



# 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 21, 2023 REGULAR MEETING**

The Citizen's Ethics Advisory Board ("Board") of the Office of State Ethics ("OSE") held a Regular Meeting on Thursday, September 21, 2023.

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  
Nichelle Mullins, Vice-Chair  
Mary Bigelow  
Charles Chiusano  
Karen Christiana

N. Beth Cook  
Jason Farrell  
Cheryl Lipson  
Laura Schuyler (virtual)

#### **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  
Jennifer Montgomery, Associate General  
Counsel (virtual)

Diane Buxo, Assistant General Counsel  
Carol Langevin, Associate Accounts Examiner  
Sarah Clark, Director of Education &  
Communications  
Malissa Hurry, Paralegal Specialist  
Melissa Hamilton, Paralegal Specialist and Clerk  
of the Board

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

1. The minutes of the August 17, 2023 Regular Meeting were presented to the Board for approval.

**On the motion of Ms. Lipson, seconded by Mr. Chiusano, with Vice-Chair Mullins abstaining, the Board voted eight (8) to zero (0) to approve the Minutes of the August 17, 2023 Regular Meeting.**

2. The minutes of the August 17, 2023 Meeting of the Nominating Committee were presented to the Board's Nominating Committee for approval.

**On the motion of Mr. Chiusano, seconded by Ms. Lipson, the Nominating Committee voted three (3) to zero (0) to approve the Minutes of the August 17, 2023 Meeting.**

3. The Chairperson's report was presented by Chair Castricone, during which, she reminded the Board that Mr. Chiusano volunteered to serve as the October 12, 2023 Uniform Administrative Procedure Act ("UAPA") Hearing Officer, and requested a volunteer UAPA Hearing Officer for the November 9, 2023 hearings. Ms. Lipson volunteered for the role and Chair Castricone volunteered to serve as an alternate should a scheduling conflict arise.
4. Chair Castricone thanked Vice-Chair Mullins and Ms. Christiana, the two departing Board members, for their service to the Board and the State of Connecticut. On behalf of the staff, Executive Director Peter Lewandowski expressed his appreciation to the two members. Both members were presented with commemorative gifts for their service, in compliance with the Code of Ethics for Public Officials.
5. General Counsel Brian O'Dowd presented the Legal Division's report and a memorandum addressing questions the Board had following the presentation on Administrative Lobbying under the Code of Ethics for Lobbyists.

The Board decided to form a subcommittee on administrative lobbying.

6. Ethics Enforcement Officer Mark Wasielewski presented the Enforcement Division's report.
7. Associate Accounts Examiner Carol Langevin presented the lobbyist audit report for Connecticut Prevention Network, Inc., requesting approval of the audit and its findings. Ms. Langevin reported that the audit contained two findings: (1) the late filing of a 2020 quarterly lobbyist financial report, ETH-2D, by one day; and (2) understated payments totaling \$2,127.00, in 2020. The lobbyist's financial reports were subsequently amended to correct the understated discrepancy.

**On the motion of Mr. Chiusano, seconded by Vice-Chair Mullins, the Board voted nine (9) to zero (0) to approve the audit report for Connecticut Prevention Network, Inc.**

Deputy Ethics Enforcement Officer Marc Crayton presented the lobbyist audit report for Jand, Inc. dba Warby Parker, and requested the approval of the audit and its findings. Mr. Crayton reported that the audit contained two findings: (1) understated payments totaling \$52,648.00, in 2021; and (2) overstated payments totaling \$7,861.00, in 2022. Subsequently, the lobbyist amended its financial reports to properly report the understated and overstated payments.

**On the motion of Ms. Christiana, seconded by Ms. Lipson, the Board voted nine (9) to zero (0) to approve the audit report for Jand, Inc. dba Warby Parker.**

8. Director of Education and Communications Sarah Clark presented the Education and Communications report, highlighting that:
- (a) Work has begun with our newly reassigned Associate General Counsel Jennifer Montgomery. Ms. Clark and Attorney Montgomery are reworking the educational materials and broadcasting strategies of said educational materials to the regulated community, beginning with the lobbyist information.
  - (b) Training sessions were conducted with the Lieutenant Governor's Office and the Auditors of Public Accounts during this past month.
  - (c) Work continues with state and quasi-public agencies who have been encouraged to establish or update their ethics policies and statements via the Ethics Spotlight Newsletter.
  - (d) The overhauling of OSE's website has commenced as part of the office's strategic plan.
  - (e) Preparation for the 2024 legislative session is underway, as well as expansion to outgoing communications.

Lastly, Ms. Clark provided, for preview, visual aid examples of OSE's most asked questions and their applicable Codes of Ethics provisions in response that the office intends to post in our office lobby.

9. Executive Director Lewandowski presented the Executive Director's report, highlighting the following items:
- (a) The second phase of OSE's office expansion involving the reconfiguration of two workstations has been postponed until further notice due to a new development caused by recent water leaks following excessive and heavy rainfall and necessitating immediate attention.
  - (b) The announcement of Board member Lipson's reappointment by the House Minority Leader. Ms. Lipson's new term will commence on October 1, 2023.
  - (c) As of September 1, 2023, the Legal Division filled its staff attorney position. The new Associate General Counsel, Jennifer Montgomery, will be assisting the Director of Education and Communications, in addition to her other Legal Division responsibilities.
  - (d) The status of the hiring of a staff attorney for the Enforcement Division.
  - (e) The announcement of the return of the Connecticut Freedom of Information Commission's Annual Conference. The next conference is scheduled for October 20, 2023, at the Riverhouse at Goodspeed Station in Haddam.

- (f) Important details concerning this year's Council on Government Ethics Laws (commonly known as "COGEL") conference, which will be held on December 3<sup>rd</sup> through December 6<sup>th</sup> in Kansas City.

10. Adjournment

**On the motion of Vice-Chair Mullins, seconded by Ms. Christiana, the Board voted nine (9) to zero (0) 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

October 19, 2023

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