County Officer or Employee from serving in an unpaid capacity as an officer or director of a non-profit or governmental entity, when such service is in furtherance of the official duties of the County Officer or Employee.

8. Nothing in this Local Law shall be construed to prohibit a member of a County advisory board, bureau, council, committee, or commission (collectively Advisory Body), who was selected to serve on the Advisory Body due to involvement in a particular industry, or employment by a particular entity, from taking action on a matter before the Advisory Body which has the potential to benefit or result in additional revenues to the industry or entity, provided such action is not binding on the County and is subject to further County approval.

Section 5. Nepotism

1. County employees must disclose to the Director of Human Resources the name of any Related Person who is an employee of the County. Such disclosure shall be made, using a form provided for that purpose
 - a. upon initial passage of this Law, such disclosure to be made within thirty (30) days of notification by the Department of Human Resources to do so, with all County Officers and Employees completing the nepotism disclosure form to assure that all were aware of and complied with this requirement;
 - b. within ten (10) business days of hire, election, or appointment; and
 - c. within ten (10) business days of a Related Person newly becoming a County employee, or of an existing County employee newly becoming a Related Person.
2. Except as otherwise required by law, or when determined by the Supervising Authority to be in the best interest of the County and otherwise consistent with this Law:
 - a. No County Officer or Employee, either individually or as a member of an Agency, may participate in any decision specifically to appoint, hire, promote, discipline, or discharge a Related Person for any position at, for or within the County or a County Agency.
 - b. No County Officer or Employee may supervise a Related Person in the performance of the Related Person's official powers or duties.
3. The Director of Human Resources will assist County supervisors with the development of safeguards to prevent Nepotism and the potential perception of Nepotism. In determining how to proceed, office morale, the overall working environment, and County integrity may take precedence over convenience or established arrangements.

Section 6. Interests in Contracts Pursuant to General Municipal Law

1. No County Officer or Employee may have an interest in a contract that is prohibited by section 801 of New York General Municipal Law.
2. Every County Officer and Employee shall disclose interests in actual or proposed contracts with the County at the time and in the manner required by section 803 of New York General Municipal Law.

Section 7. Use of County Resources

1. The use of County resources by County Officers and Employees shall be in compliance with County policies and procedures. County resources include but are

not limited to personnel time, position, money, vehicles, equipment, materials, supplies, and real property.

2. County resources shall not be used in a manner which is illegal or in furtherance of illegal activities.
3. No County Officer or Employee may use County resources for meaningful personal or private financial gain or material benefit; provided, however, that this provision shall not be construed as prohibiting:
 - a. a use of County resources authorized by law or County policy; or
 - b. a use of County resources for personal or private purposes when provided to a County Officer or Employee as part of such Officer or Employee's job responsibilities.

Section 8. Procurement Integrity

1. While procuring property or services of more than fifty thousand dollars (\$50,000.00) in value, no County Officer or Employee shall solicit, discuss, or accept, directly or indirectly, any promise of future employment or business opportunity from any contractor competing for such procurement.

2. While competing for award of a County procurement of property or services of more than fifty thousand dollars (\$50,000.00) in value, no contractor shall discuss or make, directly or indirectly, any offer or promise of future employment or business opportunity to any official of the County involved in such procurement.

Section 9. Annual Disclosure

1. All Public Officials who are elected or paid, and all County Officers or Employees who are authorized to use County-issued credit cards or to approve vouchers, invoices, purchase orders or contracts, such as purchasing clerks and purchasing agents, shall file with the Ethics Board, by depositing with the Office of the County Executive, a signed annual disclosure statement using a form approved by the Ethics Board which shall be substantially in conformance with the 2023 disclosure statement form filed with the Clerk of the County Legislature.

- a. within thirty (30) days of taking office; and
- b. no later than April 30 of each year thereafter.

A list of those titles which are subject to County disclosure requirements, as the same may be amended from time to time by the Ethics Board, is on file with the Clerk of the Legislature and in the office of the County Executive.

The Ethics Board shall have free and unlimited access to all forms at all times.

