



County of Schenectady

NEW YORK

Julie McDonnell, Chair
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July 1, 2024

BOARD OF ETHICS ORGANIZATIONAL MEETING

June 20, 2024 12pm, County Legislative Conference Room

MEETING MINUTES

Present: Evan Christou, Julie McDonnell, Gerard Parisi, Madelyn Thorne

Absent/ Excused: Richard Nebolini

Staff: Christopher Gardner, Steven McCutcheon, Patricia Ellis

Call to Order/Public Comment (Agenda Items I to III):

The meeting was called to order by Julie McDonnell at 12:10 pm and the Pledge of Allegiance was led by Patti Ellis. There were no members of the public in attendance or written comments received.

Members reviewed their contact information and discussed frequency and timing of future meetings. The Board agreed that quarterly meetings will be held to conduct regular business, and special meetings called to address any urgent or time-sensitive matters.

Appointment of Chair and Vice Chair (Agenda Item IV):

Madeline Thorne introduced a motion to nominate Julie McDonnell as Chair and Gerard Parisi as Vice-Chair of the Board of Ethics. All members present voted in the affirmative and the appointments were approved.

Administrative support to the Board will be provided by Steve McCutcheon, Deputy County Auditor and legal counsel will be provided by Christopher Gardner, County Attorney.

Functions/ Duties of the Board & Legal References: (Agenda Items V and VI):

Julie McDonnell gave a brief overview of the functions and duties of the Board of Ethics as prescribed by Chapter 95 of the *Laws of Schenectady County* and Article 18 of *NYS General Municipal Law*.

The Board's primary function is to administer and oversee the annual financial disclosure process. Other responsibilities include review and update of ethics policies, and issuance of advisory opinions on matters concerning conflicts of interest.

Members were provided printed copies of the laws referenced above as well as additional ethics guidance documents published by the New York State Comptroller.

Financial Disclosure Form, Filing Process and Status (*Agenda Item VII*)

Steve McCutcheon provided a detailed explanation of the annual financial disclosure process, including (1) determination of required filers by position, (2) form substance and filing process, (3) annual deadlines, and (4) appeals and enforcement. Steve also provided a status report for the 2024 filing, which has now been completed.

The Board discussed recent (2024) changes to the content of the Disclosure Form (*Legislative Resolution 20-24*) as well as the new online filing portal developed with assistance from the County's IT Department.

Other Business/ Communications/ Adjournment (*Agenda Item VIII-IX*):

No other new business was discussed. The next regular meeting will be held in the fall; Steve McCutcheon will contact members to schedule the meeting date and time.

The meeting was adjourned at 1:02 pm.

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