



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, April. 16, 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  
Matthew Raymer, Member  
Julia Sampson, Member  
Vacant, Regular  
Vacant, Alternate

Staff: Keisha Arthur, Executive Administrative Aide, Board of County Commissioners

General Business & Administrative Matters

Call to order – determine quorum  
Approve open agenda  
Review of open minutes from Feb 19<sup>th</sup> meeting  
Review of open minutes from March 19<sup>th</sup> meeting

New Business

1. Acknowledge resignation of Rachel Norris
2. Discussion of officer positions (chosen annually in January)
  - a. See open minutes from Sept. 20, 2018.

Old (Unfinished) Business

1. Rules of Procedure
  - a. Discussion of revisions and approval
2. Training
  - a. Schedule and status
3. Conflict of Interest in the Code
  - a. Next steps
4. Enforcement of the Code
  - a. Next steps

Ongoing Business

**1. Financial Disclosure Statements**

**a. Ready for review**

2. Budget: FY 20 budget due October 31
3. Annual PO Box due Jan. 30, 2020
4. **Keisha** checking voicemail for new messages every Monday.
5. Wayne and Matt to check mailbox weekly.
6. Annual Report to BOCC – January timeline
- 7.

Public Comment

*There is a time limit of 5 minutes per speaker.*

Announcements

At our last meeting, two 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>. \*\*\*

Jennifer Mazur, Chairperson    Wayne Millette, Acting-Vice-Chair    Rachel Norris, Secretary  
Matt Raymer, Member    Julia Sampson, Member  
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