County department heads shall ensure that if an Officer or Employee under the department head's purview who is required to file a statement does not timely file a statement, such Officer or Employee's ability to directly or indirectly expend County funds is suspended until such time as the statement has been filed. This will include without limitation suspension of use of County-issued credit cards and suspension of the ability to approve vouchers, invoices, purchase orders, and contracts. Before May 15th of each year, the County Executive shall verify that every affected County Officer or Employee has filed his or her annual disclosure statement. Failure of the Department Head or the County Executive to comply with these requirements shall not relieve any individual from his or her duty to timely file a disclosure statement pursuant to this Code of Ethics.

2. Within thirty (30) days of any material change in the information contained in his or her most recently filed statement, the County Officer or Employee shall file a signed amendment to the statement indicating the change.

3. If a County Officer or Employee subject to the filing requirement is unable to timely file the statement or amended statement due to approved leave-time (excluding vacation time), illness, injury, lack of County engagement, or other justifiable circumstances, such individual must submit for Ethics Board approval a written request for an extension of time to file, approved by such Officer or Employee's department head or by the County Executive or Legislative Chair. The request shall be supported by such documentation as may be reasonably requested by the Ethics Board. The prioritization of other County matters over the filing of the disclosure statement is not grounds for an extension of time to file.

4. If a County Officer or Employee who is elected or paid is not able, after reasonable efforts, to obtain some or all of the information required by paragraph two of this section which relates to his or her spouse or household member, he or she shall so state, as part of the annual disclosure statement.

5. The Ethics Board shall review all disclosure statements. Upon being satisfied as to the content and completeness of a statement, the Ethics Board shall return the statement to the Office of the County Executive, which will in turn file the original statement with the County Clerk and an electronic copy with the Clerk of the Legislature. All such statements are public records and shall be kept on file for at least seven (7) years.

6. If the Ethics Board finds a disclosure statement to be deficient, the Ethics Board will provide written notification of the deficiency(ies) to the filer along with a date or period of time by which the deficiency(ies) must be cured. If all deficiencies are not cured within the specified date or time period, and the otherwise applicable filing deadline has passed, the Disclosure Statement may be deemed to have been untimely filed.

Section 10. Training and Distribution of Code

1. All County Officers and Employees subject to the requirements of the Chautauqua County Code of Ethics are required to undergo annual Ethics Board training to inform and educate them as to the requirements of this Code. At least every five (5) years starting in 2022,

the training will consist of or include the Code of Ethics. In other years, the training will include either a paper copy of the Code or information about where the Code can be found online.

2. County employees shall confirm completion of Ethics Board training, and County board, bureau, council, committee, and commission members (collectively County Participants) shall acknowledge receipt of such training, in written or electronic form in the manner specified by the Department of Human Resources or the County Executive's office, as follows:

- a. on the day of employee orientation for all new employees;
- b. within thirty days of receipt of training materials for newly appointed County Participants; and
- c. by March 31st for existing employees and County Participants;

Notwithstanding the above, the Ethics Board may extend a due date due to approved leave-time (excluding vacation time), illness, injury, lack of County engagement, or other justifiable circumstances. The prioritization of other County matters over completion of ethics training is not grounds for an extension of time to file.

County employees shall cooperate with any request made by their supervisor that they complete, and confirm completion of, the annual training, *earlier than* March 31st.

Notwithstanding the fact that the Ethics Board's training is administered by the Department of Human Resources and Department Heads, County Officers and Employees bear ultimate responsibility for their timely compliance with this Law.

3. Training will be administered as follows:

- a. The County Department of Human Resources will provide the Ethics Board's training materials to:
 - (i) new employees, as part of the new employee orientation process, securing written confirmation of completion during orientation; and
 - (ii) County Department Heads annually, no later than March 1st, with optional Department of Human Resources distribution to some or all County employees.
- b. Department Heads shall administer annual training for all County employees under their purview and shall ensure that each employee timely confirms completion of the training. In the event an employee under the Department Head's purview fails to timely confirm completion of the training, the Department Head shall remit to the County Executive and Legislative Chair, documentation demonstrating efforts made by the Department Head to secure timely confirmation. Such documentation shall reflect arrangements made by the Department Head for the employee to receive training at a designated date, time and location prior to the training confirmation due date.
- c. For board members and others subject to the training requirement who are not County employees, the appointing authorities or their designees shall provide a copy of the

training materials to each such individual upon such individual's appointment, and annually no later than March 1st, and shall secure written or electronic confirmation of receipt in the manner specified by the Office of the County Executive.

d. Appointing authorities or their designees shall certify to the County Ethics Board within five (5) business days of the annual confirmation due date that all non-employees under their purview and subject to the training requirement have acknowledged receipt of the annual training materials. If such an individual has not timely acknowledged receipt of the materials, the certification shall include a written explanation of efforts made to secure timely acknowledgment as well as a recommendation on retention or dismissal of such individual.

