

**TOWN OF WEST SENECA
1250 Union Road
West Seneca, NY 14224**

**ETHICS BOARD
Work Session
September 20, 2018**

Chairperson Carpenter called the meeting to order at 6:00 PM.

ROLL CALL:

Members Present – Amy Carpenter
Jacqueline Felser, Town Clerk
Theresa Funk
James Lazaros
Rodney Montgomery
Jon Minear, Deputy Town Attorney

Members Absent - William Bauer
John J Fenz, Town Attorney

DIRECTOR OF HUMAN RESOURCES

A report was given by Laura Devine, Director of Human Resources on the hiring practices for the Town of West Seneca which included the following points:

- Every employee receives the Ethics Policy as part of the new hire packet.
- Electronic time keeping via finger scan has been implemented for all employees with the exception of the Police Department and Department Heads.
- Hiring process
 - ✓ Civil Service positions are obtained through Erie County Personnel who is responsible for testing and ranking candidates to be placed on a Civil Service list for employment. When an opening within the town becomes available the candidates will be called from the list. The rule of three candidates applies to civil service positions. Town residency is a requirement for employment; after fifteen years of employment the residency requirement no longer applies.
 - ✓ Part-time positions (i.e. recreation, clerk typist, van driver) are posted on the town website. Applications are continually accepted and kept on file for one year.
 - ✓ Every new employee is screened for drug use externally. The Blue Collar unit follows NYSDOT rules and is randomly drug screened.
 - ✓ Background checks are completed on all new hires and decisions on employment are based on convictions. Human Resources follow current employment law, labor agreements and town codes with hiring practices.
- All positions have a job description provided by Erie County Personnel; there is flexibility as technology and the work scope has changed.
- Harassment training is held annually for employees

**TOWN OF WEST SENECA
1250 Union Road
West Seneca, NY 14224**

**ETHICS BOARD
Work Session
September 20, 2018
Page two...**

CODE OF ETHICS

A discussion was held regarding the Code of Ethics

- Recommendation was made to use the introduction to the Code of Ethics that has been submitted
- Recommendation was made to use the definition of relative that has been submitted
- Definition of recusal will be discussed and added to the definitions at the next work session
- Recommendation was made to add to the Standards of Conduct section of the Code of Ethics that providers of service to the Town of West Seneca be provided a copy of the Code of Ethics
- Recommendation was made to include a Disclosure of Interest which may include any relatives working for the Town of West Seneca along with financial and/or other interests in an outside company; Chairperson Carpenter asked members to bring their recommendations for the Disclosure of Interest to the October work session.
- Members discussed the issue of transparency and would like to address it in the Code of Ethics

OCTOBER WORK SESSION

The next meeting will be a work session and will be held on October 18, 2018 at 6:00 P.M. in the conference room of the Community Center & Library.

The work session concluded at 7:05 P.M.



Amy M. Kobler
Deputy Town Clerk/Secretary to the Ethics Board