



# STATE OF CONNECTICUT

## OFFICE OF STATE ETHICS

### **THE SUBCOMMITTEE ON ADMINISTRATIVE LOBBYING CITIZEN'S ETHICS ADVISORY BOARD**

#### **OFFICE OF STATE ETHICS**

**165 Capitol Avenue, Suite 1200, Hartford, CT 06106**

### **MINUTES OF THE JANUARY 10, 2024 SPECIAL MEETING**

The Subcommittee on Administrative Lobbying of the Citizen's Ethics Advisory Board ("Subcommittee") of the Office of State Ethics ("OSE") held a Special Meeting on Wednesday, January 10, 2024.

The Chair of the Subcommittee, Beth Cook, called the meeting to order at 1:32 p.m.

#### **The following Subcommittee members were present:**

Beth Cook, Chair  
Dena Castricone  
Thomas Jones

#### **The following staff members of the OSE were present:**

Peter Lewandowski, Executive Director  
Brian O'Dowd, General Counsel  
Marianne Sadowski, Deputy General Counsel  
Adrian Baron, Assistant Ethics Enforcement Officer  
Carol Langevin, Associate Accounts Examiner  
Melissa Hamilton, Paralegal & Clerk of the Board

The following topics were addressed during the meeting:

Subcommittee Chair Beth Cook discussed the issues noted in the September 20, 2023 memorandum prepared by General Counsel, Brian O'Dowd. The Subcommittee discussion focused on the need to educate the regulated community regarding applicable law that governs administrative lobbying. Chair of the Board, Dena Castricone, raised concerns as to how the law is applied, particularly how certain interactions between state agencies and the regulated community are treated under existing law. The Subcommittee members proposed the drafting of a plain-language document, which would include specific examples of administrative lobbying and its distribution to the regulated community, as well as the conducting of an outreach to state agencies through ethics liaisons. General Counsel O'Dowd will draft the plain-language document with input from Subcommittee members. The Subcommittee will reconvene on Thursday, January 18, 2024, at 1:45 p.m., following the regular meeting of the Citizen's Ethics Advisory Board, to discuss and craft specific examples of administrative lobbying to be included in the plain-language guide to be drafted by the General Counsel.

The meeting was adjourned at 2:18 p.m.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read "Peter Lewandowski". The signature is fluid and cursive, with a large initial "P" and "L".

Peter Lewandowski  
Executive Director  
Office of State Ethics

January 18, 2024

Date approved

(By the Subcommittee of the Citizen's Ethics Advisory Board)