



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 AUGUST 18, 2022 REGULAR MEETING

The Citizen's Ethics Advisory Board ("Board") of the Office of State Ethics ("OSE") held a Regular Meeting on Thursday, August 18, 2022.

Chair of the Board, Dena Castricone, called the meeting to order at 1:21 p.m.

The following Board members were present:

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

Karen Christiana (virtual)
Jason Farrell (telephone)
Laura Schuyler (virtual)

The following staff members of the OSE were present:

Peter Lewandowski, Executive Director
Mark Wasielewski, Ethics Enforcement Officer
Marianne Sadowski, Deputy General Counsel
(virtual)

Marc Crayton, Deputy Ethics Enforcement
Officer
Melissa Hamilton, Paralegal & Clerk of the
Board

The following topics were addressed during the meeting:

1. The minutes of the July 21, 2022 Regular Meeting were presented to the Board for approval.

On the motion of Ms. Bigelow, seconded by Mr. Chiusano, the Board voted six to zero, with Mr. Farrell abstaining, to approve the minutes of the July 21, 2022 Regular Meeting.

2. The minutes of the August 4, 2022 Special Meeting of the Nominating Committee were presented to the Board's Nominating Committee for approval.

On the motion of Mr. Chiusano, seconded by Ms. Bigelow, the Board's Nominating Committee voted two to zero to approve the minutes of the August 4, 2022 Special Meeting of the Nominating Committee.

3. Chair Castricone presented her Chairperson's report, reminding the Board that she will serve as the September 8, 2022 Uniform Administrative Procedure Act ("UAPA") hearing officer. A volunteer was sought to serve as the October 13, 2022 UAPA hearing officer, and Mr. Farrell agreed to do so.

Mr. Chiusano presented the Nominating Committee report, noting that, at its special meeting on August 4, 2022, the Nominating Committee, after polling all Board members' interests in serving as Chair and/or Vice-Chair of the Citizen's Ethics Advisory Board, recommended the following slate of officers for one-year terms beginning on October 1, 2022:

| | |
|--------------------------------|-------------------------|
| <u>Chairperson</u> | Dena Castricone |
| <u>Vice-Chairperson</u> | Nichelle Mullins |

Following the Nominating Committee's report, Mr. Chiusano opened the floor for nominations for the election of the Chair and Vice-Chair positions. With no additional interests/nominations, the Board voted to accept the Nominating Committee's recommendation of the slate of Board officers for one-year terms beginning on October 1, 2022.

The Board voted unanimously by acclamation to approve the election of Dena Castricone as Chair and Nichelle Mullins as Vice-Chair of the Citizen's Ethics Advisory Board.

Mr. Chiusano thanked Ms. Bigelow and Ms. Lipson for serving with him on the Nominating Committee. Chair Castricone thanked the Nominating Committee and the remainder of the Board members for their confidence in her and Ms. Mullins's service as officers, and noted that she looks forward to continuing her service on the Board.

4. Deputy General Counsel Marianne Sadowski presented the Legal Division report, informing the Board that the Division is still awaiting log-in credentials from the Secretary of the State to file modifications made to OSE's Regulations. Further, the Division has not received a Petition for Advisory Opinion involving the Bridgeport mayor and the Connecticut Port Authority.
5. Ethics Enforcement Officer Mark Wasielewski presented the Enforcement Division report, highlighting that the Division has been busy investigating confidential matters and complaints, and that there are eight active UAPA matters with the anticipation of resolution prior to the September 8, 2022 hearing. However, should a hearing become necessary, the option of a virtual hearing was given to the respondents.
6. Deputy Ethics Enforcement Officer Marc Crayton presented the lobbyist audit report for Yale University, requesting approval of the audit and its findings. Mr. Crayton reported that the audit consisted of no findings.

On the motion of Mr. Chiusano, seconded by Ms. Christiana, the Board voted six to zero, with Vice-Chair Mullins abstaining, to approve the audit report for Yale University.

7. Executive Director Peter Lewandowski presented the Education and Communications report, noting that August is usually quiet concerning trainings, and this August was no exception, with no trainings requested or scheduled. Nevertheless, several agencies have contacted OSE to schedule trainings for the months of September and October. Assistant General Counsel Diane Buxo was thanked for the preparation of the Media/Communications report.
8. Executive Director Lewandowski presented the Executive Director's report, highlighting the following items:
 - a. Concerning Board matters, Chair Dena Castricone was congratulated on her reappointment by Governor Ned Lamont to a new four-year term, commencing on October 1, 2022.
 - b. In personnel matters:
 - (i) The OSE Enforcement Division's new Associate Accounts Examiner position is currently being advertised on the Department of Administrative Services' statewide portal until August 29, 2022. Mr. Lewandowski anticipates that the successful candidate will commence the role by the Board's October meeting and, as a result of this hiring, the annual audit drawings set to take place in November may be increased by at least double the prior amount; and
 - (ii) Concerning the Director of Education and Communications position, Mr. Lewandowski anticipates having the specification and salary finalized by next month.
 - c. OSE has commenced its preparation of the next biennial budget, covering fiscal years 2024 and 2025, with the focus on additional funding for personnel.
 - d. OSE has retained an Information Technology contractor to perform various updates to its lobbyist and Statement of Financial Interest ("SFI") forms, with the priority set on lobbyist forms in preparation of the new registration biennium, commencing January 1, 2023. Once lobbyist and SFI forms have been updated, the next area of focus will be to update the lobbyists reports housed on OSE's website for the public's access to view and/or download or print.
 - e. Concerning Freedom of Information requests, Mr. Lewandowski thanked the staff, especially Ethics Enforcement Officer Wasielewski, as the current influx of requests primarily pertains to enforcement matters which require significant attention to detail to distinguish confidential and privileged information to determine which information is disclosable.

- f. The discussion of the notification process involving SFI filers who depart state service, with emphasis on the viability of the suggestions that were presented at the July Board meeting, will be tabled until the September Board meeting where a full Board and staff attendance is expected.

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

The meeting was adjourned at 1:39 p.m.

Respectfully submitted by,



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

September 15, 2022

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