4. If a County Officer or Employee subject to the training requirement is unable to complete the training by the deadline due to approved leave-time (excluding vacation time), illness, injury, lack of County engagement, or other justifiable circumstances, such individual must submit for Ethics Board approval a written request for an extension of time to complete the training, approved by such Officer or Employee's department head, board liaison, the County Executive, or the Legislative Chair. The request shall be supported by such documentation as may be reasonably requested by the Ethics Board. The prioritization of other County matters over completion of ethics training is not grounds for an extension of time to file.

Section 11. Reporting Violations

All County Officers and Employees are encouraged to report any instances of suspected or known violations of this Code. Reports may be made to a supervisor, to the Chautauqua County Ethics Board c/o Office of the County Executive, 3 North Erie Street, Mayville, New York 14757, or to the Ethics Board at PO Box 109, Mayville, New York 14757. Making a report with knowledge that all or part of the information in the report is false or misleading is a violation of this Code and may result in penalties as provided herein.

Section 12. Inducement of Violations

Any Person, whether or not a County Officer or Employee, who intentionally induces any County Officer or Employee to take any action or to refrain from taking any action in violation of any provision of this Code, violates this Code.

Section 13. Civil and Administrative Penalties

1. Any County Officer or Employee who engages in any action that violates any provision of this Code may be warned or reprimanded or suspended or removed from office or employment or be subject to any other sanction authorized by law or collective bargaining agreement, by the appointing authority or Person or body authorized by law to impose such sanctions.

2. Any County Officer or Employee who violates any provisions of this Code may be subject to a civil fine of up to ten thousand dollars (\$10,000) for each violation, as may be

determined by the Ethics Board. A civil fine may be imposed in addition to any other penalty contained in any other provisions of law or in this Code.

3. Any County Officer or Employee who violates any provision of this Code shall be liable in damages to the County for any losses or increased costs incurred by the County as a result of the violation. Such damages may be imposed in addition to any other penalty contained in any other provision of law or in this Code.

Section 14. County Ethics Board

1. Establishment. The County Legislature hereby establishes an Ethics Board consisting of five (5) members. The Ethics Board shall be responsible for ensuring full compliance with the Code of Ethics. All actions of the Ethics Board shall be by a vote of at least three (3) members. Members of the Ethics Board shall serve without compensation.

2. Appointment. Members of the Ethics Board shall be appointed by the County Executive and confirmed by a two-thirds vote of the County Legislature. No Ethics Board members shall hold office in a political party, be employed as a lobbyist, have a Family Member who is a County Officer or Employee, or have any financial interest in any contracts or other transactions involving the County.

3. Term. The members of the Ethics Board shall serve three-year staggered terms. If a vacancy occurs on the Ethics Board, the new member shall be appointed to fill the unexpired portion of the term. Members of the Ethics Board may be removed for cause by the County Executive with the concurrence of two-thirds of the County Legislature. Grounds for removal shall be neglect of duty, misconduct in office, inability to discharge the powers or duties of the office, or violation of the Code of Ethics. Prior to removal, the Ethics Board member shall be given written notice of the reasons for removal and an opportunity to reply.

