



CITY OF NEW YORK
CONFLICTS OF INTEREST BOARD

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MEMORANDUM

TO: Agency Heads, Agency Counsel, Agency Training Contacts
FROM: Alex Kipp, Director of Training and Education
DATE: March 9, 2009
RE: Call for Nominations Fifteenth Annual
Citywide Ethics Seminar - Sheldon Oliensis Ethics in
Government Award

Dear Colleagues,

The Fifteenth Annual Citywide Seminar on Ethics in New York City Government will be held on Wednesday, May 20th at New York Law School. As part of the seminar's plenary session, the New York City Conflicts of Interest Board will present its eighth "Ethics in Government" Award. The deadline for submission of nominations is April 10, 2009.

The award recognizes agencies and individuals who advance the goal of Chapter 68 of the New York City Charter, the City's conflicts of interest law, "*to preserve the trust placed in the public servants of the city, to promote public confidence in government, to protect the integrity of government decision-making and to enhance government efficiency.*" (Charter § 2600.) Previous recipients are the Department of Buildings, Department of Transportation, the Department of Environmental Protection, the Department of Investigation, Saphora Lifrak, The Center for New York City Law at New York Law School, and the late Sheldon Oliensis, the Board's former chair, in whose memory the award is now named.

Nominees for the award should demonstrate a commitment to informing and educating agency personnel about the City's ethics

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law, and to making resources available to provide employees with advice on the law's specific requirements. Selection criteria for the award include the following:

- Including information on Chapter 68 in orientation programs for new employees, and making conflicts of interest information and materials, including the Board's training, advice, and enforcement publications, available to all staff, either on-line or in writing.
- Conducting ongoing training programs on the conflicts of interest law for agency staff (led by COIB or the agency's training or legal staff). Such programs should include the basic ethics requirements for employees under the law (or the agency's rules, if those rules are more stringent), and information on how employees may get advice concerning the law from the agency and/or COIB.
- Designating and supporting the work of an ethics liaison, who serves as a contact for COIB and an information resource for agency staff, and designating staff to participate in COIB's annual Citywide seminar.
- Assisting designated staff and COIB with timely and accurate filing of financial disclosure reports, and filing with COIB the list of personnel required to file such reports.

Nominations of individuals or agencies for the award may be sent to Alex Kipp, Director of Training and Education, COIB, 2 Lafayette Street, Rm. 1010, New York, NY 10007; or to kipp@coib.nyc.gov, no later than **April 10, 2009**. For more information, please call 212-442-1421.