



# STATE OF CONNECTICUT

## OFFICE OF STATE ETHICS

### **CITIZEN'S ETHICS ADVISORY BOARD OFFICE OF STATE ETHICS 18-20 Trinity Street, Hartford, CT 06106**

#### **MINUTES OF THE JUNE 18, 2020 REGULAR MEETING**

The Citizen's Ethics Advisory Board ("Board") of the Office of State Ethics ("OSE") held a Regular Meeting on Thursday, June 18, 2020, by teleconference.

Chair of the Board, Dena Castricone, called the meeting to order at 1:02 p.m.

#### **The following Board members were present:**

Dena Castricone, Chair  
Mary Bigelow  
Charles F. Chiusano  
Karen Christiana

N. Beth Cook  
Kevin Johnston  
Cheryl Lipson  
Nichelle Mullins

#### **The following staff members of the OSE were present:**

Peter Lewandowski, Executive Director  
Brian O'Dowd, General Counsel  
Mark Wasielewski, Ethics Enforcement Officer  
Nancy Nicolescu, Director of Education & Communications  
Marianne Sadowski, Deputy General Counsel  
Marc Crayton, Deputy Ethics Enforcement Officer

Diane Buxo, Assistant General Counsel  
Jennifer Montgomery, Assistant Ethics Enforcement Officer  
Alex Mercier, Legal Intern  
Daniel Boateng, Fiscal Administrative Assistant  
Melissa Hamilton, Paralegal and Clerk of the Board

#### **The following topics were addressed during the meeting:**

1. The minutes of the May 21, 2020 regular meeting were presented to the Board for approval.

**On the motion of Ms. Lipson, seconded by Mr. Johnston, the Board voted seven (7) to zero (0), with Ms. Bigelow abstaining, to approve the minutes of the May 21, 2020 Regular Meeting.**

2. The minutes of the May 20, 2020 special meeting of the Subcommittee on Audit Process Review were presented to the Board for approval.

**On the motion of Ms. Cook, seconded by Ms. Castricone, the Board voted two (2) to zero (0) to approve the minutes of the May 20, 2020 Special Meeting.**

3. Chair Castricone informed the Board that the next Uniform Administrative Procedure Act (“UAPA”) hearing will not occur until September and, therefore, a hearing officer will not be selected until the July regular meeting. Ms. Castricone continued to recognize OSE’s staff for their dedication, hard work and quality work product under the current circumstances and remote working constraints.
4. General Counsel O’Dowd presented the Legal Division Report. Chair Castricone thanked Mr. O’Dowd for a thorough report as well as keeping the Board abreast of the “out of the ordinary” requests that the Division receives.
5. Director of Education & Communications Nancy Nicolescu presented the Training and Media Report, highlighting that the Division re-commenced “live” training this month with two trainings this week and two trainings scheduled for the upcoming week. Ms. Nicolescu provided a Statement of Financial Interests (“SFI”) update, disclosing that the number of required SFI filers stood at 2,552 and the Division has received 1,726 filings, of which approximately 99% are electronic filings. Ms. Nicolescu noted that 832 SFI filings remain outstanding as of this date; however, the actual amount could be less due to some filers holding dual titles, such as members of boards, commissions and agency heads. Each of any such titles is designated to file an SFI.

Chair Castricone reminded the Board members to file their respective SFIs.

6. Ethics Enforcement Officer Mark Wasielewski presented the Enforcement Division Report, highlighting the recent UAPA hearing and the fast approaching SFI and lobbyist filing deadlines.

Mr. Wasielewski also presented the Subcommittee on Audit Process Review’s Training and Educational Improvement Initiatives and the timeline to implement them. Board member Cook shared gratitude for the quick and great work of the OSE’s staff with the compilation of a comprehensive plan, adequately balancing the focus of education and compliance. Chair Castricone concurred with Ms. Cook’s comments regarding the work of the Subcommittee. She complimented the OSE’s staff for ensuring that education is the primary focus in achieving lobbyist compliance with record keeping and reporting as opposed to enforcement. Ethics Enforcement Officer Wasielewski confirmed that the Division has already started implementation of the Subcommittee’s initiatives with Deputy Ethics Enforcement Officer Marc Crayton creating new materials and the collaboration with Director of Education & Communications in the re-organization of materials on the OSE’s website.

7. Deputy Ethics Enforcement Officer Crayton presented the Lobbyist Audit Report for CleanSlate Centers, Inc., requesting approval of the audit and its findings. He noted that the audit consisted of one finding: CleanSlate Centers Inc. understated payments to its communicator lobbyist during the 2017 reporting period. CleanSlate Centers Inc. has since amended its filing to correct the understatement.

**On the motion of Mr. Chiusano, seconded by Ms. Christiana, the Board voted eight (8) to zero (0), to approve the audit report for CleanSlate Centers Inc.**

8. Executive Director Peter Lewandowski presented his report to the Board discussing plans to safely resume onsite operations. The increases of OSE's onsite presence as well as onsite support to the public were among the plans discussed. In order to comply with guidelines, OSE is in the process of developing a schedule to ensure that the staffing does not exceed 50% of the normal office capacity. Telework will continue to be the primary mode of work.

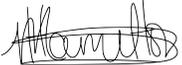
Executive Director Lewandowski provided an update about the ongoing discussion to relocate OSE. Mr. Lewandowski informed the Board that after touring three spaces, the space at the newly refurbished State building at 165 Capitol Avenue and the plans proposed for the space which OSE will occupy appears to be the most suitable for OSE's needs.

Concerning personnel matters, Mr. Lewandowski informed the Board that Fiscal Administrative Assistant Daniel Boateng accepted an advancement position with the Department of Children and Families and his last day is today. Finally, Mr. Lewandowski introduced incoming Summer Legal Intern Alex Mercier to the Board. Mr. Mercier informed the Board that he recently completed his first year at the University of Connecticut School of Law and he is interested in performing public interest work, governmental work or a combination of both. Chair Castricone welcomed Mr. Mercier to OSE.

**On the motion of Mr. Chiusano, seconded by Ms. Mullins, the Board voted eight (8) to zero (0) to adjourn the meeting.**

The meeting was adjourned at 1:25 p.m.

Respectfully submitted by,



Melissa Hamilton  
Clerk of the Citizen's Ethics Advisory Board  
Office of State Ethics

Date approved  
(By the Citizen's Ethics Advisory Board)