



# CALVERT COUNTY ETHICS COMMISSION

P.O. Box 1104 Prince Frederick, Maryland 20678

## **MEETING NOTICE**

The Calvert County Ethics Commission (CCEC) will conduct their open meeting on **Wednesday, January 24, 2021**, at **4:30pm**, via Zoom due to COVID-19 safety guidelines.

## **OPEN AGENDA**

### **Roll Call**

Members: Wayne Millette, Chairperson  
Matthew Raymer, Vice-Chairperson  
Jennifer Mazur, Secretary  
Vacant, Member  
Vacant, Member  
Vacant, Alternate

Staff: Ashley Staples-Reid, Executive Administrative Aide, Board of County Commissioners

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

1. Call to order – determine quorum
2. Approve open agenda
3. Review open minutes from January 19, 2020 meeting.

### **New Business**

1. Financial Disclosure Statement (FDS)
  - i. 2019 closeout
  - ii. 2020 progress report
2. Training 2021
  - i. Discuss training options
    1. Email from Lisa Viverette
3. Annual Report to BOCC
  - i. Discuss timeline for submission
4. Updates to Calvert County Government website
  - i. Discuss update that are complete and updates that are still needed
5. MPIA request protocol
  - i. Discuss potential amendment to Rule of Procedures to accommodate request during COVID

**Old (Unfinished) Business**

1. None

**Ongoing Business**

1. FY 22 budget due October 2021
2. Financial disclosure statements.
3. Annual PO Box due Jan. 30, 2021.
4. Ashley checking voicemail for new messages every Monday.
5. Wayne and Matt to check mailbox weekly.

**Public Comment**

*There is a time limit of 5 minutes per speaker.*

**Announcements**

At our last meeting, one item(s) were discussed:

1. *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 Meeting:**

One item(s) to be discussed:

1. *Closed to the public pursuant to General Provisions Article §3-305 of the Annotated Code of Maryland.*

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**Executive Session Agenda****Personnel Matter:**

1. The Board will discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction. **[3-305(b)(1)(i)]**

*This agenda is subject to change and the times listed are approximate. If any items are added for consideration, they will be included on a revised agenda that will be issued prior to the closed session.*

\*\*\* If you would like to be notified of upcoming hearings, meetings, or other events, please subscribe via the Calendar page of our website at <http://www.co.cal.md.us/list.aspx>. \*\*

***Reasonable accommodation will be provided upon request.  
Requests are encouraged to be submitted in advance of the meeting date.***