

CHAUTAUQUA COUNTY ETHICS BOARD MEETING MINUTES

DATE: September 18, 2018
LOCATION: Room 331, Gerace Office Building, 3 North Erie Street, Mayville, New York 14757

TIME: 3:03 – 4:01 p.m.

MEMBERS PRESENT: Susan Dilks
John Lloyd
David Rowe
Rose Sebouhian
Mary Kay Szejbka

MEMBERS ABSENT: None

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

PUBLIC NOTIFICATION:

Proper public notification was completed as the legal notices for today's meeting were published in The Post-Journal and Observer newspapers on September 4, 2018. The meeting notice was also emailed to local radio stations and posted on the county website on August 31, 2018.

MEMBERSHIP:

The board welcomed David Rowe to the board. He was successfully appointed and will fill the remainder of Ben Webb's term. Dave's term will expire on January 31, 2020.

APPROVAL OF MINUTES:

Rose motioned to approve the June 19, 2018 minutes, which was approved by Susan and seconded by John. All in favor.

REVIEW CORRESPONDENCE AND COMPLAINTS:

The board received no correspondence in its P.O. Box or through the County Executive's Office.

STATUS OF FINANCIAL DISCLOSURE FORMS AND REVIEW OF FORMS:

Amanda reported that 36 forms were reviewed, approved, and filed since the board's last meeting. She had 4 new forms for the board's review today. The board reviewed the 4 forms and determined 3 forms were completed and 1 form was incomplete. Rose and Amanda will follow-up on the incomplete form to ensure it is correctly completed.

REVIEW DRAFT QUESTIONS AND ANSWERS

The board reviewed a draft question and answer for potential inclusion in its "Questions Received about the Chautauqua County Code of Ethics and Financial Disclosure Statement" sheet.

Mary Kay motioned to approve this new question on the board's sheet and in the training, which was seconded by Rose. All in favor.

A question also came up about the Code of Ethics Training. The board would like to further discuss this at its next meeting.

REVIEW OF THE CODE OF ETHICS AND STATEMENT OF FINANCIAL DISCLOSURE FORM FOR UPDATES:

The first item was the addition of titles to Section 9 paragraph 1 of the Code. In 2018, the County changed the structure of its Department of Planning and Economic Development. As a result, two new director positions were created: Deputy County Executive for Economic Development and Director of Planning and Community Development that may need to be included in the Code.

The final item was about the posting of Ethics Board meeting notices as described in Section 14 paragraph 4 sub-paragraph i in the Code. The County Attorney's Office provided the following draft changes to this sub-paragraph for the board's consideration:

- i. Meet at least four times a year, and ~~publish~~ send notice of meetings and the names of Ethics Board members ~~in~~ 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 furnished to radio stations located in the County~~; and

There was general agreement that the board apply these changes to the Code of Ethics. The board will vote on these changes at its next meeting.

NEXT MEETING:

The board's next meeting is scheduled for Wednesday, October 24, 2018 at 4 p.m. in the Gerace Office Building, 3 N. Erie St., Mayville, N.Y. Room TBD.

MEETING ADJOURNED:

John motioned to adjourn the meeting at 4:01 p.m., which was seconded by Dave. All in favor.

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