



STATE OF CONNECTICUT

OFFICE OF STATE ETHICS

CITIZEN'S ETHICS ADVISORY BOARD OFFICE OF STATE ETHICS 165 Capitol Avenue, Suite 1200, Hartford, CT 06106

MINUTES OF THE SEPTEMBER 15, 2022 REGULAR MEETING

The Citizen's Ethics Advisory Board ("Board") of the Office of State Ethics ("OSE") held a Regular Meeting on Thursday, September 15, 2022.

Chair of the Board, Dena Castricone, called the meeting to order at 1:03 p.m.

The following Board members were present:

Dena Castricone, Chair
Nichelle Mullins, Vice-Chair
Mary Bigelow
Charles Chiusano

Karen Christiana
Jason Farrell (virtual)
Cheryl Lipson

The following staff members of the OSE were present:

Peter Lewandowski, Executive Director
Brian O'Dowd, General Counsel
Mark Wasielewski, Ethics Enforcement Officer
Marianne Sadowski, Deputy General Counsel
(virtual)
Marc Crayton, Deputy Ethics Enforcement
Officer (virtual)

Diane Buxo, Assistant General Counsel
Jennifer Montgomery, Assistant Ethics
Enforcement Officer (virtual)
Melissa Hamilton, Paralegal & Clerk of the
Board
Malissa Hurry, Paralegal

The following topics were addressed during the meeting:

1. The minutes of the August 18, 2022 Regular Meeting were presented to the Board for approval.

On the motion of Mr. Chiusano, seconded by Ms. Christiana, the Board voted six to zero, with Ms. Lipson abstaining, to approve the minutes of the August 18, 2022 Regular Meeting.

2. Chair Castricone presented her Chairperson's report, reminding the Board that Mr. Farrell will serve as the October 13, 2022 Uniform Administrative Procedure Act ("UAPA") Hearing Officer. A volunteer was sought to serve as the November 10, 2022 UAPA Hearing Officer, and Ms. Lipson agreed to do so.

3. General Counsel Brian O'Dowd presented the Legal Division report, informing the Board that he, Executive Director Peter Lewandowski, and Deputy General Counsel Marianne Sadowski were trained by an employee of the Office of the Secretary of the State ("SOTS") on the Regulations filing system. Mr. O'Dowd anticipates the filing of OSE's Regulations with SOTS to begin next week.
4. Ethics Enforcement Officer Mark Wasielewski presented the Enforcement Division report, highlighting that a probable cause hearing has been scheduled for October 19, 2022 in Docket No. 2021-9; however, he anticipates that the matter will be moved to a later date. Further, the Division resolved the Matter of Jotham Burrello, Docket No. 2021-41, for \$1,000. Mr. Wasielewski noted that Assistant Ethics Enforcement Officer Jennifer Montgomery handled the matter and did an excellent job. Finally, the Division has finished addressing the second quarter lobbyists' late filings, with one remaining matter scheduled for a UAPA hearing on October 13, 2022. Mr. Wasielewski, however, anticipates that the matter will settle. He will keep the Board abreast of any developments on the matter.

Mr. Lewandowski added that Mr. Burrello has already contacted OSE to fulfill one of the recommendations of his settlement agreement, which is to complete two hours of the Codes of Ethics training.

5. Deputy Ethics Enforcement Officer Marc Crayton presented the lobbyist audit report for Aunt Bertha/Find Help. He reported that there were no findings, and requested approval of the report.

On the motion of Ms. Bigelow, seconded by Ms. Lipson, the Board voted seven to zero to approve the audit report for Aunt Bertha/Find Help.

6. Executive Director Peter Lewandowski presented the Education and Communications report, noting a change in the September training schedule. Specifically, he noted additional trainings for all state prosecutors and the staff of the Division of Criminal Justice. The Board was informed that while the training schedule for the month of September is light, there has been an uptick in inquiries to schedule trainings for the next two to three months. Additionally, there is an interest among Ethics Liaisons to lead trainings within their respective agencies. In response to a question from Chair Castricone concerning resources to aid the Ethics Liaison in conducting their own agencies' trainings, Mr. Lewandowski stated that the following resources are available: OSE Ethics Training PowerPoint presentations; Ethics on-line materials; and Ethics guides. Lastly, Mr. Lewandowski informed the Board that at the CEAB October's meeting, the Board will receive its final installment of the 2022 in-depth presentation on the Codes of Ethics. The focus of the presentation will be on the Code of Ethics for Lobbyists.

The Media report was prepared by Assistant General Counsel Diane Buxo for which she was recognized by Mr. Lewandowski for her contribution.

7. Executive Director Lewandowski presented the Executive Director's report, highlighting the following items:

a. In personnel matters:

- (i) The advertising period for the OSE Enforcement Division's new Associate Accounts Examiner position has ended. All applications have been received by the office and are currently being reviewed. Interviews will begin in the next two weeks and the goal is to introduce the selected candidate to the Board at the October meeting.
- (ii) Concerning the Director of Education and Communications position, the specification and salary have been finalized, and the position will be submitted next week to the Department of Administrative Services for approval. The goal is to advertise the position in October.

b. The OSE's next biennial budget, covering fiscal years 2024 and 2025, has been submitted to the Office of Policy and Management pursuant to established procedures, although it will ultimately be decided by the General Assembly. The focus of the budget is "additional funding for personnel".

The OSE is also seeking additional funding for Information Technology ("IT") equipment and support over the next two years.

- c. OSE has retained an IT contractor to perform various updates to its lobbyist and Statement of Financial Interest ("SFI") forms as previously discussed, and in advance of the new registration biennium, which commences on January 1, 2023. This contractor will also update the lobbyists reports housed on OSE's website for the public's access to view and/or download or print. In preparation of such update, Mr. Lewandowski has asked the Board to review the present reports accessible on OSE's website and provide feedback on items they would be interested in viewing on the reports.
- d. Internal review of legislative proposals has begun to determine whether legislative revisions are to be made and/or which items to pursue. The Board will be asked in October or November for suggestions. Ms. Bigelow inquired as to the status of Municipal Ethics, and Mr. Lewandowski responded that Municipal Ethics will be included in the legislative proposals and the subcommittee will be reconvening soon.

On the motion of Mr. Chiusano, seconded by Ms. Christiana, the Board voted seven to zero to adjourn the meeting.

The meeting was adjourned at 1:31 p.m.

Respectfully submitted by,



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

October 20, 2022

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