



# 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, August 20, 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, Vice-Chairperson  
Matthew Raymer, Member  
Julia Sampson, Secretary  
Vacant, Member  
Vacant, Alternate

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

### General Business & Administrative Matters

Determined quorum

The meeting was called to order at 4:43pm

Matthew and Keisha were absent

Wayne motioned to approve the July 16, 2019 open minutes, Julia seconded, all in favor

Wayne motioned to approve the August 20, 2019 open agenda, Julia seconded, all in favor

### New Business

#### 1. New Application

- a. The Calvert County Ethics Commission met with Jason De Lizio and discussed his interest in becoming a member of the CCEC. The CCEC will make a recommendation to Staff Liaison (Keisha) upon her return from vacation. Keisha will then need to send a letter to Mr. Jason De Lizio on the CCEC's decision.

### Old (Unfinished) Business

#### 1. Training

- a. Julia gave an update on training and will continue to work with Jennifer on handling training classes. A Calvert Marine Museum training was added to the calendar and will be hosting training in the Harms Gallery conference room on August 30 with sessions at: 8:30 – 9:30am and 9:30 – 10:30am.
- b. Julia advised that she will reach out to Staff Liaison (Keisha) to send out another updated email to the Calvert County Government Dept. Heads to encourage their staff to sign up for training

days to ensure that all county employees are trained. Julia will also need to know if there are employees that have satisfied training and are exempt from the monthly CCEC training.

- c. The CCEC has 687 County Employees and Commission members that have signed up for training. There are 6 who are exempt from the training. With approximately 800 needing training, that leaves 119 remaining to be trained.

Ongoing Business

1. **Discussion of changes to the CCEC code**
  - a. **Matt submitted draft proposal of changes to CCEC code.**
2. **Financial Disclosure Statements**
  - a) **95% all corrected FDS.**
3. **Budget: FY 20 budget due October 31**
4. **Annual PO Box due Jan. 30, 2020**
5. **Keisha checking voicemail for new messages every Monday.**
6. **Wayne and Matt to check mailbox weekly.**

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 Meetings:

Four 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 5:20 pm to enter into closed session, Julia seconded, all in favor.

Minutes transcribed by: Julia Sampson – to be adopted at next meeting

Adopted on Sept. 17, 2019 transcribed Keisha R. Arthur

name

date