

Town of Massena Board of Ethics
Meeting Minutes January 30, 2023

Attendees: Sue Bellor, Tim LaRose and Jane Mogle-Besaw

Summary for publication:

The committee reviewed the changes to the revised "Employee Handbook" that was discussed at December's meeting. A few corrections/recommendations need to be completed before submitting the final version to the Town Board.

Discussion:

- **Tim** will change any "he/she" verbiage to "they"
- Under "Mission of the Town of Massena" section, **Tim** will delete "respective day of work"
- **Jane** will rewrite the paragraphs referencing Alcoa
- **Tim** will add the special symbol for any reference to an Article in the "Employee Handbook"
- **Sue** will provide an updated and legible Organizational Chart

Committee homework: Review "Code of Ethics" - Chapter 29

Next meeting: Monday, February 27, 2023 @ 9:00am

Submitted by Jane Mogle Besaw 2023/02/03