

**BOARD OF ETHICS MEETING MINUTES  
FRIDAY, DECEMBER 3, 2021  
Virtual Public Meeting**

**BOARD OF ETHICS MEMBERS IN ATTENDANCE VIA WEBEX:**

Stuart Cotton

Kitley Covill

Douglas French (had to leave the meeting at 11:34 a.m.)

Jerold Ruderman (joined the meeting at 10:24 via telephone call)

Brett Summers

**ALSO IN ATTENDANCE:** Deputy County Attorney Justin Adin  
Special Counsel – Steven G. Leventhal

At 10:19 a.m., a motion was made to move to Executive Session for the purposes of a hearing to be put on the record for possible actions to be taken of a policy board member who failed to file his 2020 Financial Disclosure Form.

1. The public meeting was called to order at 11:11 a.m.
2. The Board moved to adopt the Minutes of October 8, 2021 with minor revisions.

**3. OLD BUSINESS**

The Board briefly discussed the status of the 2019 and 2020 Financial Disclosure Forms. All but one policy-making board member have complied.

**4. NEW BUSINESS**

Discussion was held on the recently passed Ethics Code referendum. The proposed Ethics Forms prepared by Mr. Leventhal will be on the website when completed.

A plain language booklet will need to be printed with waiver requests and applications.

Ethics training was discussed at length. The plan is to launch training programs sometime in January beginning with the County Executive's Office, the Board of Legislators and the District Attorney's Office. Then, beginning in February 2022, approximately three live training sessions are proposed. Future training programs will use both live and virtual formats.

We will ask the County Attorney to reach out to the County Executive's Office to discuss training sessions in January.

5. The next meeting will be via WEBEX on Wednesday, December 8, 2021 at 10:30 a.m. to further discuss the training for the new Ethics Code and discuss a personnel complaint in an Executive Session.
6. The Board moved to adjourn the public meeting at 11:45 a.m.

Submitted by:  
Ellen A. Trotta  
Legal Secretary II  
(Staff Assistant to the Board of Ethics)