CITY OF NORWALK
ETHICS COMMISSION
REGULAR MEETING
DECEMBER 15, 2016

ATTENDANCE: Michael Church, Chair: Michelle Coppola, Kara Murphy, Haroldo Williams, Miklos Koleszar

ABSENT: Rev. Henry Floyd and Ms. Antoinette Williams.

CALL TO ORDER

Mr. Church called the meeting to order at 7:01 p.m.

ROLL CALL

Mr. Church called the roll and announced there was a quorum present.

PUBLIC PARTICIPATION

There was no members of the public present.

APPROVAL OF MINUTES

October 27, 2016

The following correction was noted:

Page 1 under **ATTENDANCE** and following, please correct the spelling of “Kolezar” to “Koleszar” throughout the document.

Page 1, under **ROLL CALL**, please “It was noted that Mr. Williams stated at the September meeting that he would not be able to attend the October meeting.”

Ms. Coppola noted that she had not received notification about this meeting in advance.

**** MS. MURPHY MOVED THE MINUTES OF OCTOBER 27, 2016 AS CORRECTED.**
**** MR. KOLESZAR SECONDED.**
**** THE MOTION PASSED WITH THREE IN FAVOR(CHURCH, MURPHY AND KOLESZAR) AND TWO ABSTENTIONS (COPPOLA AND WILLIAMS**.)

NEW BUSINESS

2017 Calendar

Mr. Church noted that the calendar was subject to change and said that the meetings would take place on the fourth Thursday of the month in Room 101 at 6:30 p.m.. He noted that the September meeting date was incorrect. It should be September 21st, not the 22nd. He said that they would try to have the calendar send to everyone's phone and that the Commission would be taking July and August off unless there were pending issues.

Mr. Koleszar said that everyone was an adult and if there is no email reminder, the Commissioners are still responsible for their attendance.

OLD BUSINESS

Discuss Committees

Mr. Church said that the Commission had discussed forming committees at the last meeting and came up with three committees: The Code of Ethics Modification Committee, City Officials and Employee Outreach, and Department Heads and New Hires Outreach.

He said that it would be important for the Commissioners to be comfortable with the Code of Ethics.

The Modifications Committee will be Mr. Koleszar, Rev. Floyd and Ms. Murphy. Mr. Williams said that he would also like to be part of the Modifications Committee, as previously discussed.

Mr. Church said that he would like to have Corporation Counsel present during one of the winter month meetings in order to understand what their goals are for the Commission.

Mr. Church said that he wanted to update the roster with addresses, email addresses and phone numbers.

Mr. Church said that on the City Website, he is listed as an alternate. He said that he would like to look into that and confirm that everyone has their proper roles noted.

Mr. Church noted that there were two terms that would expire in March and said that he would speak with Corporation Counsel about reappointments.

SAMPLE SCENARIOS

Mr. Church said that in the last two months, the Commission had started working on sample scenarios so that the Commissioners are familiar with the various areas of ethical violations. Copies of the sample scenario involving an offsite conference were distributed. Discussion followed.

Mr. Church suggested that perhaps in January, the Commission can have a meeting about the training that Ms. Coppola recently attended.

Ms. Coppola asked what the Commission's goal would be and how they would line up with the goals of Corporate Counsel. Mr. Church said that he had concerns about the fact that the Council Members could not receive gifts over $50.00, but there is no indication if there is a time period attached. So, it could be interpreted as $50.00 a year or $50.00 a day.

Mr. Church said that he would like to see the municipal employees attend a workshop that would give them an overview of the ethics and make them familiar with what the proper procedure for filing an Ethics violation. Mr. Church said that he would like to do this in April. He said that he would ask Corporation Counsel to attend the February meeting. He said that he would like to have the modifications ready to present to the Common Council.

The discussion then moved to checking with the various cities such as Bridgeport and Stamford about their Codes of Ethics.

Mr. Koleszar the read two hypothetical scenarios involving receiving non-business emails at a municipal email address and one concerning the use of municipal letterhead for a private letter of recommendation. Discussion about the various aspects of the situation followed.

Mr. Church asked Ms. Coppola to work with the modifying committee and to create a timeline. He cautioned everyone that it would be important not to get over involved in the details.

EXECUTIVE SESSION

There was no need for an Executive Session at this time.

ADJOURNMENT

**** MS. COPPOLA MOVE TO ADJOURN**
**** MR. WILLIAMS SECONDED.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:00 p.m.

Respectfully submitted

S. L. Soltes
Telesco Secretarial Services