



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, May 17, 2022*, at **4:30pm**, via Zoom.

Open Minutes

Roll Call

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

Absent: 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 4:37 pm.
 - ii. Thomas McClarren as regular member.
2. Approve open agenda for May 17, 2022.
 - i. Thomas McClarren motioned, seconded by Mel Powell to approve the open agenda for May 17, 2022. Motion passed unanimously.
3. Review and Approve open minutes from April 19, 2022.
 - i. Mel Powell motioned, seconded by Brian Fairweather to approve the April 19, 2022 minutes. Motion passed unanimously.

Old/Unfinished Business

1. Revision to the Ethics Code required by the State Ethics Commission.
 - i. Noted that the State Ethics Commission meets on June 16th. Consensus of the commission to bring their revisions to the Board of County Commissioners for approval at their June 14th meeting. Staff will coordinate next steps with the Clerk of the Board of County Commissioners.
2. Financial Disclosure Statement (FDS)
 - i. 2021 Financial disclosure dissemination
 1. Staff provided commission members with current number of received FDS.
 2. Staff will begin to notify staff and appointed members if they are delinquent in submitting their 2021 FDS.
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. Brian Fairweather motion that, starting in the 2023 calendar year, each Department within Calvert County Government (CCG) will need to determine who is exempt based on the guidance given within the Ethics Code. Mel Powell second and the motion was approved unanimously. Staff will coordinate with CCG directors to inform them of the change that will take effect in the 2023 calendar year.

3. Updates to Calvert County Government website
 - i. Staff will coordinate with the Calvert County Communications & Media Relations Department to determine effective ways to update the Calvert County Ethics Commission page.

Ongoing Business

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

Public Comment

N/A

Recess, subject to Motion of Privilege for Closed Meeting:

Five 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)] – the Commission will discuss with staff, consultants or other individuals about pending or potential litigation
2. Personnel Matters [3-305(b)(1)] – 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, Brian Fairweather seconded. Motion passed unanimously.

Commission ended open session and entered closed session at 5:08pm

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: 5/17/2022 Time: 5:08pm Location: Virutally via Zoom

Motion to close meeting by: Matthew Raymer Seconded By: Brian Fairweather


<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"/>
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"/>
Vacant, Member	<input 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 (three advisory opinions)
- §3-305(b) (8) to consult about (one) pending litigation and (one) potential litigation
- §3-305(b) () _____
- §3-305(b) () _____

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