



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 *Wednesday, February 24, 2021*, at **4:30pm**, via Zoom due to COVID-19 safety guidelines.

Open Minutes

Roll Call

Present: Wayne Millette, Chairperson
Matthew Raymer, Vice-Chairperson
Jennifer Mazur, Secretary

Absent: None

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

General Business & Administrative Matters

1. Determined quorum
2. The meeting was called to order at 4:32 pm
3. Jennifer motioned, Matt seconded to amend and approve February 24, 2021 agenda to reflect correct meeting date. Motion passed unanimously.
4. Matt motioned, Jennifer seconded to approve January 19, 2020 open minutes. Motion passed unanimously.

New Business

1. Financial Disclosure Statement (FDS)
 - i. Ashley will meet with Wayne this week to pick up all 2019 FDS forms that he has reviewed and do not need a second review.
 - ii. Regarding the 2019 FDS forms that Matt has for 2nd review, he will send out any questions he has regarding the forms during his review. Ashley will then meet with Matt to receive all 2019 FDS forms once his review is complete.
 - iii. Regarding 2020 FDS forms that have been received, Ashley will divide and give them to Wayne and Matt for review when they meet to exchange 2019 FDS forms.
 - iv. Ashley asked the Commission how they wish to handle appointed members who did not fill out a 2019 FDS form, but have since resigned. Wayne to draft a notification letter that will be sent to those who failed to complete their form after resigning.
2. Training 2021
 - i. Lisa Viverette of Human Resources requested the Commission review the county's most recent ethics video that they would like to use for future new employees. Jennifer will draft a response for the Commission to approve.
3. Annual Report to BOCC
 - i. Ashley will resend the most recent report for reference so the Commission can complete

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2020 annual report.

4. Updates to Calvert County Government (CCG) Website
 - i. Jennifer will review what documents the State Ethics has listed on their website for comparison and will then consult the Commission's attorney in order to make a list of documents that can be made available to the public via the CCG website.
5. MPIA Request
 - i. Matt suggested that the Committee add a COVID-19 policy in the Rules of Procedure to accommodate MPIA requests when in-person reviews cannot be made. The Committee will add this review and discussion to the March agenda for approval.

Old (Unfinished) Business

1. None

Ongoing Business

1. FY 22 budget due October 2021
 - i. Ashley will send previous year's budget for comparison.
2. Financial Disclosure Statements.
 - i. Discussed during New Business.
3. Annual PO Box due January 30, 2021.
 - i. Renewed
4. Ashley checking voicemail for new messages every Monday.
5. Wayne and Matt checking mailbox weekly.

Public Comment

None

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.*

Motion to adjourn Open Meeting:

Matt motioned, Jennifer seconded. Motion passed unanimously.

Commission entered closed session at 5:06pm

Minutes to be adopted at next meeting

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

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