

**BOARD OF ETHICS MEETING MINUTES  
MONDAY, MAY 14, 2018**

**Public Meeting:**

**DATE:** May 14, 2018

**TIME:** 9:37 a.m. called to order by Kitley Covill, Acting Chair

**PRESENT:** Board of Ethics Members  
Kitley Covill  
Brett Summers  
Dennis Kremer  
Walter Matystik

**ALSO IN ATTENDANCE:** Assistant County Attorney David Polizzi

**ABSENT:**  
Joshua Mandel

1. Discussion about appointing a chair to the Committee and reviewing the by-laws.
2. Discussion regarding Steve Leventhal, the Independent Consultant.
  - 2.1 Leventhal has begun the process of reviewing the 2016 financial disclosure statements and hopes to conclude by May 25, 2018.
  - 2.2 The 2016 statements need to be cross-checked as to who no longer is part of the administration.
  - 2.3 Mr. Leventhal has a 1 year contract for the review of financial disclosure forms. He has a contract so that he could provide employee training, ending on July 31, 2018.
  - 2.4 ACA Polizzi is going to provide the contract for Mr. Leventhal for the next meeting, as well as, invite Mr. Leventhal to attend the next meeting.
3. The Board discussed the internal rules. The rules are outdated and ACA Polizzi has been asked to provide the Board with the by-laws.
4. Information was given that any vendor that received a payment from the County was given to the Independent Consultant to review and the Board has to review same.
5. The Board discussed an Ethics Task Force which was a subcommittee formed by the Board of Legislators to basically review the one year waiver provision in the Ethics Law. This discussion brought up the recommendation for the need for an Inspector General to be appointed at the County level.
6. The Board discussed modification of FORM B for volunteers as they have no real powers/duties, but are only advisory, however, this modification may require State action. Modifications may also be reviewed for FORM A.
7. The Board discussed FOIL requests and the fact that there is a six year retention policy. Another FOIL was recently received regarding all elected officials.
8. The Board discussed use of specific "Board only" emails for Board members to communicate.

9. A website needs to be fixed and updated with a working telephone number for the Board of Ethics.
10. The County Executive needs to appoint a Chair to the Board of Ethics. Board member Kitley Covill will speak with him about this.
11. An agenda should be posted to the website for the meetings.
12. At least two more people could be appointed to the Board.

**ACA POLIZZI HAS BEEN REQUESTED TO DO THE FOLLOWING:**

13. Obtain a copy of Mr. Leventhal's contract.
14. Report on Mr. Leventhal's review of the 2016 Financial Disclosure Statements.
15. Ascertain who is in charge of the running the calendar for the Ethics Board meetings.
16. Provide the Board with the by-laws.
17. Invite Mr. Leventhal to the next meeting.
18. Obtain information for the Board as to the contract process with a focus on professional service contracts.

**EXECUTIVE SESSION**

At 10:35 a.m., a motion was made by Mr. Summers and seconded by Mr. Kremer, and unanimously decided upon to move into executive session to discuss a matter regarding the appointment of a corporation. The matter was discussed and no action was taken.

At 10:45 a.m. a motion was made by Mr. Summers and seconded by Mr. Kremer to resume the public meeting.

19. It was decided that monthly meetings generally on Thursdays at 9:00 a.m. will commence beginning June 7, 2018. (Mr. Leventhal to be invited to the next meeting).
20. **Adjournment.** At 10:54 a.m. a motion was made to adjourn the public meeting by Mr. Summers, and seconded by Kitley Covill.

Submitted by:

Ellen A. Trotta  
Legal Secretary II  
(Recording Secretary to the Board of Ethics)  
June 5, 2018