

Board of Ethics

**BOARD OF ETHICS MEETING MINUTES
THURSDAY, JULY 19, 2018**

Public Meeting:

PRESENT: Board of Ethics Members

Kitley Covill
Brett Summers
Dennis Kremer
Walter Matystik

ALSO IN ATTENDANCE: County Attorney John Nonna
Assistant County Attorney David Polizzi
Elyse from John Jay High School, Kitley Covill's Intern

ABSENT:
Joshua Mandel

1. The meeting was called to order by Walter Matystik at 9:34 a.m.
2. Minor revisions were made to the June 7, 2018 Minutes. Mr. Matystik made a motion to accept the minutes and it was seconded by Mr. Kremer at 9:52 a.m. and adopted.
3. The Agenda was approved as revised by the motion of the Chair.
4. During the public comment period, Elyse explained to the Board what she is learning while interning for Legislator Covill.
5. **UNFINISHED BUSINESS:**
 - 5.1 ACA Polizzi indicated that Mr. Leventhal has completed his review of the 2016 Financial Disclosures and we are awaiting his report. The Board discussed with ACA Polizzi the volunteer list, the non-filers, the students who serve or will serve on boards or commissions and the hearings including civil penalties.
 - 5.2 Mr. Summers worked with Sharon Chambers of the I/T Department regarding the website. The minutes and agendas will be included on the website as PDF documents. Catherine Cioffi, Communications Director will also be involved.

The following will also be on the webpage:

 - mission statement;
 - list of Board members;
 - contact information;
 - plain language guide;
 - links to the GML Article 18;
 - procedures and by-laws;
 - ethics code and rules and regulations;
 - links to "Form A" and "Form B"
 - 5.3. County Executive Latimer appointed Mr. Matystik as Chair of the Ethics Board.
 - 5.4 The Board discussed the "Warning Letter" which was sent to the non-filers on July 1, 2018. By July 31, 2018 a list will be compiled of those who have failed to comply and they will receive a letter with a hearing date in September. It was suggested that there be an "employee letter" and a "volunteer letter".

6. NEW BUSINESS:

6.1 The following appointments were made:

- Brett Summers was appointed as the Secretary to the Board of Ethics.
- Kitley Covill was appointed as the Vice-Chair.
- Dennis Kremer was appointed as Board of Ethics Chairman Emeritus.

- The Chair will try and reach Mr. Mandell to ascertain whether or not he wishes to remain a Board member.
- There are vacancies on the Board which they wish to fill and County Attorney Nonna has reached out to the County Executive to find Republicans to serve on the Board.

6.2 The *draft* Resolution was discussed at length. The following revisions were made:

- Page 2 should be entitled: Scope of Work – Special Counsel (Ethics) Should Include, But is Not Limited To:
- Page 1, last paragraph fifth line should read "...annual rate not to exceed \$60,000..."
- Page 1, last paragraph lines two and three should read "...to serve as special to the Board of Ethics..."
- Page 2, first bullet should read: ...will review the preparation of a list of persons required to file disclosure forms, review the filed disclosure forms, and prepare a report to the Board of Ethics which includes, but is not limited to identifying individuals who have not filed.
- Page 3 first bullet should read: "Special Counsel (Ethics) will attend meetings as requested by ..."
- Page 3, sixth bullet should read: "Special Counsel (Ethics) will assist the Chair to the Board of Ethics..."
- Page 3, seventh bullet should read: "Special Counsel (Ethics) will advised on records access for the Board of Ethics"
- Page 3, first Resolved paragraph should have a semi colon after the word Policy on the second line.

Mr. Summers moved that the Resolution "as revised" be passed. It was passed unanimously.

6.3 The Board tabled the Mark Davies Report for this meeting.

7. No Executive Session was needed.

8. Items for the next Agenda were discussed including the following:

- hearings for the people who have yet to file their disclosure forms;
- internal protocols; operating procedures; possible appointment of an inspector general;
- filling the vacancies on the Board.

ACA POLIZZI HAS BEEN REQUESTED TO DO THE FOLLOWING:

1. Speak with the Contracts Bureau about the revisions to the Resolution.
2. Prepare a list by July 31, 2018 and send via certified mail, a letter with a hearing date in September for those you have failed to file disclosure forms.

NEXT BOARD OF ETHICS MEETING

The next meeting will be held on September 20, 2018 at 9:30 a.m. with hearings for those who have yet to comply with the 2017 Financial Disclosure Guidelines, if needed.

9. ADJOURNMENT - At 11:38 a.m. a motion was made to adjourn the public meeting by the Chair.

Submitted by:

Ellen A. Trotta
Legal Secretary II
(Secretary to the Board of Ethics)