



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, June 21, 2022*, at **4:30pm**, via Zoom.

Open Minutes

Roll Call

Present: Matthew Raymer, Chair
Sonya Butler, Vice Chair
Mel Powell, Member (entered meeting at 4:34pm)
Thomas McClarren, Alternate

Absent: Brian Fairweather, Secretary

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 4:32 pm.
 - ii. Thomas McClarren as regular member.
2. Approve open agenda for June 21, 2022.
 - i. Thomas McClarren motioned, seconded by Sonya Butler to approve the open agenda for June 21, 2022. Motion passed unanimously (Mel Powell absent for vote).
3. Review and Approve open minutes from May 17, 2022.
 - i. Sonya Butler motioned, seconded by Thomas McClarren to approve the May 17, 2022 minutes. Motion passed unanimously (Mel Powell absent for vote).

Old/Unfinished Business

1. Revision to the Ethics Code required by the State Ethics Commission.
 - i. County Attorney John Norris was present to review mandatory as well as optional revisions the commission can make to the Ethics Code. After review, Norris advised that he will bring back a proposed revision based on the commission's consensus for final approval. Once approval is provided by the commission, the proposed revisions will be scheduled to go before the Board of County Commissioners via a public hearing.
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. Ashley will reiterate with Directors that they will be responsible for determining and submitting an exempt list for their department employees. This will become effective for the 2022 FDS reporting period.

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.

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)**] – 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:

Thomas McClarren motioned, Sonya Butler seconded. Motion passed unanimously.

Commission ended open session and entered closed session at 5:32pm

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: 6/21/2022 Time: 5:32pm Location: Virutally via Zoom

Motion to close meeting by: Thomas McClarren 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 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"/>
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 (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