



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, March 23, 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 4:40 pm
3. Jennifer motioned, Matt seconded to approve March 23, 2021 agenda. Motion passed unanimously.
4. Matt motioned, Jennifer seconded to approve February 24, 2021 open minutes. Motion passed unanimously.

New Business

1. Financial Disclosure Statement (FDS)
 - i. Ashley will send the Commission an update after the March 31st deadline.
2. Training 2021
 - i. Jennifer drafted a response email to Lisa regarding. Wayne will forward to Lisa.
 - ii. Matt will format training questions into a PowerPoint. Once complete, further discussion of virtual training will be had.
3. Annual Report to BOCC
 - i. Ashley will send out updated annual report for review.
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.
 - ii. Matt suggested creating guidance forms such as FAQs, How to's and
5. MPIA Request
 - i. Ashley will draft COVID policy to review and approve during the April meeting.

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

Judy JC Hooker – expressed to Commission the importance of their role. Gave suggestions regarding virtual training options.

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:

Jennifer motioned, Wayne seconded. Motion passed unanimously.

Commission entered closed session at 5:22pm

Minutes to be adopted at next meeting

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