4. Powers and Duties. The Ethics Board shall have the following powers and duties:

- a. Prescribe and promulgate rules and regulations governing its internal organization and procedures consistent with the Code of Ethics;
- b. Review with County Officers or Employees the disclosure requirements of this Code, and ensure proper filing of all disclosure statements;
- c. Conduct investigations, hearings, and other examinations relating to the Code of Ethics, with the power to issue subpoenas where necessary;
- d. Recommend and impose sanctions, penalties, or fines in accordance with the Code of Ethics;
- e. Render advisory opinions upon request of any County Officer or Employee;
- f. Recommend content for training and education of County officers and employees regarding the requirements of the Code of Ethics;

- g. Prepare an annual report;
- h. Recommend changes or improvements to the Code of Ethics;
- i. Perform such other related duties as requested by the County Executive;
- j. Meet at least four times a year, and send notice of meetings and the names of Ethics Board members to the County's official newspapers and to radio stations in the County. In addition, notice of meetings and the names of Ethics Board members shall be posted on the County's website; and
- k. Arrange for a separate post office box for the Ethics Board, accessible only by officers of the Ethics Board.

Section 15. Separability

If any clause, sentence, paragraph, or section of this Code of Ethics is adjudged by any court of competent jurisdiction to be invalid, such adjudication shall not affect, impair or invalidate the remainder thereof, and the unaffected portions of this Code of Ethics shall remain in full force and effect.

II. This Local Law shall become effective upon filing with the Secretary of State.

Sponsor: Legislator Bob Scudder

Emailed: 10/10/2023

Adopted by Legislature: 10/25/2023

Public Hearing by County Executive: 11/07/2023

Adopted As Local Law 11-23

R/C Vote: 19 Yes

Date State Filed: 12/01/2023

2024 ANNUAL STATEMENT OF FINANCIAL DISCLOSURE FOR THE COUNTY OF CHAUTAUQUA

DIRECTIONS: You must answer all questions. If you have no information to enter, check “No” or None.” If you need additional space for any answers, please attach a separate sheet. Please note, this form does not take the place of the required nepotism disclosure.

1. NAME AND ADDRESS.

Full Name (including middle initial)

Title of County Employee or County Board Member

County Department or County Board Name

Preferred Mailing Address (include street, city, state and zip code). Please provide your preferred mailing address for the Ethics Board to contact you should it have any follow-up questions regarding your form.

2. SPOUSE. Provide the name of your spouse (if married) including first name, middle initial and last name.

NO SPOUSE (Check if appropriate)

Spouse

3. CHILDREN. Provide the names and ages of any dependent children, including first name, middle initial, and last name. A dependent child is a child who may be listed on your federal tax return as a dependent during the year in which the disclosure form is completed.

NO DEPENDENT CHILDREN (Check if appropriate)

Child/Age

Child/Age

Child/Age

Child/Age

Child/Age

Child/Age

(If you have more than six (6) children, please provide their names and ages on a separate sheet.)

NAME: _____

4. EMPLOYMENT

a. Non-County-Government Employment. Describe any non-county government occupation, employment, trade, business or profession providing more than \$1,000.00 of income in the previous calendar year for you (and/or your spouse and/or dependent children). For past employment, please complete Question 4c.

NONE (Check if appropriate)

Name of Family Member	Position	Name, Address & Description of Organization
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

b. Future Employment. Describe any contract, promise or other agreement between you and any third party, with respect to your employment after leaving your County office or position. Include the name and address of the other party, and describe the nature of the future employment.

NONE (Check if appropriate)

c. Past Employment. Identify the source and nature of any income currently received, or received in the previous twelve (12) months, in excess of \$1,000.00 per calendar year from any prior employer, including wages, deferred income, contributions to a pension or retirement fund, profit sharing plan, severance pay, or payments under a buy-out agreement.

NONE (Check if appropriate)

Name & Address of Income Sources	Description of Income (i.e., pension, deferred, etc.)
_____	_____
_____	_____

NAME: _____

5. BUSINESS POSITIONS. List any office, trusteeship, directorship, partnership, or other position in any business, municipality, association, proprietary, or not-for-profit organization for you (and/or your spouse and/or dependent children), which has not been listed above, and indicate whether these businesses are involved with the County of Chautauqua in any manner. This includes volunteer, unpaid positions on boards including advisory boards.

NONE (Check if appropriate)

Name of Family Member	Position	Organization	County Department or Agency and Nature of Involvement
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. ASSETS AND INVESTMENTS

a. Investments. Itemize and describe all investments in excess of \$5,000.00 or five percent (5%) of the value in: any business, corporation, or partnership (including those controlled by you, your spouse and dependent children); and other assets including stocks, bonds, loans, pledged collateral, and other investments (for you and/or your spouse and/or dependent children). You do not need to list checking or savings accounts, investments in Federal programs (such as Social Security) or a State of New York retirement plan.

