



# 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, April 27, 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 4:31 pm
3. Matt motioned and Jennifer seconded to approve March 23, 2021 agenda. Motion passed unanimously.
4. Jennifer motioned and Matt seconded to approve February 24, 2021 open minutes. Motion passed unanimously.

### New Business

1. Financial Disclosure Statement (FDS)
  - i. Ashley will begin compiling list of delinquent forms and draft a notice letter for CCEC approval.
2. Training 2021
  - i. 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 the budget report to members so that a draft can be made.
4. Updates to Calvert County Government (CCG) Website
  - i. Matt and Jennifer will begin collecting/drafting letters and documents to include on the CCG website. Ashley will coordinate with CCG webmaster once documents have been approved by the Commission.
  - ii. Ashley will send Jennifer all AOs
5. MPIA Request
  - i. Commission members would like to review the complete Rules and Procedures at the May meeting.

**Old (Unfinished) Business**

1. None

**Ongoing Business**

1. FY 22 budget due October 2021
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**

N/A

**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, Matt seconded. Motion passed unanimously.

**Commission ended open session and entered closed session at 5:02pm**

**Minutes to be adopted at next meeting**

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