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MEMBERS:

\_\_\_ Steven Schwartz, Chair  
\_\_\_ Chris Trapp, Vice-Chair  
\_\_\_ Rebecca Town, Secretary  
\_\_\_ Warren Galloway  
\_\_\_ Brian Downey

STAFF:

\_\_\_ Leslie Ortiz-Fogg, Counsel  
\_\_\_ Vianne Uthman, Administrative Staff

OTHERS PRESENT:

\_\_\_ Ross Kostecky, Legislature Office (recording)

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1. Meeting call to order at 8:02 a.m..
2. November 2018 meeting minutes reviewed and approved on motion of Trapp seconded by Galloway.
3. Introduction of new Board Member Brian Downey effective November 2, 2018, for a term expiring December 31, 2022.
4. Election of Officers for 2019. Galloway moved to re-nominate existing slate of officers for 2019, seconded by Schwartz and approved by the Board. The 2019 Officers are as follows:
  - i. Chair- Steve Schwartz
  - ii. Vice-Chair- Chris Trapp
  - iii. Secretary- Rebecca Town
5. Schedule of Meetings for 2019 was approved, subject to changes.  
January 7, 2019  
February 4, 2019 (Schwartz will be absent but will call in)  
March 4, 2019 (Downey will be absent, Galloway may be absent as well, if so meeting will be moved to 3/11)  
April 1, 2019  
May 6, 2019  
June 3, 2019  
July 1, 2019  
August 5, 2019  
\*September 9, 2019  
\*October 7, 2019  
November 4, 2019  
December 2, 2019
6. Website / Email Updates (Uthman /Town /Schwartz):
  - i. Request for opinions/actions:
    - i. Sewer Management has requested an opinion on whether employees can accept an offer from vendor for free certificate preparation courses. A vendor has offered test preparation free of charge for Public Works Dept. staff to qualify for professional status. As the test prep does have a value and is therefore a gift, the Board has advised the department not to accept the offer as it could be seen as a way to influence behavior.
    - ii. The Board received requests for an opinion on whether attorneys for the county could accept a position as a town prosecutor and as counsel to the Zoning Board. Department Head and Law Department have approved this request. The Board recommends that any work done that would conflict with the regular scheduled time should be done on personal time. They will be reminded to report this work on next year's financial disclosure forms.
  - ii. Updates to website: Terms have been updated, the Annual Report has been added as have meeting dates.

- iii. FOIL Requests: NONE received.
  - iv. Other communications: The Board's email policy will be modified so that receipt of substantive requests will be documented.
7. Old Business:
- i. (Schwartz) Board Membership-Warren Galloway will serve until replacement approved
  - ii. (Trapp): The matter of Morton vs. County of Erie, et al. continues on appeal.
  - iii. (Trapp) Rules & Regulations & Non-Disclosure and Confidentiality Agreement have been updated by Trapp who focused on disclosure and changed pagination on rules and regulations. The confidentiality form will be signed at the beginning of a board member's term. Brian Downey signed and submitted the form.
  - iv. (Schwartz/ Ortiz-Fogg) Letters to department heads and those required to submit names of those who have to file Financial Disclosure for 2019 have been updated to reflect changes in the law moving the submissions from March to February. It also reminds the department heads that individuals can appeal the determination that they must file.
    - a. Memo to Department Heads has been updated (submit in January for February return) The Board reviewed a list of departments and boards to make sure that everyone required to file a financial disclosure is contacted. Leslie Ortiz-Fogg will followup.
    - b. Compliance with Erie County Code of Ethics-
      - i. Political party officials who receive \$30,000 or more during the reporting year must file and meets other criteria stated in law. Some parties have traditionally been ignored so Downey will draft a letter to these political parties including the Working Families Party, the Green Party and the Independence party county committees for more information.
      - ii. Sections 6 and 7 of the revised Ethics Law prohibiting activities such as gifts should be made clear in the revision of the disclosure by adding information that defines nominal value and exclusion of gifts from family members. In addition to the source of the gift the form will be modified to ask the relationship to that person and the date gift was received. Schwartz will draft the language. Additional sections may also need clarification, including definitions of dependent children may be required and Downey will look into this. Trapp will see if there needs to be clarification in financial interests. The question of whether real estate should involve legal entities like cooperatives will also be considered. Downey will also look into this. Travel reimbursements may need to be changed and will be considered at the next meeting.
    - c. Letters to filers will be mailed on or about April 1, 2019 for May 15, 2019 submission deadline.
8. New Business:
- i. (Schwartz) Revisions to 2018 Financial Disclosure required by Local Law 2-2018 Erie County Code of Ethics
    - i. Notes: Summary of Section 6 & 7 Prohibited & Non-Prohibited Activities\*
    - ii. 2017 Financial Disclosure Form (for revisions).
9. Next meeting scheduled for **Monday, February 4, 2019 at 8 a.m.**
10. Motion to adjourn.