



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 NOVEMBER 21, 2024 REGULAR MEETING

The Citizen's Ethics Advisory Board ("Board") of the Office of State Ethics ("OSE") held a Meeting on Thursday, November 21, 2024.

Chair of the Board, N. Beth Cook, called the meeting to order at 1:07 p.m.

The following Board members were present:

N. Beth Cook, <i>Chair</i>	Dena Castricone (virtual)
Charles Chiusano, <i>Vice-Chair</i>	Cheryl Lipson
Mary Bigelow	Laura Schuyler

The following staff members of the OSE were present:

Peter Lewandowski, <i>Executive Director</i>	Jennifer Montgomery, <i>Associate General Counsel</i> (virtual)
Brian O'Dowd, <i>General Counsel</i>	Diane Buxo, <i>Assistant General Counsel</i>
Mark Wasielewski, <i>Ethics Enforcement Officer</i>	Carol Langevin, <i>Associate Accounts Examiner</i>
Sarah Clark, <i>Director of Education & Communications</i>	Melissa Hamilton, <i>Paralegal Specialist</i> (Legal Division) & <i>Clerk of the Citizen's Ethics Advisory Board</i>
Marianne Sadowski, <i>Deputy General Counsel</i> (virtual)	Alaaeldin Ali, <i>Information Technology Analyst II</i>
Marc Crayton, <i>Deputy Ethics Enforcement Officer</i>	

The following topics were addressed during the meeting:

1. The minutes of the September 19, 2024 regular meeting were presented to the Board for approval.

The Board voted six (6) to zero (0) to approve the Minutes of the September 19, 2024 regular meeting.

2. Each year the OSE conducts a random drawing of lobbyists for audit pursuant to General Statutes § 1-96a (b). Chair Cook designated Associate Accounts Examiner Carol Langevin to perform the 2025 drawing of client lobbyists for audit using the Client Lobbyist Randomizer Computer Software. The operation and selection process were displayed for both in-person and virtual attendees. This year's selection consists of thirty (30) client lobbyists registered between January 1, 2022, and December 31, 2024, has been published on OSE's website, and can be viewed [here](#). In addition, the OSE will audit the associated communicator lobbyists of the selected client lobbyists. Selected lobbyists will be notified in writing of their selection and provided with a list of documents required for the audit, along with a PowerPoint information session for the audit process.

3. Chair Cook presented her inaugural chairperson's report with an update regarding the Uniform Administrative Procedure Act (UAPA) hearings over the next two months. She noted that, as customary, there are no hearings during the month of December, and to date, there are no matters on the January 2025 hearing calendar; however, a Hearing Officer was sought and Vice-Chair Chiusano volunteered, in the event matters are added to the January UAPA hearing calendar. Chair Cook also presented the 2025 Citizen's Ethics Advisory Board Regular Meeting schedule and the 2025 UAPA Hearing schedule to the Board for adoption.

On the motion of Vice-Chair Chiusano seconded by Ms. Lipson, the Board voted six (6) to zero (0) to approve the 2025 Citizen's Ethics Advisory Board Regular Meeting schedule and the 2025 UAPA Hearing schedule.

4. The Legal Division report was presented by General Counsel Brian O'Dowd. Mr. O'Dowd noted that following the Division's written report submission, the Department of Consumer Protection submitted its current list of positions subject to the post-state employment prohibitions in General Statutes § 1-84b (c), (d), and (e). Therefore, all agencies listed in these provisions are now fully compliant.
5. Ethics Enforcement Officer Mark Wasielewski presented the Enforcement Division report, highlighting the following items:
 - Seventeen (17) confidential evaluations were opened during this reporting period.
 - Twenty-seven (27) background check requests were received and processed by paralegals Malissa Hurry and Melissa Hamilton.
 - No active enforcement initiatives concerning lobbyist filings. The next enforcement initiative concerning these filings will commence following the January 10, 2025 filing deadline.
6. Associate Accounts Examiner Carol Langevin presented four (4) client lobbyist audit reports for approval, none of which contained findings.

On the motion of Ms. Bigelow, seconded by Vice-Chair Chiusano, the Board voted six (6) to zero (0) to approve the audit report for CT Funeral Directors Assoc.

On the motion of Vice-Chair Chiusano, seconded by Ms. Schuyler, the Board voted six (6) to zero (0) to approve the audit report for CTAAP.

On the motion of Vice-Chair Chiusano, seconded by Ms. Lipson, the Board voted six (6) to zero (0) to approve the audit report for Malta House of Care, Inc.

On the motion of Ms. Lipson, seconded by Vice-Chair Chiusano, the Board voted six (6) to zero (0) to approve the audit report for Carvana, Inc.

7. Deputy Ethics Enforcement Officer Marc Crayton presented six (6) communicator lobbyist audit reports, which contained no findings, for approval.

On the motion of Ms. Bigelow, seconded by Ms. Lipson, the Board voted six (6) to zero (0) to approve the audit report for FOCUS Government Affairs @ UKS.

On the motion of Vice-Chair Chiusano, seconded by Ms. Lipson, the Board voted six (6) to zero (0) to approve the audit report for Matthew Hallisey Government Affairs LLC.

On the motion of Ms. Bigelow, seconded by Vice-Chair Chiusano, the Board voted six (6) to zero (0) to approve the audit report for Geoffrey Simpson.

On the motion of Vice-Chair Chiusano, seconded by Ms. Lipson, the Board voted six (6) to zero (0) to approve the audit report for The Ad Hoc Group, Inc.

On the motion of Ms. Schuyler, seconded by Vice-Chair Chiusano, the Board voted six (6) to zero (0) to approve the audit report for Cain Associates LLC.

On the motion of Ms. Bigelow, seconded by Ms. Schuyler, the Board voted six (6) to zero (0) to approve the audit report for Kowalski Group.

8. The Education & Communications report was presented by Director of Education & Communications Sarah Clark. Ms. Clark thanked everyone for their care and support while she was out of the office. Highlighting her written report, she provided an overview of the training calendar for the next few weeks, and a report on the past trainings held upon her return to the office. Ms. Clark also shared details about the 2025 statewide lobbyist training.
9. Executive Director Peter Lewandowski presented the Executive Director report, providing updates on the following matters:
 - Board vacancies and appointments.
 - The selection of a new staff attorney for the Enforcement Division.
 - The OSE and Board's attendance and participation at the upcoming Council of Governmental Ethics Laws (commonly known as "COGEL") conference to be held December 7th through December 11th.

Chair Cook reminded the Board to submit any candidate(s) they would like to be considered for a seat on the Board and encouraged OSE's staff to do the same.

10. Executive Director Lewandowski provided a summary of the past legislative session's outcomes as it relates to OSE to aid the discussion and development of potential legislative initiatives for the upcoming legislative session. Mr. Lewandowski also shared that a state agency submitted a request to possibly amend a Code provision to include an exemption. The Board and OSE's posture were determined concerning potential legislative initiatives for the upcoming session, and proposed language will be prepared and presented at the next meeting, as well as any updates on the subject.

11. Adjournment

On the motion of Mr. Chiusano, seconded by Ms. Lipson, the Board voted six (6) to zero (0) to adjourn the meeting.

The meeting was adjourned at 1:51 p.m.

Respectfully submitted by,

A handwritten signature in blue ink, appearing to read "Melissa Hamilton", with a long horizontal flourish extending to the right.

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

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