NONE (Check if appropriate)

Name of Family Member	Name & Address of Business	Description of Investment
_____	_____	_____
_____	_____	_____
_____	_____	_____

b. Real Estate. List the location of all real estate within the County or within five (5) miles of the County in which you (and/or your spouse and/or dependent children) have an interest or had an interest in the previous calendar year, regardless of its value. **You do not need to list property listed on the deed of your primary residence.**

NONE (Check if appropriate)

Name of Family Member	Location of Real Estate	Description of Investment
_____	_____	_____
_____	_____	_____
_____	_____	_____

NAME: _____

c. Trusts. Identify each interest in a trust or estate or similar beneficial interest in any assets in excess of \$2,000.00, except for IRS eligible retirement plans or interests in an estate or trust of a Related Person for you (and/or your spouse and/or dependent children). As defined by the Code of Ethics, a "Related Person" means a spouse, fiancé(e), parent, parent-in-law, grandparent, child, grandchild, sibling, sibling-in-law, first cousin, aunt, uncle, niece, or nephew, including step, adoptive, and half relations; a fiancé(e)'s parent or child; and a member of the County Officer or Employee's, or their fiancé(e)'s, household.

NONE (Check if appropriate)

Name of Family Member	Trustee/Executor	Description of Trust/Estate
_____	_____	_____
_____	_____	_____

7. OTHER INCOME. Identify the source and nature of any other income in excess of \$1,000.00 per calendar year from any source not described above, including teaching income, lecture fees, consultant fees, contractual income, or other income of any nature, for you (and/or your spouse and/or dependent children). This should include any income for which you have received an IRS form 1099 showing income in excess of \$1,000.00 during the preceding year.

NONE (Check if appropriate)

Name of Family Member	Name & Address of Income Source	Nature of Investment
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. GIFTS AND HONORARIUMS. List the source of all gifts aggregating in excess of \$250.00 received during the last calendar year by you (and/or your spouse and/or dependent children) excluding gifts from a Related Person. As defined by the Code of Ethics, a "Related Person" means a spouse, fiancé(e), parent, parent-in-law, grandparent, child, grandchild, sibling, sibling-in-law, first cousin, aunt, uncle, niece, or nephew, including step, adoptive, and half relations; a fiancé(e)'s parent or child; and a member of the County Officer or Employee's, or their fiancé(e)'s, household. The term "gifts" includes gifts of cash, property, personal items, payments to third-parties on your behalf, forgiveness of debt, honorariums, services, travel, entertainment, hospitality, thing or promise, non-employment donations to a retirement plan, discounts not available to members of the public, and any other payments or items that are not reportable as income. Gifts received from a Related Person acting as an agent for a third party must be disclosed.

NONE (Check if appropriate)

Name of Family Member	Name & Address of Donor
_____	_____
_____	_____
_____	_____
_____	_____

NAME: _____

9. THIRD-PARTY REIMBURSEMENTS. Identify and describe the source of any third-party reimbursement within the past 12 months for travel-related expenditures in excess of \$250.00 for any matter that relates to your official duties. The term "reimbursement" includes any travel-related expenses provided by anyone other than the County for speaking engagements, conferences, or fact finding events that relate to your official duties. Report all reimbursement aggregating \$250.00 or more, whether paid by one or more individuals or entities.

NONE (Check if appropriate)

Source	Description
_____	_____
_____	_____
_____	_____
_____	_____

10. LOANS. Describe all loans to you (and/or your spouse and/or dependent children) in excess of \$5,000.00 where the creditor is not a federally insured bank, a Federal or state loan program, or savings and loan institution, or a Related Person. As defined by the Code of Ethics, a "Related Person" means a spouse, fiancé(e), parent, parent-in-law, grandparent, child, grandchild, sibling, sibling-in-law, first cousin, aunt, uncle, niece, or nephew, including step, adoptive, and half relations; a fiancé(e)'s parent or child; and a member of the County Officer or Employee's, or their fiancé(e)'s, household.

