



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

MEETING NOTICE

The Calvert County Ethics Commission (CCEC) conducted an open meeting on *Tuesday, April 16, 2019*, at **4:30pm**, at the Phillips House, 28 Duke Street, Prince Frederick, Maryland.

OPEN MINUTES

Roll Call

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

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

General Business & Administrative Matters

Determined quorum

Call to order at 4:33 pm

Wayne motioned to approve the Feb. 19 – Mar. 19, 2019 open minutes, Julia seconded, all in favor.

Wayne motioned to approve the Mar. 19, 2019 agenda, Julia seconded, all in favor.

Public Comment

There is a time limit of 5 minutes per speaker.

Bob Carpenter – President, Frank Smith – Board President, and Sharon Stuart – Office Manager, of the Calvert County Chamber of Commerce.

Bob Carpenter stated he has received several correspondence in the past two years instructing him to register as a lobbyist and if he does not, the Ethics Commission will hold him in violation.

Mr. Carpenter does not feel that he is in violation as he does not “lobby” for any business of any kind. His role as the president of The Chamber of Commerce – he advocates for all business in the county.

The Ethic Commission offered a second meeting to include both councils. Mr. Carpenter declined stating his position will not change – he is not a lobbyist.

New Business

1. Acknowledge Resignation of Rachel Norris
 - a. Will advertise for two vacancies in next advertisement
2. Discussed and held election of officers
 - a. Jennifer Mazur – Chairperson
 - b. Wayne Millette – Vice-chairperson
 - c. Julia Sampson – Secretary
 - d. Matthew Raymer – Member

Old (Unfinished) Business

1. Rules and Procedures:
 - i. Discuss of revisions and approval;
 - a. Table to next month meeting (May 21, 2019).
2. Training
 - i. Julia will continue to give the night training and Jennifer will continue to conduct the day training.
 - ii. Link will be forwarded to Keisha to send out mass email reminder to CCG.
 - iii. Inform Department Heads who has registered for training.
 - iv. Next training will be May 10, 2019 @ 6pm and May 16, 2019 @ 9am
3. Conflicts of Interest Code
 - i. Next Steps – John Norris (County Attorney) has not reached out to the Ethics Commission – Resolved at this point
4. Enforcement of the Code
 - i. Resolved at this point

Ongoing Business

1. *Annual PO Box due Jan. 30th 2020 – paid through 2019*
2. *Keisha checking voicemail for new messages every Monday. Email to committee*
3. *Wayne and Matt to check mailbox weekly.*
4. ***Financial Disclosure Statements***
 - a. ***The FD statements are being reviewed by Keisha and Jamie. If any information is omitted, the person will be notified.***
 - b. ***There will be a grace period, if the office does not receive all FDS by Sunday March 31, 2019.***
 - c. ***Will be in contact with Keisha Arthur for time line for grace period.***

- d. When will the financial statements be submitted to the BOCC?
i. FDS will be picked up by Julia from Keisha on May 7th.*

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:

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

With no other business to discuss, Wayne motioned at 5:30pm to enter into closed session, Julia seconded, all in favor.

Minutes transcribed by: Keisha R. Arthur – to be adopted at next meeting

Name

date