

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

MINUTES OF THE MEETING OF NOVEMBER 15, 2012

The Citizen's Ethics Advisory Board ("Board") of the Office of State Ethics ("OSE") held a Regular Meeting on Thursday, November 15, 2012, in the 5th Floor Conference Room, 18-20 Trinity Street, Hartford, CT 06106.

Chairman Charles Chiusano called the meeting to order at 1:00 p.m.

The following members of the Board were present:

- Charles F. Chiusano, Chairman
- Herbert A. Grant, Vice-Chairman
- Mary Bigelow, Member
- Susan Gruen, Member
- Dennis J. Riley, Member (Participated via teleconference)
- 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
- Cynthia Isales, Assistant General Counsel
- Marc W. Crayton, Assistant Enforcement Officer
- Mark E. Wasielewski, Deputy Ethics Enforcement Officer
- Iris E. D'Oleo-Edwin, Clerk of the Board
- Nancy Lotas, Office Assistant

The following topics were addressed during the meeting:

1. The minutes of the October 18, 2012 Regular Meeting were presented to the Board for approval.

On the motion of Ms. Bigelow, seconded by Mr. Young, the Board voted six (6) to zero (0) to approve the minutes of October 18, 2012 Regular Meeting.

2. Chairman Chiusano presented the Chairman's report. He reported on the OSE's Executive Director annual evaluation and asked Board and staff members to provide him with any comments with regard to the evaluation.
3. Chairman Chiusano provided an opportunity for discussion of new business. He proposed to add an item to the agenda to discuss the OSE's Executive Director's annual evaluation.

On a motion by Mr. Grant, seconded by Mr. Young, the Board voted six (6) to zero (0) to add to the Agenda an Executive Session to discuss the Executive Director's annual evaluation.

4. General Counsel Housen presented the Legal Division Report. Ms. Housen updated the Board on the Matter of Priscilla Dickman v. CEAB, which was argued on November 14, 2012 before the Appellate Court by Assistant General Counsel O'Dowd, on behalf of the OSE.
5. Ms. Nicolescu presented the Education and Communication Report. In addition, she reported on the December 11, 2012 Ethics Conference and on the December 18, 2012 Lobbyist Training.
6. Ethics Enforcement Officer Jones presented the Enforcement Division Report. Mr. Jones reported on Atty. Wasielewski's promotion to Deputy Ethics Enforcement Officer. He also updated the Board on developments since the October Enforcement Report, in particular, with regard to the resolution in the matters of Terry Backer and Jill D'Antona.
7. Ethics Enforcement Officer Jones presented the audit report for USA Town and Country Hauling.

On the motion of Mr. Young, seconded by Mr. Grant, the Board voted six (6) to zero (0) to approve the audit report for USA Town and Country Hauling.

8. Ms. Carson presented the Executive Director's Report. She reported on the final draft of the OSE's Strategic Plan; on the Board vacancy; and on the October 25, 2012 Governmental Accountability Commission meeting, to discuss the Office of Governmental Accountability's Executive Director's evaluation. Ms. Carson also informed the Board with regard to a meeting she and two staff members had with the State Public Records Administrator, the State Archivist, and the State Librarian, to discuss the OSE's policy to maintain and dispose of Statement of Financial Interests.
9. Ms. Carson submitted the 2012 calendars for both the UAPA Hearings and the CEAB Regular Board Meetings.
10. Chairman Chiusano provided an opportunity for public comments. There were no public comments.

On a motion of Mr. Young seconded by Ms. Bigelow, the Board voted six (6) to zero (0) to move into Executive Session to discuss the OSE's Executive Director's annual evaluation.

The following individuals attended the Executive Session:

- Charles F. Chiusano, Chairman
- Herbert A. Grant, Vice-Chairman
- Mary Bigelow, Member

- Susan Gruen, Member
 - Dennis Riley, Member (Via Tele-conference)
 - Daniel Young, Member
 - Carol Carson, Executive Director
11. **On the motion of Ms. Gruen, seconded by Mr. Young, the Board voted six (6) to zero (0) to come out of Executive Session.**
 12. **On a motion of Mr. Grant, seconded by Mr. Young, the Board voted six (6) to zero (0) to adjourn the meeting at 1:46 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)