



# 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, April 19, 2022*, at **4:30pm**, via Zoom.

## **Open Minutes**

### **Roll Call**

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

Absent: Lisa Arscott, Member  
Sonya Butler, Vice Chair

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

### **General Business & Administrative Matters**

1. Call to order – determine quorum.
  - i. Determined quorum. Meeting was called to order at 4:36 pm.
  - ii. Thomas McClarren as regular member.
2. Approve open agenda for April 19, 2022.
  - i. Brian Fairweather motioned, seconded by Matt Raymer to amend and approve the open agenda for April 19, 2022, to include one additional executive session item Personnel Matters [3-305(b)(1)(i)]. Motion passed unanimously.
3. Review and Approve open minutes from March 22, 2022.
  - i. Brian Fairweather motioned, seconded by Matt Raymer to approve the March 22, 2022 minutes. Motion passed unanimously.

### **Old/Unfinished Business**

1. Revision to the Ethics Code required by the State Ethics Commission.
  - i. The Commission request that staff seek guidance from County Attorney John Norris on how to proceed with presenting changes to the Board of County Commissioners. The Commission also would like to inquire if additional, non-mandated changes can be proposed at the same time. Staff will discuss with County Attorney and report back during May meeting.
2. Financial Disclosure Statement (FDS)
  - i. 2021 Financial disclosure dissemination
    1. Staff provided commission members with current number of received FDS and will draft a delinquent email that the commission will approve for dissemination at May's meeting.
2. Ethics Training update
  - i. Staff will finish sending out the training to all staff and appointed members. Commission has set a deadline of 6/30/2022.
2. List of exempt CCG employees discussion
  - i. Consensus for members to research the Ethics Code alongside Calvert County Government position titles and will continue discussion during May's meeting.
3. Updates to Calvert County Government website

- i. Staff will work on updating the Calvert County Ethics Commission page.

**Ongoing Business**

1. Staff to check voicemail for new messages every Monday.
  - i. No new voicemails.
2. Staff and/or Lisa to check mailbox weekly.
  - i. No new mail.

**Public Comment**

N/A

**Recess, subject to Motion of Privilege for Closed Meeting:**

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

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

**Motion to adjourn Open Meeting:**

Matthew Raymer motioned, Thomas McClarren seconded. Motion passed unanimously.

**Commission ended open session and entered closed session at 5:14pm**

**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: 4/19/2022 Time: 5:14 pm Location: Virtually via Zoom Conference

Motion to close meeting by: Matt Raymer Seconded By: Thomas McClarren


<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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) (8) to consult about pending litigation
- §3-305(b) ( ) \_\_\_\_\_
- §3-305(b) ( ) \_\_\_\_\_

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