NONE (Check if appropriate)

Name of Family Member	Name & Address of Creditor
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

11. POLITICAL PARTIES. List any position you held within the last five (5) calendar years as an officer of any political party, political committee, or political organization. The term "political organization" includes any independent body or any organization that is affiliated with or a subsidiary of a political party.

NONE (Check if appropriate)

NAME: _____

12. INTEREST IN CONTRACTS. Describe any interest you (and/or your spouse, minor children, or dependents) have in any actual or proposed contract involving the County or any town, village, or city within the County. "Interest" means a direct or indirect pecuniary or material benefit accruing to you (and/or your spouse, minor children or dependents) as the result of a contract with the County. Besides any direct contractual relationships with the County, you (and/or your spouse, minor children or dependents) shall be deemed to have an interest in a contract between the County and: (a) a firm, partnership or association of which you or such family member is a member or employee; (b) a corporation of which you or such family member is an officer, director, or employee, but shall not include a contract of employment with the County; and (c) a corporation any stock of which is owned or controlled directly or indirectly by you or such family member. Pursuant to State Law, interests in contracts must be disclosed in writing to your immediate supervisor. The Ethics Board Liaison will also remit it to the Chautauqua County Legislature as required. The disclosure made herein is intended to fulfill the requirements of Section 803 of General Municipal Law.

NONE (Check if appropriate)

Example:

Name of Family Member:	Full Name (No abbreviations) of Person, Business or Organization that Family Member is affiliated with that has a contract directly with the County:	Family Member's role / affiliation with the listed Person, Business or Organization:	Description of the services provided through this contract:
<i>John P. Smith</i>	<i>Green Tree Landscaping Inc.</i>	<i>Employee – Assistant Manager</i>	<i>Landscaping services for various county locations.</i>
<i>Jane L. Doe</i>	<i>Jane L. Doe</i>	<i>Self</i>	<i>Contract to serve as an Emergency Medical Services Instructor.</i>
<i>Self</i>	<i>Chautauqua County Visitors Bureau</i>	<i>Board member</i>	<i>Tourism promotion.</i>

Name of Family Member:	Full Name (No abbreviations) of Person, Business, or Organization that Family Member is affiliated with that has a contract directly with the County:	Family Member's role / affiliation with the listed Person, Business, or Organization	Description of the services provided through this contract:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NAME: _____

CERTIFICATION:

I hereby certify under penalty of perjury that the information disclosed on this form is true and complete to the best of my knowledge. A reporting individual who knowingly and willfully fails to file an annual statement of financial disclosure or who knowingly and willingly with intent to deceive makes a false statement or gives information which the individual knows to be false on this statement of financial disclosure may be subject to civil and/or criminal penalties as allowed by law.

I hereby acknowledge that if I am disclosing interest in contracts that it is my responsibility to also provide a copy of my form to my immediate supervisor.

I hereby further acknowledge my continuing responsibility to disclose any conflicts of interest or potential conflicts of interest and/or recuse myself from any act or action as required by Chautauqua County's Code of Ethics. I certify that I will undertake and carry out this responsibility to the best of my ability.

Signature

Date

For Corrected or Amended Forms Only:

Signature

Date Corrected or Amended

THE DEADLINE FOR FILING IS APRIL 30, 2024.

Please return the originally signed, completed form to:
the County Executive's Office, Gerace Office Building, 3 N. Erie St., Mayville, NY 14757.

In the event of a material change to the information reported on this form,
an amended form must be filed within thirty (30) days of such change.

FOR OFFICE USE ONLY

Reason for Filing:

New Appointment
(Required to file within 30 days of taking office)

Annual Filing
(Required to file by April 30th of each year)

Making Amendment(s)
(Required to file within 30 days of any material change)

Ethics Board Review and Approval:

(Board Member's Initials)

(Date Form was Reviewed and Approved)

List of Titles Required to File a Statement of Financial Disclosure

This list identifies the ~~102-106~~ titles of County Officers or Employees who are subject to County disclosure requirements per Section 9 of the Chautauqua County Code of Ethics. This list was last revised by the Chautauqua County Ethics Board on 9/13/2023. Pursuant to Section 9 of the Code, this list is required to be on file with the Clerk of the Legislature and with the Office of the County Executive.

