



CALVERT COUNTY
ETHICS COMMISSION
Post Office Box 1104
Prince Frederick, Maryland 20678

MEETING NOTICE

The Calvert County Ethics Commission (CCEC) will conduct their open meeting on ***Tuesday, Feb. 19, 2019***, at **4:30pm**, at the Phillips House, 28 Duke Street, Prince Frederick, Maryland.

OPEN AGENDA

Roll Call

Members: Jennifer J. Mazur, Chairperson
Wayne Millette, Acting Vice-Chairperson
Rachel Norris, Secretary
Matthew Raymer, Member
Julia Sampson, Member
Vacant, Alternate

Staff: Lisa G. Tolomei, Executive Administrative Aide, Board of County Commissioners

General Business & Administrative Matters

Call to order – determine quorum
Approve open agenda
Review of open minutes from Jan. 15th meeting

New Business

None

Old (Unfinished) Business

1. Rules of Procedure
 - A. Discuss Rachel's draft
 - B. These rules should be reviewed annually and revised every three years.

1. Training
 - a. Survey Monkey
 - b. update

Ongoing Business

1. ***Financial Disclosure Statements***
 - a. ***Distributed – due on March 31, will have replacement personnel in place to assist.***
2. ***Budget: FY 20 budget due October 31***
3. ***Annual PO Box due Jan. 30, 2020***
4. ***Jamie checking voicemail for new messages every Monday.***
5. ***Wayne and Matt to check mailbox weekly.***
6. ***Annual Report to BOCC – January timeline – was this forwarded to BOCC?***

Jennifer Mazur, Chairperson Wayne Millette, Acting-Vice-Chair Rachel Norris, Secretary
Matt Raymer, Member Julia Sampson, Member
Telephone 410-414-8079 Email calvertethics@gmail.com

Public Comment

There is a time limit of 5 minutes per speaker.

Announcements

At our last meeting three item(s) were discussed: *Closed to the public pursuant to General Provisions Article §3-305 of the Annotated Code of Maryland.*

Recess, subject to Motion of Privilege for Closed Meeting:

Two item(s) to be discussed *closed to the public pursuant to General Provisions Article §3-305 of the Annotated Code of Maryland.*

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**Executive Session Agenda**

**1. Pending or potential litigation:** to consult with staff, consultants, or other individuals about pending or potential litigation [3-305(b)(8)(i)]

**2. Personnel Matter:** The Board will discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction. [3-305(b)(1)(i)]

*Reasonable accommodation will be provided upon request.  
Requests are encouraged to be submitted in advance of the meeting date.*

*This agenda is subject to change and the times listed are approximate. If any items are added for consideration, they will be included on a revised agenda that will be issued prior to the closed session.*

\*\*\* If you would like to be notified of upcoming hearings, meetings, or other events, please subscribe via the Calendar page of our website at <http://www.co.cal.md.us/list.aspx>. \*\*\*