

CHAUTAUQUA COUNTY ETHICS BOARD MEETING MINUTES

DATE: October 25, 2023
LOCATION: Room 149, Gerace Office Building, 3 North Erie Street,
Mayville, New York 14757

TIME: 1:03 – 1:50 p.m.

MEMBERS PRESENT: John Hamels
John Marengo
Darlene Nygren
Stephanie Stevens

MEMBER ABSENT: Diane Hannum

OTHERS PRESENT: Amanda Gallagher from the County Executive's Office
Kristen Wright from the County Law Department
Respondent for Case No. 2023-09

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 October 6, 2023 and was sent out to the local media on October 11, 2023. It also appeared in the Post-Journal's "Briefly" section on October 17, 2023.

REVIEW CORRESPONDENCE:

John M. reported that there was no mail in the Board's P.O. Box, with the exception of a notice about the Board's P.O. Box change of address form not being processed. John M. and Amanda will get this sorted out with the post office.

Amanda reported that ERF D-23-02 for Case No. 2023-07 was received and will be reviewed later in the meeting.

Darlene entered the meeting at 1:06 p.m.

APPROVAL OF MINUTES:

Darlene motioned to approve the minutes from the September 13, 2023 meeting, which was seconded by Stephanie. All in favor with John H. abstaining from voting as he was not present at the last meeting.

STATUS OF ANNUAL CODE OF ETHICS TRAINING FOR COUNTY EMPLOYEES:

Amanda provided an update on the 2023 Code of Ethics Training. There were 2 county employees who still needed to complete the ethics training. Of them, one employees is still out on medical leave and will be required to complete the training upon their return to work, and one employee has returned to work and submitted an extension request form for the Board's review.

The Board reviewed and approved Extension Request Form #T-23-13.

STATUS OF FINANCIAL DISCLOSURE FORMS:

Amanda reported that so far for 2023, a total of 374 forms have been reviewed and approved by the Board as of October 24, 2023. In addition, there is 1 form still pending review, 2 forms that were sent back for correction, and 3 forms with an upcoming due date.

The Board reviewed and approved Extension Request Form #D-23-02 for Case No. 2023-07. Case No. 2023-07 is now closed.

DISCUSS 2023 ANNUAL REPORT:

John H. and Diane's terms on the Board expire on 1/31/2024. John H. seeks re-appointment. Diane was not present at today's meeting so Amanda will follow-up with her to see if she wishes to be re-appointed.

John M. and Amanda will work on drafting the 2023 Annual Report, which will be reviewed by the Board at its first meeting in 2024.

The Board also set its tentative meeting dates for 2024. This includes: April 10, May 15, September 18, and October 16. All meetings would be held at 1 p.m. at the Gerace Office Building in Mayville, N.Y.

RETURN TO REVIEW OF CORRESPONDENCE:

John H. motioned to go into executive session at 1:18 p.m. to discuss matters leading to the employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person, which was seconded by Stephanie. All in favor.

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

Stephanie motioned to leave executive session at 1:28 p.m., which was seconded by John H. All in favor.

Respondent for Case No. 2023-09 entered the meeting at 1:28 p.m.

Stephanie motioned to go into executive session at 1:29 p.m. 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.

Respondent for Case No. 2023-09 left the meeting at 1:46 p.m.

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

John H. motioned that no issues were found with the Statement of Financial Disclosure for Case No. 2023-09, which was seconded by Stephanie. All in favor.

Case No. 2023-09 was closed.

NEXT MEETING:

The next meeting of the Ethics Board is scheduled for April 10, 2024 at 1 p.m. in Room TBD of the Gerace Office Building, 3 N. Erie St. in Mayville, N.Y.

MOTION TO ADJOURN:

John H. motioned to adjourn the meeting at 1:50 p.m., which was seconded by Stephanie. All in favor.

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