

**CITY OF NORWALK
BOARD OF ETHICS
REGULAR MEETING
MAY 23, 2024
VIA ZOOM**

ATTENDANCE: Patricia Toni, Michelle Sawyer, Anne Wennerstrand, Patricia Agudow, Katherine Williams

STAFF: Brian Candela, Esq., Assistant Corporation Counsel

Roll Call:

Attorney Candela called the meeting to order at 7:10. P.M. and noted there was not a quorum present due to Patricia Toni was not able to be sworn in by the City Clerk's office. He noted that the meeting could be held for information only.

Atty. Candela explained that he would provide an update on the upcoming meeting cancellation for June and there was discussion on the next steps for a u-tube video training and the scheduling of a training symposium.

Michelle Sawyer logged in to the Zoom call at 7:21pm.

Atty. Candela announced there was now a quorum present.

Approval of Minutes: April 28, 2024

****MS. WENNERSTRAND MOVED TO APPROVE THE APRIL 28, 2024 MINUTES AS SUBMITTED**

****MS. SAWYER SECONDED THE MOTION**

****MOTION PASSED UNANIMIOUSLY**

Public Participation - There was no one for public participation.

Old Business

Attorney Candela brought up the following sections of the Code of Ethics:

The Board went through each section page by page and reviewed the changes and additions they made during the last meeting, that were highlighted and redlined.

32-2 Declaration of Policy
32-3 Definitions
32-4 Conflicts of Interest.
32-5 Prohibited Representation
32-6 Prohibited Use of City Properties and Facilities
32-7 Prohibited Use of Influence and Information
32-8 Prohibited Gifts
32-9 Specific Violations
32-10 Negotiation of Future Employment
32-11 Subsequent Employment
32-12 Powers and Duties - Overview of Board and Procedures

Membership and overview of Board practices and procedures

Complaint Procedure

Diagrams of the Complaint Procedure

Diagram of the Complaint Process –
Steps of the Complaint Review Process
Rejection of the Complaint
Investigating Panel

Discussion of the Complaint
Investigating Panel – Confidentiality
Investigating Panel
Decision of Investigating Panel
Hearing Board
Public Hearing Process
Decision by the Hearing Board

The Board went through each section page by page and reviewed the changes and additions they made during the last meeting, that were highlighted and redlined.

****MS. SAWYER MADE A MOTION TO APPROVE 32-1 THROUGH 32-11 AS REVIEWED.**

****MS. AGUDOW SECONDED THE MOTION**

****THE MOTION PASSED UNANIMIOUSLY**

****MS. AGUDOW MADE A MOTION TO APPROVE 32-12 AS AMENDED WITH CHANGES MADE AT THIS MEETING**

****MS. SAWYER SECONDED THE MOTION**

****THE MOTION PASSED UNANIMIOUSLY**

New Business

Attorney Candela brought up the next section:

32-13 Effect of Violation

32-14 Time Limits of Filing and Complaints

32-15 Proposed Revisions

32-16 Review of Costs by Board of Ethics staff

32-17 Representation of Respondent by the City

The Board went through page by page and discussed same, and made additions and revisions along the way which were highlighted in yellow.

****MS. SAWYER MADE A MOTION TO APPROVE 32-13 THROUGH 32-17 AS PRESENTED.**

****MS. WILLIAMS SECONDED THE MOTION.**

****MOTION PASSED UNANIMIOUSLY**

**** MS. SAWYER MADE A MOTION TO APPROVE 32-13 THROUGH 32-18 AS REVIEWED.**

****MS. AGUDOW SECONDED THE MOTION**

****THE MOTION PASSED UNANIMIOUSLY**

Attorney Candela further explained that he would send all the revised slides to everyone for review and see what topics people were interested in doing or not doing for the educational YouTube videos. Also he will send e-mails to IT for setting up a symposium. In addition, he will research how to have a hybrid meeting with the Board, and he will look into City Clerks' Office to make meeting room arrangements.

It was noted all the slides would be added to the Boards page and linked for the publics access.

Adjournment

****MS. SAWYER MADE A MOTION TO ADJOURN.**

****MS. AGUDOW SECONDED THE MOTION**

****MOTION PASSED UNANIMIOUSLY**

The meeting was adjourned at 7:38 pm.

Respectfully Submitted,
Telesco Secretarial Services
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Board of Ethics
May 23, 2024