1. Administrative Assistant

2. Administrative Director, North Chautauqua County Water and Sewer Districts for the Legislative Department

~~2.3.~~ Assigned Counsel Administrator

~~3.4.~~ Assistant Construction & Maintenance Supervisor

~~4.5.~~ Assistant County Attorney

~~5.6.~~ Assistant Deputy Director of Public Facilities (Buildings & Grounds)

~~6.7.~~ Assistant Director of Real Property Tax Services III

~~7.8.~~ Assistant District Attorney

~~8.9.~~ Assistant Public Defender

~~9.10.~~ Assistant Social Services Attorney

~~10.11.~~ Assistant to Commissioner of Social Services

~~11.12.~~ Associate Public Health Engineer

~~12.13.~~ Board of Health Members

~~13.14.~~ Budget Director

~~14.15.~~ Chautauqua County Land Bank Corporation Board Members

~~15.16.~~ Chautauqua Tobacco Asset Securitization Corporation Members

~~16.17.~~ Chief Information Officer

- ~~17~~.~~18~~.____ **Chief Medical Officer**
- ~~18~~.~~19~~.____ **Child Psychiatrist**
- ~~19~~.~~20~~.____ **Clerk of the Legislature**
- ~~20~~.~~21~~.____ **Commissioner of Elections**
- ~~21~~.~~22~~.____ **Construction & Maintenance Supervisor**
- ~~22~~.~~23~~.____ **Coroner**
- ~~23~~.~~24~~.____ **Corrections Lieutenant**
- ~~24~~.~~25~~.____ **County Attorney**
- ~~25~~.~~26~~.____ **County Clerk**
- ~~26~~.~~27~~.____ **County Executive**
- ~~27~~.~~28~~.____ **County Historian**
- ~~28~~.~~29~~.____ **Deputy Clerk of the Legislature**
- ~~29~~.~~30~~.____ **Deputy Commissioner of Social Services**
- ~~30~~.~~31~~.____ **Deputy County Clerk**
- ~~31~~.~~32~~.____ **Deputy County Executive**
- ~~32~~.~~33~~.____ **Deputy County Executive for Economic Development**
- ~~33~~.~~34~~.____ **Deputy Director of Community Mental Hygiene Services**
- ~~34~~.~~35~~.____ **Deputy Director of Finance**
- ~~35~~.~~36~~.____ **Deputy Director of Office for Aging Services**
- ~~36~~.~~37~~.____ **Deputy Director of Public Facilities (Engineering)**
- ~~37~~.~~38~~.____ **Deputy Director of Public Facilities (Environment, Airports, Parks & Buildings & Grounds)**
- ~~38~~.~~39~~.____ **Deputy Probation Director (Group B)**

- ~~39.40.~~ **Deputy Public Health Director**
- ~~40.41.~~ **Deputy Sheriff Captain**
- ~~41.42.~~ **Director of Administrative Services**
- ~~42.43.~~ **Director of Adult, Children and Family Services**
- ~~43.44.~~ **Director of Aging Health Services**
- ~~44.45.~~ **Director of Certification**
- ~~45.46.~~ **Director of Community Mental Hygiene Services**
- ~~46.47.~~ **Director of Emergency Services and Workplace Safety**
- ~~47.48.~~ **Director of Environmental Health Services**
- ~~48.49.~~ **Director of Finance**
- ~~49.50.~~ **Director of Human Resources**
- ~~50.51.~~ **Director of Medical Assistance**
- ~~51.52.~~ **Director of Mental Hygiene and Social Services**
- ~~52.53.~~ **Director of North Chautauqua Lake Sewer District**
- ~~53.54.~~ **Director of Office for the Aging**
- ~~54.55.~~ **Director of Patient Services**
- ~~55.56.~~ **Director of Public Facilities**
- ~~56.57.~~ **Director of Real Property Tax Services III**
- ~~57.58.~~ **Director of South & Center Chautauqua Lake Sewer Districts**
- ~~58.59.~~ **Director of Temporary Assistance**
- ~~59.60.~~ **Director of Veterans Service Agency**
- 61. District Attorney**
- 60.62. Employee Labor Relations Administrator**

