

**CITY OF NORWALK
BOARD OF ETHICS
REGULAR MEETING
JULY 24, 2025
VIRTUAL MEETING VIA ZOOM**

ATTENDANCE: Patricia Agudow (chair), Michelle Sawyer, Kitty Sang, Pat Toni

STAFF: Brian Candela

I. CALL TO ORDER

The meeting was called to order at 7:00 PM by Ms. Agudow.

II. ROLL CALL

Ms. Agudow performed roll call. A quorum was established with four members present.

III. ACCEPTANCE OF MINUTES

The board reviewed the minutes from the May 22, 2025, meeting.

**** MS. SAWYER MOVED TO ACCEPT THE MINUTES AS WRITTEN FROM THE MAY 22, 2025, MEETING.**

**** MS. TONI SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

IV. PUBLIC PARTICIPATION

There was no one who wished to address the Board.

V. OLD BUSINESS

A. Discussion of the creation of a Board of Ethics education/training program for the City, its officers, employees, and residents.

Mr. Candela introduced the topic by summarizing previous discussions and the intent to establish a training program.

The program would introduce and explain the City's Code of Ethics using seminar-style presentations. Multiple sessions would be offered, including daytime and evening options, to accommodate attendance. One session would be recorded and made accessible for asynchronous viewing.

Participation would be required for all City employees, elected officials, officers, and directors considered employees.

There should be a system to document employee attendance or acknowledgement to ensure awareness of ethical obligations, similar to other mandatory trainings like cyber security and harassment prevention.

The Board discussed the potential for new employees to be introduced to the Code of Ethics as part of their orientation, with periodic refresher training every 2-3 years.

The importance of obtaining support and coordination from City Human Resources (HR) and the Mayor's office was emphasized to facilitate implementation and enforcement.

Creating hypothetical scenarios was suggested to aid in explaining key concepts in the Code of Ethics during training sessions.

A consensus emerged that starting the program could be delayed until after the November election to coordinate with new City leadership but that preparatory work should continue so the program can launch early in the new year.

The Board briefly discussed holding smaller task force meetings to plan the training content. Mr. Candela reminded members of FOIA requirements for notice if a quorum meets outside the regular meeting schedule. Smaller groups of three or fewer members could meet informally without public notice.

The Board agreed to distribute materials such as PowerPoint slides, the Code of Ethics document, and the Citizen's Guide for review and feedback. Ms. Sang, was encouraged to familiarize herself with these materials prior to future discussions being a new member.

The group planned to coordinate via email in small groups respecting FOIA regulations to refine key elements of the training and discuss necessary hypotheticals.

The next formal meeting was scheduled for August 28, 2025, with the possibility of a special meeting if needed.

VI. NEW BUSINESS

No new business was presented.

VII. DISCUSSION

No additional items were discussed.

VIII. EXECUTIVE SESSION

There was no need to hold an executive session.

IX. ADJOURNMENT

**** MS. PATRICIA AGUDOW MOVED TO ADJOURN THE MEETING.**

**** PAT TONI SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 7:36 PM.

Respectfully Submitted,
Courtney Baldwin