

**CITY OF NORWALK  
BOARD OF ETHICS  
REGULAR MEETING  
FEBRUARY 24, 2022**

via Teleconference/Videoconference

**ATTENDANCE:** Kara Murphy, Acting Chair; Miklos Koleszar, Tony Lopez, Haroldo Williams, Lori Torrano (7:08 p.m.)

**OTHERS:** Atty. Brian Candela

**1. ROLL CALL**

Atty. Murphy said that Mr. Church was not able to attend, so he had asked if she would chair the meeting if that was agreeable to everyone. She called the meeting to order at 7:03 p.m.

**2. NEW INTRODUCTION:**

There were none at this time.

**3. PUBLIC PARTICIPATION:**

There were no members of the public present at this time.

**4. ACCEPTANCE OF MINUTES:**

- **October 28, 2021**

**\*\* MR. WILLIAMS MOVED THE MINUTES OF THE OCTOBER 28, 2021 MEETING.**

**\*\* MR. KOLESZAR SECONDED.**

**\*\* THE MOTION TO APPROVE THE MINUTES OF THE OCTOBER 28, 2021 MEETING AS SUBMITTED PASSED UNANIMOUSLY.**

**5. OLD BUSINESS**

**- Discuss strategies to establish a process to update the necessary City staff and officials concerning the updated Code of Ethics.**

Atty. Candela said that he had a meeting with a number of senior level management staff who had attended a recent meeting about this. He said that it would be good to begin to develop a presentation and have it recorded. This would allow the senior level management to inform their departmental staff that they needed to view the presentation. This would also be available to the Board of Education.

*Ms. Torrano joined the meeting at 7:08 p.m.*

Mr. Williams suggested that the elected officials be made a priority since they interact with the public. He noted that Mr. Burney had suggested that the training be kept to about 15 minutes. Atty. Candela said that there were 18 sections and some of the sections will be very short, while the section on the Conflict of Interest would be longer and more detailed.

Discussion followed about having the presentation set up so that the staff member can watch a few minutes of a portion and then go back to that section to finish the segment. Atty. Murphy suggested a short quiz at the end of each section before the staff can moved to the next section.

Ms. Torrano said that she would like to have some kind of attendance record and also wished to know if their budget would be charged by IT.

Atty. Candela said that he had participated in seminars that had a short quiz at the end and when the course was completed, the staff member would get a certificate.

Mr. Williams said it would be important to make sure the staff members get an overview of the Code of Ethics since they had not previously received training in this. Discussion followed about having training sessions available online for staff.

Ms. Murphy said that the Board Members seemed to have reached a consensus on:

- The staff must receive training on the entire Code of Ethics rather than just highlights.
- Having all the staff received the full training since there is an ever changing roster of staff and elected officials
- The staff and officials have not had any previous training to build on.
- Having the presentation run not less than 20 minutes, but no more than 1 hour.
- In person live training will need to have a PowerPoint presentation that individuals can access.
- There needs to be a certificate of attendance for record keeping purposes.
- The attendees should receive a copy of the Code of Ethics and the Guide in advance of the training session.

The discussion moved to the State requirements regarding a timeline for attendance and the frequency of re-training sessions. Atty. Candela said that he would contact the State and also someone he knows in a Compliance Office.

The discussion then focused on the creation of the PowerPoint slides. Atty. Candela said that if he did the initial work on the presentation, it would take him until April. If the sections were

divvied up, they could potentially have it ready for the March meeting. Atty. Murphy said that she would get in touch with Mr. Church about this for his direction. Once she does, she will get back to Atty. Candela. Further discussion followed about how the sections might be assigned to the Board Members.

The discussion moved to the potential of having an in person meeting for March and possibly scheduling a special meeting for working on the presentation.

#### **6. NEW BUSINESS:**

There was no new business to consider at this time.

#### **7. EXECUTIVE SESSION:**

There was no items for Executive Session.

#### **ADJOURNMENT:**

**\*\* MR. KOLESZAR MOVED TO ADJOURN.**

**\*\* MR. WILLIAMS SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:07 p.m.

Respectfully submitted

S. L. Soltes  
Telesco Secretarial Services