

**September 24, 2010**

**Liaison Feedback – HELP!! PLEASE RESPOND!!**

In our last communication we asked for input from you and got an underwhelming response. We are collecting this data as part of the General Assembly's Results Based Accountability initiative. PLEASE provide us with feedback by NOON on Wednesday, OCTOBER 29.

- What is your process for sharing information contained in the monthly emails?
- Are you utilizing the following education tools? If so, how?
  - in-person training
  - quarterly roundtables
  - online training
  - PowerPoint presentations
  - guides
  - handouts
  - streaming video on our website
  - posters
  - DVDs (copies available on request)
- What other actions are you practicing at your agency, such as serving as the point person for legal questions asked by your agency personnel and keeping a record of the OSE-supplied answers; or keeping your agency's own ethics policy up to date and on file with the OSE, in some cases asking for the OSE's review before the policy is disseminated?
- Do you have a FAQ that you would like to see addressed in this forum?
- What can we do to further support you?

Please e-mail feedback to [diane.buxo@ct.gov](mailto:diane.buxo@ct.gov). I will summarize the comments and 'best practices' in a future message.

**Advisory Opinion Update**

On September 23, 2010 the Citizen's Ethics Advisory Board met and decided on an opinion, summarized below. Click on the AO number to read the full text of the opinion.

[Advisory Opinion No. 2010-5](#), Board of Education and Services for the Blind (BESB) Board Members and Employees Utilizing Agency Services.

The Citizen's Ethics Advisory Board concluded that, with strict adherence to the guidelines provided in the opinion, members or employees of the Board of Education and Services for the Blind (BESB) may receive BESB-provided goods and services, without violating the Code of Ethics. Specifically, the guidelines are:

- a. If a BESB employee involved in administering BESB programs is faced with a decision that would create a potential conflict, he must, in accordance with General Statutes § 1-86 (a), file a written statement describing the potential conflict with his or her immediate superior, who must then assign the matter to another BESB employee who is not a subordinate to the conflicted individual.
- b. If a BESB employee applies for BESB goods or services, his or her application must not be evaluated by a subordinate.
- c. BESB employees and board members applying for BESB goods or services must receive absolutely no preferential treatment.
- d. BESB employees and board members must refrain from using their positions, or any confidential information acquired in the course of their employment, to influence BESB's response to their applications for services.
- e. Communications regarding action to be taken (e.g., the filing of the application, the granting of the application, etc.) must be in writing.

### **In-person Training Update**

The OSE continues to offer to state agencies in-person training on the Code of Ethics. This training is provided free of charge. Meredith Trimble will be temporarily out on maternity leave beginning in early June. Please use the [Training Request Form](#) to request training – it will automatically be e-mailed to the appropriate recipient so your training needs can be met without delay.

### **Make Ethics Visible – New Poster!**

The OSE is pleased to provide you with the final in a series of eight ethics posters ([attached](#)) for use in your agency. Feel free to post or distribute as you like, and look forward to more to come! Previous posters are available in the [Public Information](#) page of the OSE website, along with other materials addressing a variety of issues.