

## **Ethics Committee Meeting Minutes - *Approved***

Date: November 9, 2011

The meeting began at 8:00 pm in the Town Hall Conference Room.

Members attending: Richard Rubenstein, Laurie Noonan, Robert Garofalo and Joan Landzberg

### 1. Regular Business:

- a. Attendance was noted.

### 2. President's Comments:

Richard indicated that minutes of the closed Complaint Review sessions should be recorded. Names of involved parties and specific details as the nature of the complaints should be omitted.

### 3. New Business:

- a. This meeting was brief due to the absence of some of the members and as Richard could not stay due to illness. The focus of the meeting was to develop an outline for the formal policies and procedures that will be followed by the Board of Ethics.
- b. The Board agreed to have Jeannette review the draft procedure forms so that they could be finalized and sent to the Town Board for approval.
- c. The need to determine and specify the time frame for complaints for act/actions that may be considered for review was discussed by the members present. No time frame was determined during this meeting.
- d. Joan suggested that the Committee should request that Bob's term be extended until the spring of 2012, to provide for consistency while our policies and procedures are still being developed and finalized. Bob and all other members present were agreeable to extending his term until that time.
- e. No other new items were introduced or discussed at this meeting.

### 4. Next Steps:

- a. Laurie agreed to draft minutes of the recent closed Complaint Review session and to develop an outline for the Ethics Board's formal procedures.
- b. The next meeting was tentatively scheduled for December 7th at 7:30pm in the Town Hall Conference Room.

The meeting adjourned at 9:00 pm.

Minutes submitted by Laurie Noonan