- ~~61~~.63. **Engineer III**
- ~~62~~.64. **Executive Assistant**
- ~~63~~.65. **Executive Director of the Chautauqua County Land Bank Corporation**
- ~~64~~.66. **Financial Analyst to Legislature**
- ~~65~~.67. **First Assistant County Attorney**
- ~~66~~.68. **First Assistant District Attorney**
- ~~67~~.69. **First Assistant Public Defender**
- ~~68~~.70. **First Assistant Social Services Attorney**
- ~~69~~.71. **First Deputy Director of Finance**
- ~~70~~.72. **Insurance Administrator**
- ~~71~~.73. **Legislator**
- ~~72~~.74. **Manager of Airports**
- ~~73~~.75. **Members of North Chautauqua County Water District**
- ~~74~~.76. **Members of North Chautauqua Lake Sewer District Board**
- ~~75~~.77. **Members of North County Industrial Water/Sewer District 1**
- ~~76~~.78. **Members of Portland Pomfret Dunkirk Sewer District Board**
- ~~77~~.79. **Members of South and Center Chautauqua Lake Sewer Districts Board**
- ~~78~~.80. **Members of the Chautauqua County Soil and Water Conservation District**
- ~~79~~.81. **Mental Hygiene Program Coordinator**
- ~~80~~.82. **Personnel Technician**
- ~~81~~.83. **Physician**
- ~~82~~.84. **Planning Board Members**

~~83.85.~~ Probation Director (Group B)

~~84.86.~~ Probation Supervisor I

~~85.87.~~ Public Defender

~~86.88.~~ Purchasing Agent

~~87.89.~~ Purchasing Manager

~~90.~~ Real Property Systems Coordinator/Assistant Director

~~88.91.~~ **Sanitation Supervisor**

~~89.92.~~ Sealer of Weights and Measures

~~90.93.~~ Second Assistant County Attorney

~~91.94.~~ Second Assistant District Attorney

~~92.95.~~ Second Assistant Public Defender

~~93.96.~~ Second Assistant Social Services Attorney

~~94.97.~~ Secretary to Legislature

~~95.98.~~ Senior Personnel Technician

~~96.99.~~ Senior Personnel Technician/Deputy Director of Human Resources:

~~97.100.~~ Senior Project Coordinator (Transportation)

~~98.101.~~ Sheriff

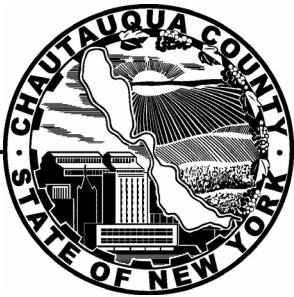
~~99.102.~~ Social Services Attorney

~~100.103.~~ Special Projects Coordinator

~~104.~~ **Training / Development Coordinator**

~~101.105.~~ Undersheriff

~~102.106.~~ Warden



CHAUTAUQUA COUNTY ETHICS BOARD

PAUL M. WENDEL, JR.
County Executive

JOHN MARENGO
Chairman

CHAUTAUQUA COUNTY CODE OF ETHICS VIOLATION REPORTING FORM

It is the policy of the Chautauqua County Ethics Board to review all complaints concerning a violation of the Chautauqua County Code of Ethics, which was adopted as Local Law 11-23, as amended. ***All complaints must be submitted in writing.*** If you believe a Chautauqua County officer or employee has violated the Code of Ethics, please complete and submit this form to the board so it may conduct necessary investigations, hearings or other examinations.

The completed Violation Reporting Form can be returned to either address listed below:

Chautauqua County Ethics Board
P.O. Box 109
Mayville, NY 14757

Chautauqua County Ethics Board
c/o County Executive's Office
Gerace Office Building, Rm 341
3 N. Erie St.
Mayville, NY 14757

Complainant's Information:

This section may be left blank if you wish to submit this form anonymously. Please note that if this form is submitted anonymously, the Board will not be able to contact you with questions or with the results of its investigation.

Name:

Mailing Address:

Phone Number:

Email Address:

Violator and Alleged Violation Information:

This section should be fully completed. If necessary, please attach additional supporting documentation (e.g. emails, letters, etc.)

Name(s), and if known, Title(s) and Department(s)/Board(s) of Alleged Violator(s):

Section of the Code of Ethics that is Alleged to be Violated:

Description of the Violation: