



CALVERT COUNTY ETHICS COMMISSION

P.O. Box 1104 Prince Frederick, Maryland 20678

MEETING NOTICE

The Calvert County Ethics Commission (CCEC) conducted an open meeting on *Tuesday, January 25, 2022*, at **4:30pm**, via Zoom due to COVID-19 safety guidelines.

Open Minutes

Roll Call

Present: Matthew Raymer, Chair
Sonya Butler, Vice Chair
Brian Fairweather, Secretary
Mel Powell, Member
Thomas McClarren, Alternate

Absent: Lisa Arscott, Member

Staff: Ashley Staples-Reid, Special Projects Program Manager, County Administrator

General Business & Administrative Matters

1. Determined quorum. Meeting was called to order at 4:38 pm
 - i. Thomas McClarren as regular member
2. Brian motioned to amend and approve the January 25, 2022 open agenda to add Old/Unfinished Business items 2&3 (List of exempt CCG employees discussion and Updates to Calvert County Government website). Mel seconded to approve as amended. Motion passed unanimously.
3. Matt motioned and Sonya seconded to approve the November 30, 2021 minutes. Motion passed unanimously.

New Business

1. Financial Disclosure Statement (FDS)
 - i. 2020 report out
 1. Members requested that this item be moved to unfinished business for the February 2022 meeting. If no further discuss is held then, a motion will be made to close out 2020 FDS.
 - ii. 2021 Financial disclosure dissemination
 1. Ashley to send out memo and 2021 FDS forms before Jan. 31st deadline.

Old/Unfinished Business

1. Ethics Training update
 - i. Deadline date set for 6/30/2022. Ashley will finish sending out the training to all staff and appointed members.
2. List of exempt CCG employees discussion
 - i. Commission members will review and suggest exempt criteria for February meeting
3. Updates to Calvert County Government website
 - i. Ashley will work on updating the Calvert County Ethics Commission page on the CCG website

Ongoing Business

1. Ashley to check voicemail for new messages every Monday
 - i. No new voicemails
2. Matt and Lisa to check mailbox weekly
 - i. Ashley got new key and renewed PO Box for 2022. Brian will ask State Ethics for guidance on whether or not a PO Box is required. If not, the commission will consider not renewing in 2023.

Public Comment

N/A

Recess, subject to Motion of Privilege for Closed Meeting:

Four items to be discussed closed to the public pursuant to General Provisions Article §3-305 of the Annotated Code of Maryland.

1. Personnel Matters [3-305(b)(1)(ii)] – the Commission will discuss personnel matters that affect one or more specific individuals over whom this public body has jurisdiction.
2. Pending or potential litigation [3-305(b)(8)(ii)] – the Commission will discuss with staff, consultants or other individuals about pending or potential litigation

Motion to adjourn Open Meeting:

Brian motioned, Sonya seconded. Motion passed unanimously.

Commission ended open session and entered closed session at 5:20pm

Minutes to be adopted at next meeting

Transcribed by: Ashley Staples-Reid, Special Projects Program Manager, County Administrator

CALVERT COUNTY ETHICS COMMISSION

Written Statement for Closing a Meeting under the Open Meetings Act

Date: 1/25/2022 Time: 5:20 pm Location: Virtually via Zoom Conference

Motion to close meeting by: Brian Fairweather Seconded By: Sonya Butler


<u>Vote to close session:</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Matthew Raymer, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sonya Butler, Vice Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brain Fairweather, Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lisa Arscott, Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mel Powell, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thomas McClarren, Alternate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article, §3-305(b) (check all that apply):

- (1) **Personnel matters:** to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals;
- (2) **Privacy or reputation:** to protect the privacy or reputation of individuals concerning a matter not related to public business;
- (3) **Real property acquisition:** to consider the acquisition of real property for a public purpose and matters directly related thereto;
- (4) **Business location:** to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- (5) **Investment of public funds:** to consider the investment of public funds;
- (6) **Marketing of public securities:** to consider the marketing of public securities;
- (7) **Legal advice:** to consult with counsel to obtain legal advice on a legal matter;
- (8) **Pending or potential litigation:** to consult with staff, consultants, or other individuals about pending or potential litigation;
- (9) **Collective bargaining:** to conduct collective bargaining negotiations or consider matters that relate to the negotiations;
- (10) **Public security:** to discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans;
- (11) **Scholastic, licensing, and examination:** to prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- (12) **Investigate proceeding regarding criminal conduct:** to conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- (13) **Other law:** to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- (14) **Procurement:** before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:

- §3-305(b) (1) Personnel matter that affects one or more specific individuals (Advisory Opinion)
- §3-305(b) (1) Personnel matter over whom this public body has jurisdiction
- §3-305(b) (8) to consult about pending litigation
- §3-305(b) (8) to consult about potential litigation

This statement is made by Ashley Staples-Reid, Staff Liaison: 
SIGNATURE