



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, May 18, 2021*, at **4:30pm**, via Zoom due to COVID-19 safety guidelines.

Open Minutes

Roll Call

Present: Matthew Raymer, Vice-Chairperson
Jennifer Mazur, Secretary
Brian Fairweather, Member
Mel Powell, Member
Lisa Arscott, Alternate

Absent: Wayne Millette, Chairperson

Staff: Ashley Staples-Reid, Acting Executive Administrative Assistant, County Administrator

General Business & Administrative Matters

1. Determined quorum. Meeting was called to order at 4:48 pm
 - a. Matthew Raymer as acting Chairperson
 - b. Lisa Arscott as regular member
2. Jennifer motioned and Mel seconded to approve May 18, 2021 agenda. Motion passed unanimously.
3. Approval of April 27, 2021 open minutes was tabled due to lack of voting quorum for this item.

New Business

1. Financial Disclosure Statement (FDS)
 - i. Ashley to send 15-day notice letter to appointed members who have yet to turn in their 2020 FDS.
 - ii. Ashley will format a 15-day notice letter for Calvert County Government (CCG) employees who have yet to turn in their 2020 FDS. Commission will then review and approve at next meeting.
 - iii. Ashley will send CCG position exempt list to members for confirmation of exemption.
2. Training 2021
 - i. Matt will send out current PowerPoint for members to review/edit.
 1. Members agree that a PowerPoint with a test is most efficient.
 - ii. Ashley will send the commission members previous training content (ie. videos)
3. Annual Report to BOCC
 - i. Ashley has reached out to Finance & Budget (F&B) for a budget analysis. Waiting on Wayne Millette, Chairperson Matt Raymer, Vice-Chair Jennifer Mazur, Secretary Mel Powell, Member

report from F&B and will then send to members.

4. Updates to Calvert County Government (CCG) Website
 - i. Matt will send his drafted FAQ's to the commission for input
5. MPIA Request
 - i. Commission members would like to review the complete Rules and Procedures at the June meeting.

Old (Unfinished) Business

1. None

Ongoing Business

1. FY 22 budget due October 2021
 - i. Will address in late July/early August
2. Financial Disclosure Statements.
 - i. Ashley indicated that she has 2020 forms for the commission to review.
3. Annual PO Box due January 30, 2022.
4. Ashley checking voicemail for new messages every Monday.
 - i. No new voicemails
5. Wayne and Matt checking mailbox weekly.
 - i. No mail

Public Comment

N/A

Announcements

At our last meeting, one item was 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:

Four items 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, Brian seconded. Motion passed unanimously.

Commission ended open session and entered closed session at 5:42pm

Minutes to be adopted at next meeting

Transcribed by: Ashley Staples-Reid, Acting Executive Administrative Assistant, County Administrator

Wayne Millette, Chairperson Matt Raymer, Vice-Chair Jennifer Mazur, Secretary Mel Powell, Member

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