

CHAUTAUQUA COUNTY ETHICS BOARD MEETING MINUTES

DATE: June 19, 2018

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

TIME: 2:03 – 2:30 p.m.

MEMBERS PRESENT: Susan Dilks
John Lloyd
Rose Sebouhian

MEMBER EXCUSED: Mary Kay Szejbka

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

PUBLIC NOTIFICATION:

Amanda confirmed proper public notification was completed as the legal notice for today's meeting was published in the Observer on June 6, 2018 and in the Post- Journal on June 8, 2018. The meeting notice was also emailed to local radio stations and posted on the county website.

MEMBERSHIP:

Amanda reported the County Executive is still working on finding a fifth member for the board. The office has reached out to Dave Rowe, who is the Code Enforcement Officer for the Town of Ellicott, to discuss the board and see if he would be interested in serving. The County Executive's Office is waiting to hear back from Mr. Rowe on his decision.

APPROVAL OF MINUTES:

Rose motioned to approve the minutes of the May 23, 2018 meeting, which was seconded by John. All members in favor.

REVIEW CORRESPONDENCE AND COMPLAINTS:

John reported that there was no mail in the board's P.O. Box. Amanda also reported that no mail had been received for the board through the County Executive's Office.

STATUS OF FINANCIAL DISCLOSURE FORMS AND QUESTIONS:

Amanda reported that 14 corrected incomplete forms and 1 new appointment form have already been reviewed and approved since the last meeting. She has 15 corrected incomplete forms, 2 amended forms, and 1 annual filing form from an employee who was

previously out on leave for the board's review today. She said the board has five delinquent filers, who did not correct and return their incomplete forms by the June 15, 2018 deadline. These individuals were: Roland Hewes, Natasha Souter, John Tallett, Daniel Tyler, and Paul Whitford. As the next step, the board chair will send final notice letters to these individuals' department heads requesting they return their corrected forms by July 3, 2018.

REVIEW DRAFT QUESTIONS AND ANSWERS

Kristen said the board currently has a Frequently Asked Questions document that is included with the annual training. It provides questions over the years that have come up about the Statement of Financial Disclosure form or the Code of Ethics. As these FAQs are not always frequent questions, she asked if the board wanted to change the title to "Questions and Responses".

Susan said the title of the document could be changed to "Questions Received."

The Board then reviewed the sheet of six draft questions that came up in 2017 and 2018 and their proposed answers. Rose motioned to approve the draft questions and answers received, which was seconded by Susan. All members in favor.

REVIEW OF FORMS:

The board reviewed 18 forms and they were all found to be complete.

NEXT MEETING:

The board's next meeting is scheduled for September 26, 2018 at 3 p.m. in Room 341 of the Gerace Office Building, 3 N. Erie St. in Mayville.

Amanda said she will follow-up with members in August to make sure there are no scheduling conflicts for their next meeting.

MEETING ADJOURNED:

John motioned to adjourn the meeting at 2:30 p.m., which was seconded by Rose. All in favor.

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