*Date*: **December 3, 2020**

*To*: **Mayor Lee Kyriacou** ( [mayor@cityofbeacon.org](mailto:mayor@cityofbeacon.org) )

*From*: **Board of Ethics**

*Cc*: **Mr. Collin Milone**, Assistant to the Mayor ( [cityofbeacon@cityofbeacon.org](mailto:cityofbeacon@cityofbeacon.org) ),

**Ms. Amanda Caputo**, Deputy City Clerk ( [deputyclerk@cityofbeacon.org](mailto:deputyclerk@cityofbeacon.org) ),

**Joe Galbo**, ( [jgalbo@cityofbeacon.org](mailto:jgalbo@cityofbeacon.org) ),

**Arthur Camins**, ( [acamins@cityofbeacon.org](mailto:acamins@cityofbeacon.org) ),

**Phil Greenblatt**, ( [pgreenblatt@cityofbeacon.org](mailto:pgreenblatt@cityofbeacon.org) ),

**Andre Richards**, ( [arichards@cityofbeacon.org](mailto:arichards@cityofbeacon.org) ),

**Montos Vakirtzis** ( [mvakirtzis@cityofbeacon.org](mailto:mvakirtzis@cityofbeacon.org) )

**Sent via Email.**

*Reference*: **Meeting Minutes, 2020 Quarter 4 (Dec. 3, 2020)**

Dear Mayor Kyriacou,

On Thursday, December 3, 2020 at 6:00 pm, the Board of Ethics met via a Google Meet web call as the city’s provide Zoom link did not work given the host never opened the meeting. The following are the highlights of our meeting:

* All members were in attendance: Arthur Camins, Joe Galbo, Phil Greenblatt, Andre Richards, and Montos Vakirtzis.
* There are no new or open submissions that the Board of Ethics is currently aware of.

*Annual report highlights summarizing activities and recommend changes to the Code of Ethics:*

* The following officers were unanimously elected for a twelve-month term, Jan-Dec 2020: Joe Galbo, Chairman, Montos Vakirtzis, Secretary.
* There have been no new or open submissions this year.
* The board agreed to meet on a quarterly basis and/or as need. During the current calendar year, the board met on: June 4th, September 3rd and December 3rd.
* The online complaint form has been updated with the current memberships’ contact information as well as been made available in Spanish.
* The board requested a discussion with City’s web administrator to improve the ease of navigation and/or search capabilities of the current website for gaining easy and intuitive access to the form by the general public.
* All members completed “Responsibilities and Procedures” training on May 7, 2020 provided by Drew Gamils, Esq. Keane & Beane, P.C.
* With respect to the mandatory “New York State Harassment & Discrimination” annual training, all four members attended the required course, and one has submitted substitute training.

*Requested changes / considerations going forward:*

* With regards to this board’s request the City Council be mandated to inform and document to this board any and all submissions whether written or oral has been granted by the Mayor. This board’s membership is not fully satisfied with this direction and will revisit with the City in 2021.
* The membership is questioning if city employees and the public are aware of this board, its purpose and how to engage. Seems odd that this board has not had any issues in the most recent twelve years, and possibly longer. This is a topic this board will revisit with the City in 2021. This includes ensuring that employees or anyone from the public have a protected mechanism for submitting a complaint.

*Election of Chairperson and Secretary for calendar year 2021*:

* Chairperson: **Montos Vakirtzis**
* Secretary: **Arthur Camins**

Respectfully submitted by: **Joe Galbo, Chairman**

JG/mv