

# Chautauqua County Ethics Board Meeting Minutes

DATE: June 27, 2017

LOCATION: Room 331, Gerace Office Building, 3 N. Erie St., Mayville, New York 14757

TIME: 3:09 p.m. to 4:26 p.m.

## MEMBERS PRESENT:

Susan Dilks  
Rose Sebouhian  
Mary Kay Szwejbka  
Ben Webb

MEMBER ABSENT: John Lloyd

## OTHERS PRESENT:

Amanda Gallagher (Office of the County Executive)  
Kristen Wright (County Attorney's Office)

## CALL TO ORDER:

Rose motioned to open the meeting at 3:09 p.m., seconded by Susan. Motion carried with all members in favor.

## PUBLIC NOTIFICATION:

Amanda confirmed proper public notification was completed as the legal notice for today's meeting was published in The Post-Journal on June 13 and in the Observer on June 14. The meeting notice was also emailed to local radio stations and posted on the county website.

## APPROVAL OF MINUTES:

Board reviewed minutes from September 21, 2016 and May 11, 2017 meetings. Rose motioned to approve September and May minutes, which was seconded by Mary Kay. Motion carried with all members in favor.

## VOTING FOR SECRETARY:

Mary Kay said at the last meeting John was willing to serve as Secretary. Ben motioned to approve John as Secretary, which was seconded by Susan. Motion carried with all members in favor.

CORRESPONDENCE:

None.

STATUS OF FINANCIAL DISCLOSURE STATEMENTS:

Amanda provided an overview update on the Financial Disclosure Statements. Letters from Rose were sent out to the 20 individuals who were identified as having an incomplete form. Incomplete forms were due back to the County Executive's Office by June 30 and as of the meeting 18 of the 20 forms were received. She also received the two missing Financial Disclosure Statements, two amended forms, and three new forms from new employees required to file. All of the annual forms have been received with the exception of the employee who is out on leave, who will be required to file within 30 days of her return, and the two incomplete forms that are due this Friday.

REVIEW OF ANNUAL STATEMENTS OF FINANCIAL DISCLOSURE:

The board reviewed 24 forms and they were all found to be in order.

QUESTIONS ABOUT FORM:

The board reviewed the question about if someone should list the separate parcels that are on the same deed as the parcel of their home. Rose motioned Question 6(b) of the Statement of Financial Disclosure be amended to read:

**b. Real Estate.** List the location of all real estate within the County or within five (5) miles of the County in which you (and/or your spouse and/or dependent children) have an interest or had an interest in the previous calendar year, regardless of its value. **~~Do not list your primary residence. You do not need to list property included on the deed of your primary residence.~~**

Motion was seconded by Mary Kay. Motion carried with all members in favor.

The board then discussed the questions concerning Question 8: Gifts and Honorariums of the form, which requested clarification on if grandparents, in-laws and significant others should be added to the definition of Related Person and if graduation, birthday and wedding gifts should be disclosed.

Rose motioned to propose the addition of "grandparent," "fiancé(e)," and "in-laws" to the Code of Ethics' definition of a related person, which was seconded by Ben. Motion carried with all members in favor. The Ethics Board recommends that the County Legislature amend this definition to read:

7. "Related person" means a spouse, **fiancé(e)**, parent, child, or sibling, including step and half relations, **a grandparent, an in-law**, a Dependent, a member of the County officer or employee's household, or a first cousin, aunt, uncle, niece or nephew.

The board then discussed the question concerning Question 4(a) of the form on how someone would know if a business is regulated by the state or a local agency.

Mary Kay motioned that the "State or Local Agency" column of this question be removed from the form, which was seconded by Rose. Motion carried with all members in favor. Question 4(a) will now read:

- a. Non-County-Government Employment. Describe any non-county government occupation, employment, trade, business or profession providing more than \$1,000.00 of income in the previous calendar year for you (and/or your spouse and/or dependent children), ***and indicate whether such activities are regulated by any State or local agency.***

REVIEW OF ANNUAL REPORT:

Rose asked if anyone had any questions or changes to the annual report. Mary Kay motioned to approve the 2016 Annual Report, which was seconded by Susan. Motion carried with all members in favor.

NEXT MEETING:

Next meeting is scheduled for September 14, 2017.

MEETING ADJOURNED:

At 4:26 p.m., Ben motioned and Rose seconded to adjourn the meeting. Motion carried with all members in favor.

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