CITY OF NORWALK

CITY HALL
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LAW DEPARTMENT

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BOARD OF ETHICS

Thursday, October 27, 2016 at 7:00 pm
Room 101

Norwalk City Hall
125 East Avenue
Norwalk, CT

AGENDA

1. ROLL CALL

2. PUBLIC PARTICIPATION

3. ACCEPTANCE OF MINUTES: June & September 27, 2016

4. OLD BUSINESS:

5. NEW BUSINESS: Discuss Committees, Nominations

6. EXECUTIVE SESSION

7. ADJOURNMENT

The members discussed the proper procedure with regard to education of City employees, and agreed that the Mayor, Common Council President and Corporation Counsel must be aware of the Committee plans with regard to education. The members also discussed approaching the leadership of individual departments with regard to education of department staff.

Ms. Coppola recommended a timetable for goals on these issues. Mr. Church agreed and recommended the following timetable: All members will have comments regarding Code revisions and education ready by the September 2016 meeting; All questions, procedures, and proper steps will be resolved by the October meeting; and commencing in November or December 2016, the Board will meet with the Mayor, Common Council President, Corporation Counsel and Department leadership regarding the revisions to the Code and education of City Employees. All members of the Committee agreed with the conceptual timetable.

NEW BUSINESS

Mr. Kolezar raised a question regarding the timing of the meetings. He recommended a later meeting time of 7:00 p.m. in order to accommodate the work schedules of the Board members. After discussion, the Board members agreed to a 7:00 p.m. meeting time.

EXECUTIVE SESSION

None.

ADJOURNMENT

**** Mr. Kolezar moved to adjourn the meeting.**

****Ms. Murphy seconded.**

**** The Motion to adjourn the meeting passed unanimously.**

The meeting was adjourned at 8:10 p.m.

Respectfully Submitted,

Kara A.T. Murphy

Member of Board of Ethics

CITY OF NORWALK
BOARD OF ETHICS
REGULAR MEETING
SEPTEMBER 29, 2016

ATTENDANCE: Michael Church, Chairman; Miklos Kolezar, Esq.; Haroldo Williams

ABSENT: Antoinette Williams; Rev. Henry G. Floyd; Kara A. T. Murphy, Esq., Michelle Coppola

OTHERS: None

ROLL CALL

Chairman Church called the meeting to order at 7:06 p. m. and called the roll. A quorum was not present.

PUBLIC PARTICIPATION

No members of the public came forward to speak.

ACCEPTANCE OF THE MINUTES

Due to the lack of a quorum, no minutes were accepted.

OLD BUSINESS

Questions/recommendations of changes to Code

No questions or recommendations of changes were brought forward.

Draft of Board expectations for 2016-2017 Calendar

No expectations were brought forward.

NEW BUSINESS

Chairman Church asked Mr. Kolezar and Mr. Williams for suggestions on ways to improve board member engagement. Mr. Kolezar suggested that the dates for future meetings could be announced at the beginning of each meeting. This would help to manage members' calendars. He also suggested that Mr. Church could email members two weeks before each meeting.

Mr. Williams stated that committees could be created so that there is activity between meetings. Two or three committees could be created so that members can take ownership of topics. In addition, an internal secretary could take attendance and track it over the course of the year.

Discussion followed on what committees should be created. It was decided to create three committees with each board member sitting on two committees. Mr. Church stated that the first committee will identify gaps in the Code of Ethics and recommend modifications. The second committee will create a guide to the Code of Ethics for Department Directors, and the third will facilitate outreach to city employees.

Mr. Kolezar stated that a way to increase engagement could be done by creating hypothetical breaches of ethics to discuss during meetings. It would also be good practice for dealing with real issues when they arise. Mr. Kolezar agreed to present a hypothetical breach at the next meeting.

EXECUTIVE SESSION

An Executive Session was not held.

ADJOURNMENT

** **MR. KOLEZAR MOVED TO ADJOURN THE MEETING.**
** **MR. WILLIAMS SECONDED THE MOTION.**
** **THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 7:36 p. m.

Respectfully submitted,

Tom Blaney
Telesco Secretarial Services