

Education Committee

Proposed Charter and Objective over Three Years

Proposed Charter:

The Education Committee is established to provide oversight to COELIG's Education Unit to ensure the executive director has the appropriate level of guidance, resources and policy directives necessary to successfully execute the legislative requirements outlined under the Ethics Commission Reform Act of 2022. This includes ensuring the training unit is equipped with:

- The state-of-the art technology that is necessary to support the Commission's training, tracking and reporting functions to ensure that all workforce and lobbyist/ lobbying client ethics training goals are achieved
- A program design for education and training in workforce and lobbying ethics that provides position-appropriate ethics training that fully satisfies all statutory content and cyclical requirements with a built-in component for measuring deliverables.¹
- Adequate staffing to ensure the expanded requirements are achieved for (1) workforce ethics training outlined in Executive Law 94, and (2) lobbying ethics training for lobbyists and clients throughout the state of New York, and
- A process is in place to deliver training programs both on a short-term and long-term basis

We are committed to ensure COELIG'S Education and Training Unit's ethics training programs are designed and executed in a way that earns the trust and respect of the public and the legislative and executive branches as an independent agency committed to promoting and enforcing compliance with New York State's ethics and conflict-of-interest laws in an exemplary, professional and equitable fashion.

Goals for the Committee

The goals of the Education Committee are to work with the Executive Director and/or his designated staff to ensure the directives for the education unit approved and adopted by the Commission are executed in a manner to achieve its agreed upon goals. This includes:

- (1) Providing guidance and oversight as needed

¹Deliverables would include (demonstration of (1) Improved workforce and public perception of the ethical conformity of the state workforce, (2) higher levels of workforce ethical guidance inquiries and overtime, (3) reduced instances of reported ethics violations

- (2)** Keeping the members of the Commission informed of progress made and of existing and/or new challenges that impede our efforts
- (3)** Identifying the need to address policies and directives outlined under the Ethics Commission Reform Act of 2022 that impede or aid our objectives, and
- (4)** Provide support and opportunities for the commissioners to help them stay abreast of best practices in public ethics, remain up to date in all required training for commissioners, and be encouraged to participate in the various training programs offered so that they have a better feel for the content of the training being offered to the workforce.

Action Plan

Objectives for Years One to Three

	2023	2024	2025
Items to be Achieved	Immediate	Short term	Longterm
(1) Rebrand the Unit to be consistent with new and expanded Requirements	Already trained more than 50,000 state workers through live/live-online training	Increase outreach to Agency Ethics Officers – Immediate and ongoing	Develop relationships of mutual trust, respect and reliance with Agency Ethics Officers and Agency leadership
(2) Upgrade the technology to (a) streamline the unit (b) facilitate outreach to agencies ethics officers, and (c) address the new and expanded requirements for ethics education training, tracking and reporting	Limited capability flat-file system to be in place by fall 2023	Create on-line application Developmental phase – In progress -	Have in place systems fully adapted to meet the demands of the new training and reporting requirements efficiently and reliably
(3) Hire and reorganize staff as needed	Hiring of two additional trainers in progress – one offer accepted, second pending. Additional job listings posted, interviews in progress.	Complete hiring pursuant to the COELIG expanded staffing plan	Equipped with a full complement of full-time, part-time staff and a complement of specialized trainers and contractors

Objectives for Years One to Three

<p>(4) COELIG offers two forms of training programs: live/live-online (FDS filer and non-FDS filer) and online self-guided/ refresher program. We will deliver at least one form of ethics training to all existing and new state employees</p>	<p>Continue communicating imperatives to agency ethics officers, continue trainer-the-trainer trainings and refinement of training materials, including online course.</p>	<p>All new employees and all employees who have not previously taken an ethics course to complete one form by 12/31/2023, and live/live-online by 12/31/2024</p>	<p>All 312,000 employees to complete full cycle of live/live-online and refresher/ online by 12/3/2025</p>
<p>Objective</p>	<p>2023</p>	<p>2024</p>	<p>2025</p>
<p>(5) Execute processes for program delivery</p>	<p>Launch on-line-on-demand CETC training program – 9/30/2023; Enhance on-line ethics refresher – 10/31/2023; Develop and provide alternative and agency-specific and adaptable live/live-online training modules – 9/15/2023</p>		<p>Schedule, train and track 312,000 state employees and elected officials live/live online or online annually – 12/31/2025</p>
<p>(6) Deliver live/live-online ethics training</p>	<p>Currently underway both through COELIG and at the agency level.</p>	<p>Expand live/live online training availability to 150,000 state workforce by 12/31/2024</p>	<p>312.000 all state employees to have received by 12/31/2025</p>
<p>(7) Establish and normalize complementary 2-year training cycle for all state employees, with half receiving live CETC and half receiving online refresher training each year</p>	<p>Live and live-online trainings currently being conducted and reached over 50,000 employees through the first quarter of calendar year 2023.</p>	<p>At least one form of training to have been provided to entire workforce by 12/31/2024</p>	<p>Implement by 1/1/2025, complete full cycle by 12/31/2025</p>