

**CITIZEN’S ETHICS ADVISORY BOARD
OF THE OFFICE OF STATE ETHICS
18-20 Trinity Street, Hartford, CT 06106-1660**

MINUTES OF THE MEETING OF JULY 19, 2012

The Citizen’s Ethics Advisory Board (“Board”) of the Office of State Ethics (“OSE”) held a Regular Meeting on Thursday, July 19, 2012, in the 5th Floor Conference Room, 18-20 Trinity Street, Hartford, CT 06106.

Chairman David Gay called the meeting to order at 1:00 p.m.

The following members of the Board were present:

- David Gay, Chairman
- Charles Chiusano, Vice-Chairman
- Mary Bigelow, member
- Herbert A. Grant, Member
- Susan Gruen, Member
- Thomas Dooley, Member
- Roger L. Kemp, Member
- Dennis J. Riley, Member
- Daniel Young, Member

The following staff members of the OSE were present:

- Carol Carson, Executive Director
- Barbara Housen, General Counsel
- Thomas K. Jones, Ethics Enforcement Officer
- Brian O’Dowd, Deputy General Counsel
- Cynthia Isales, Assistant General Counsel
- Marc W. Crayton, Assistant Enforcement Officer
- Mark E. Wasielewski, Assistant Enforcement Officer
- Iris E. D’Oleo-Edwin, Clerk of the Board

The following topics were addressed during the meeting:

1. The Minutes of the June 21, 2012 Regular Meeting were presented to the Board for approval.

On the motion of Mr. Kemp, seconded by Mr. Grant, the Board voted nine (9) to zero (0) to approve the minutes of June 17, 2012 with corrections.

2. As an introduction to the audit selections, Ms. Carson addressed the Board to present an overview of the audit process.

3. Chairman Gay conducted the drawing for the 2012 audit selections for client lobbyists, pursuant to General Statutes § 1-96a (b). Ten client lobbyists were randomly selected to be audited for the period of January 1, 2009 to December 31, 2011.
4. General Counsel Housen presented the Consideration of Petition for Advisory Opinion from Brian O'Dowd, Deputy General Counsel for the Legal Division.

On the motion of Mr. Dooley, seconded by Mr. Young, the Board voted nine (9) to zero (0) to grant the Petition for Advisory Opinion from Brian O'Dowd.

5. Deputy General Counsel O'Dowd presented Draft Advisory Opinion No. 2012-8, in connection with a Petition from Senator Kevin Witkos.

On the motion of Mr. Grant, seconded by Mr. Riley, the Board voted nine (9) to zero (0) to adopt Advisory Opinion No. 2012-8.

Senator Witkos addressed the Board and thanked the OSE staff.

6. Chairman Gay presented the Chairman's report.
7. Chairman Gay provided an opportunity for discussion of any new business. There was no new business.
8. General Counsel Housen presented the Legal Division Report.
9. Assistant General Counsel Cynthia Isaacs presented a brief update on the amendment to the Regulations.
10. Ethics Enforcement Officer Jones presented the Enforcement Division Report. He updated the Board on developments since the July Enforcement Report, and on the Division's initiative to enforce the second quarter report for client lobbyists, for which hearings are scheduled for September 13, 2012. He also updated the Board on the 2012 Statement of Financial Interests audit, and on one confidential probable cause hearing scheduled for August and two scheduled for September, 2012.
11. Ethics Enforcement Officer Jones presented the audit reports for Allstate Insurance Company and Driving School Association of Connecticut.

On the motion of Mr. Chiusano, seconded by Mr. Bigelow, the Board voted nine (9) to zero (0) to approve the audit report for Allstate Insurance Company.

On the Motion of Mr. Grant, seconded by Mr. Kemp, the Board voted nine (9) to zero (0) to approve the audit report for Driving Schools Association of Connecticut.

12. Ms. Carson presented the Executive Director's Report. She reported on the Board and staff retreats that are being planned and on the upcoming Board vacancies as two Board member's terms will expire on September 30, 2012. Ms. Carson also informed the Board with regard to OSE's initiative to reach out to its stakeholders through education and technology.
13. Chairman Gay provided an opportunity for public comments. There were no public comments.
14. **On the motion of Mr. Kemp, seconded by Mr. Chiusano, the Board voted nine (9) to zero (0) to move into Executive Session to discuss a pending CHRO matter.**

The following individuals attended the Executive Session:

- David Gay, Chairman
- Charles Chiusano, Vice-Chairman
- Mary Bigelow, Member
- Thomas Dooley, Member
- Herbert A. Grant, Member
- Susan Gruen, Member
- Roger L. Kemp, Member
- Dennis Riley, Member
- Daniel Young, Member
- Carol Carson, Executive Director
- Barbara Housen, General Counsel
- Thomas Jones, Ethics Enforcement Officer
- Iris E. D'Oleo-Edwin, Clerk of the Board
- Mark Wasielewski, Assistant Enforcement Officer
- Marc Crayton, Assistant Enforcement Officer

15. **On the motion of Mr. Dooley, seconded by Mr. Kemp, the Board voted nine (9) to zero (0) to come out of Executive Session.**
16. **On the motion of Mr. Dooley, seconded by Mr. Chiusano, the Board voted nine (9) to zero to adjourn the meeting at 1:55 p.m.**

Respectfully submitted by,

Iris E. D'Oleo-Edwin, Clerk
Citizen's Ethics Advisory Board

Date approved

(By the Citizen's Ethics Advisory Board of the Office of State Ethics)