



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 APRIL 18, 2024 REGULAR MEETING

The Citizen's Ethics Advisory Board ("Board") of the Office of State Ethics ("OSE") held a Regular Meeting on Thursday, April 18, 2024.

Chair of the Board, Dena Castricone, called the meeting to order at 1:01 p.m.

The following Board members were present:

Dena Castricone, Chair
N. Beth Cook, Vice-Chair
Mary Bigelow
Charles Chiusano

Jason Farrell (virtual)
Thomas Jones
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
Sarah Clark, Director of Education & Communications
Marianne Sadowski, Deputy General Counsel (virtual)
Marc Crayton, Deputy Ethics Enforcement Officer

Jennifer Montgomery, Associate General Counsel (virtual)
Diane Buxo, Assistant General Counsel (virtual)
Adrian Baron, Assistant Ethics Enforcement Officer
Carol Langevin, Associate Accounts Examiner
Melissa Hamilton, Paralegal & Clerk of the Citizen's Ethics Advisory Board
Malissa Hurry, Paralegal

The following topics were addressed during the meeting:

1. The minutes of the March 21, 2024 regular meeting were presented to the Board for approval. Board member Bigelow requested correction to the minutes noting her abstention from a vote regarding the February 16, 2024 regular meeting minutes.

On the motion of Mr. Jones, seconded by Mr. Chiusano, the Board voted eight (8) to zero (0) to approve the Minutes of the March 21, 2024 regular meeting, as amended.

2. Chair Castricone presented the chairperson's report. Following a reminder to the board of Vice-Chair Cook's upcoming service as the Uniform Administrative Procedure Act ("UAPA") Hearing Officer on May 9, 2024, a hearing officer for the June 13, 2024 UAPA hearings was sought and Board member Jones volunteered.

3. General Counsel O'Dowd presented the Legal Division report highlighting the Division's work over the last month, and the anticipation of several petitions for advisory opinions due to the unique and complex nature of several informal advisory opinions that the Division reviewed.
4. Ethics Enforcement Officer Wasielewski presented the Enforcement Division report providing updates on the enforcement initiatives of the first and second quarter lobbyists' financial disclosures reports, as well as other open UAPA matters.
5. Associate Accounts Examiner Carol Langevin presented the client lobbyist audit report for *Tri-S Environmental Services, Inc.*, which contained several findings: the late filing of its 2021 second quarter ETH-2D by two (2) days; an overstatement of \$664.69 to its communicator lobbyist in 2021; and an understatement of \$1,994.07 to its communicator lobbyist in 2022. Tri-S Environmental Services, Inc., amended its reports to correct the over- and under-statements.

On the motion of Vice-Chair Cook, seconded by Ms. Bigelow, the Board voted eight (8) to zero (0) to approve the audit report for Tri-S Environmental Services, Inc.

6. Concerning the audits of *Doyle, D'Amore & Balducci, International Government Strategies, LLC*, and *The O'Leary Group, LLC*, Mr. Crayton reported that neither audit contained any findings.

On the motion of Ms. Lipson, seconded by Mr. Chiusano, with Mr. Jones abstaining, the Board voted seven (7) to zero (0) to approve the audit report for Doyle, D'Amore & Balducci.

On the motion of Vice-chair Cook, seconded by Mr. Chiusano, with Mr. Jones abstaining, the Board voted seven (7) to zero (0) to approve the audit report for International Government Strategies, LLC.

On the motion of Mr. Chiusano, seconded by Ms. Lipson, with Mr. Jones abstaining, the Board voted seven (7) to zero (0) to approve the audit report for The O'Leary Group, LLC.

Board member Jones explained that he abstained from voting on the audits because of a time overlap between the audit period of the present audits and his previous employment with OSE as Ethics Enforcement Officer.

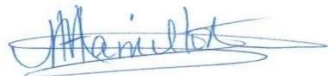
7. Director of Education and Communications, Sarah Clark, presented the Education and Communication report, and provided the following updates:
 - (a) Statements of Financial Interest ("SFI") filers received a final reminder that the deadline to file their SFIs is **13 days** away (on **May 1, 2024**).
 - (b) COGEL's May 2024 edition of The Guardian will feature an article from OSE, **Managing Outside Employment with a Hybrid Workforce**. An advanced copy of the article was provided to the Board.
 - (c) The lobbyist guides are in the final revision stage.

- (d) This summer, changes will be made to the on-line ethics training module.
- 8. Executive Director Lewandowski presented the Executive Director's report, and the following updates were provided:
 - (a) The audit program will no longer operate under the Enforcement Division, effective May of 2024. Rather, it will be freestanding under the administrative operations of OSE and directly supervised by Executive Director Lewandowski. Ms. Langevin will remain assigned to the program and will be principally responsible for conducting the remaining audits selected in November 2023 and going forward.
 - (b) Concerning the budget, the release of the amended budget bills is still pending.
 - (c) To date, there are 2,873 required SFI filers; two-thirds of filers have filed SFIs; and slightly under 1,000 SFIs remain unfiled. An SFI presentation was held with Ethics Liaisons.
 - (d) The status of the vacancy on the Board was discussed.
- 9. Mr. Lewandowski presented a legislative update on OSE's five (5) legislative proposals and other bills closely monitored due to their relevance to the Code of Ethics and OSE. Mr. Lewandowski noted that two of OSE's proposals, **SB 259** and **SB 260**, have advanced from the Senate, and are ready for House action. The Legislative session is scheduled to end on May 8, 2024.
- 10. Adjournment

On the motion of Mr. Jones, seconded by Vice-Chair Cook, the Board voted eight (8) to zero (0) to adjourn the meeting.

The meeting was adjourned at 1:33 p.m.

Respectfully submitted by,



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

May 16, 2024

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