

**Succession Planning Sub-Committee of the  
Citizen's Ethics Advisory Board of the Office of State Ethics**

**August 16, 2018 Regular Meeting**

**M i n u t e s**

The Succession Planning Sub-committee of the Citizen's Ethics Advisory Board (CEAB) of the Office of State Ethics (OSE) held a regular meeting on Thursday, August 16, 2018, at 2:15 p.m. in the 5th Floor Conference Room, 18-20 Trinity Street, Hartford, CT 06106.

The following members of the Succession Planning Sub-committee were present:

- Dena Castricone, Chair
- Charles F. Chiusano, Member
- Beth Cook, Member
- Jason Farrell, Member

The following staff member of the OSE was present:

- Carol Carson, Executive Director

The following topics were addressed during the meeting:

1. The minutes of the June 21, 2018 Regular Meeting was presented to the Sub-committee for approval.

**On the motion of Mr. Chiusano, seconded by Ms. Cook, the Sub-committee voted four (4) to zero (0) to approve the minutes of the June 21, 2018 Regular Meeting.**

2. The Sub-committee reviewed the draft "Process for Replacing the Executive Director" document. Ms. Carson will submit an updated job specification for the Executive Director position to the Department of Administrative Services for approval.

**On the motion of Mr. Chiusano, seconded by Ms. Castricone, the Sub-committee voted four (4) to zero (0) to present a report about its work to the Citizen's Ethics Advisory Board at its September meeting and to suspend further meetings of the Sub-committee until additional meetings are necessary.**

**On the motion of Mr. Chiusano, seconded by Mr. Farrell, the Board voted four (4) to zero (0) to adjourn the meeting.**

Respectfully Submitted by:



Carol Carson  
Executive Director

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Date presented to the  
Citizen's Ethics Advisory Board