

STATE OF CONNECTICUT

OFFICE OF STATE ETHICS

**THE STRATEGIC PLAN SUBCOMMITTEE
CITIZEN'S ETHICS ADVISORY BOARD
OFFICE OF STATE ETHICS
165 Capitol Avenue, Suite 1200, Hartford, CT 06106**

MINUTES OF THE APRIL 16, 2026 REGULAR MEETING

The Strategic Plan Subcommittee of the Citizen's Ethics Advisory Board (Subcommittee) of the Office of State Ethics (OSE) held a Regular Meeting on Thursday, April 16, 2026.

The Chair of the Subcommittee, N. Beth Cook, called the meeting to order at 11:06 a.m.

The following Subcommittee members were present:

N. Beth Cook, Chair
Karess Cannon, *joined virtually at 11:21 a.m.*
Meaghan Cooper
Kenneth Greenberg

The following staff members of the OSE were present:

Peter Lewandowski, Executive Director
Sarah Clark, Director of Education & Communications
Ann Morgan, IT Analyst 3
Alaaeldin "Al" Ali, IT Analyst 2
Melissa Hamilton, Paralegal & Clerk of the Board, *virtual*

The following topics were addressed during the meeting:

Chair N. Beth Cook emphasized the importance of aligning the agency's mission and vision, including review of key values, stakeholders, audiences, and organizational structure with the new five-year strategic plan.

A discussion was held between subcommittee members and agency staff to align the current mission, vision and key values with the goals of the new strategic plan. Executive Director Lewandowski provided an overview of the agency's mission and vision, including historical background. Members agreed that the agency's mission and vision are strong but suggested either adding "transparency" as a standalone value, capture it elsewhere, or refine its current presentation.

In addition, Mr. Lewandowski provided an organizational chart and an overview of the agency's structure, which was established in 2005, and includes the strict firewall between the compliance and enforcement divisions. He pointed out how the structure reflects a Memoranda of Understanding with

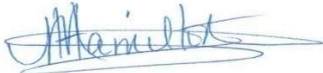
the Freedom of Information Commission and State Elections Enforcement Commission to share Information Technology (IT), Fiscal, and Human Resources services. He further noted minor changes to the office's structure over the years.

The subcommittee members and staff conducted a discussion, similar to a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis. This discussion is ongoing and will remain fluid throughout the creation of the new plan.

IT Analyst III Ann Morgan and Mr. Lewandowski discussed the necessity to revamp the lobbyist and statement of financial interests' systems and our internal case management system for ease of use to stakeholders, members of the public and staff. Executive Director Lewandowski is currently conducting research on various systems and is considering pursuing special financing to fund these updates. He anticipates concluding his research within the next two months, then will prepare a plan to implement new updates and/or software.

The meeting was adjourned at 12:38 p.m.

Respectfully submitted by,



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

May 21, 2026

Date approved

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