



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, September 17, 2019*, at **4:30pm**, at the Harriet Brown Community Center, 901 Dares Beach Road, 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 4:30pm

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

Wayne motioned to approve the Sept. 17, 2019 open agenda, Julia seconded, all in favor

New Business

1. Voice Mail Message-Catherine Grasso
 - a. Jennifer responded to Mrs. Grasso by phone.

2. Annual Report to the State
 - a. Needs to be completed. Staff Liaison (Keisha) will look thru records for previous to work with Chair (Jennifer) to complete the document and mail out to Maryland State Ethics Commission.

Old (Unfinished) Business

1. Training
 - a. Julia gave an update on training and will continue to work with Jennifer on handling training classes.

 - b. Julia advised that she will reach out to Staff Liaison (Keisha) to send out another updated training list 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. Staff Liaison (Keisha)

will send a current employee list to verify all staff that has been trained and whom still needs 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.*

b) *Wayne along with Staff Liaison(Keisha) will be working on recounting all the FDS that have been submitted to have a final count*

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 5:10 pm to enter into closed session, Julia seconded, all in favor.

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

name

date