

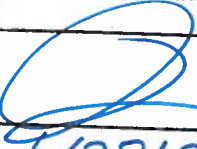
**DISCLOSURE BY NON-ELECTED STATE EMPLOYEE OF FINANCIAL INTEREST
AND DETERMINATION BY APPOINTING AUTHORITY
AS REQUIRED BY G. L. c. 268A, § 6**

RECEIVED
2012 JUL 19 AM 9:47
STATE ETHICS COMMISSION

STATE EMPLOYEE INFORMATION	
Name:	Kathleen Skarin
Title or Position:	Chief of Staff
State Agency:	Middlesex Sheriff's Office
Agency Address:	400 Mystic Avenue Medford, MA 02155
Office Phone:	781-960-2800
Office E-mail:	kgskarin@sdm.state.ma.us
	My duties require me to participate in a particular matter, and I may not participate because of a financial interest that I am disclosing here. I request a determination from my appointing authority about how I should proceed.
PARTICULAR MATTER	
Particular matter E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, or finding.	Decision about an increase in salary for at-will employees.
Your required participation in the particular matter: E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.	As the Chief of Staff, I am required to participate in matters relating to employee salaries.
FINANCIAL INTEREST IN THE PARTICULAR MATTER	
Write an X by all that apply.	<input checked="" type="checkbox"/> X I have a financial interest in the matter. <input type="checkbox"/> My immediate family member has a financial interest in the matter. <input type="checkbox"/> My business partner has a financial interest in the matter. <input type="checkbox"/> I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter. <input type="checkbox"/> I am negotiating or have made an arrangement concerning future employment with a person or organization, and the person or organization has a financial interest in the matter.
Financial interest in the matter	Because I am an at-will employee, my salary will be impacted by the decision. It is likely that the increase in my salary will be less than \$1,300.

Employee signature:	Kathleen G. Slavin
Date:	6/28/2012

DETERMINATION BY APPOINTING OFFICIAL

	APPOINTING AUTHORITY INFORMATION
Name of Appointing Authority:	Peter J. Koutoujian
Title or Position:	Middlesex Sheriff
Agency/Department:	Middlesex Sheriff's Office
Agency Address:	400 Mystic Avenue Medford, MA 02155
Office Phone:	781-960-2800
Office E-mail:	Pjkoutoujian@sdm.state.ma.us
	DETERMINATION
Determination by appointing authority: Write an X by your selection.	<p>As appointing official, as required by G.L. c. 268A, § 6, I have reviewed the particular matter and the financial interest identified above by a state employee.</p> <p><input type="checkbox"/> I am assigning the particular matter to another employee, or</p> <p><input type="checkbox"/> I am assuming responsibility for the particular matter, or</p> <p><input checked="" type="checkbox"/> I have determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the Commonwealth may expect from the employee.</p>
Appointing Authority signature:	
Date:	6/28/2012
Comment:	

Attach additional pages if necessary.

File copy with:

State Ethics Commission, One Ashburton Place, Room 619, Boston, MA 02108

Form Revised February, 2012