



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

## Open Minutes

### Roll Call

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

Absent: Wayne Millette, Chairperson

Staff: Ashley Staples-Reid, Special Projects Program Manager, County Administrator

### General Business & Administrative Matters

1. Determined quorum. Meeting was called to order at 4:35 pm
  - a. Matthew Raymer as acting Chairperson
  - b. Lisa Arscott as regular member
2. Mel motioned and Brian second to approve June 24, 2021 agenda. Motion passed unanimously.
3. Approval of April 27, 2021 open minutes was tabled due to lack of voting quorum for this item. Jennifer motioned and Matt second to approve the May 18, 2021 open minutes. Motion passed unanimously.

### New Business

1. Financial Disclosure Statement (FDS)
  - i. Ashley to send final delinquent notice letters to appointed members who have failed to submit their 2020 FDS
  - ii. CCG position exempt list dated 2016 was reviewed by the Commission members for any changes. Jennifer motioned to approve the exempted list as is, with the clause that positions created after 2016 will need to be reviewed at a later date for exemption status. Brian second. Motion passed unanimously.
  - iii. Ashley will compile a list of positions created after 2016 for review during July's open meeting.
  - iv. Ashley will send 15-day notice letters to non-exempt Calvert County Government (CCG) employees who have yet to turn in their 2020 FDS.
2. Training 2021
  - i. Commission members will review and edit the drafted presentation Matt created.

◆ Wayne Millette, Chairperson ◆ Matt Raymer, Vice-Chair ◆ Jennifer Mazur, Secretary ◆ Mel Powell, Member ◆  
◆ Brian Fairweather, Member ◆ Lisa Arscott, Alternate Member ◆ Telephone 410-414-8079 ◆  
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3. Annual Report to BOCC
  - i. Ashley will draft report for Commission review and approval during July's meeting
4. Updates to Calvert County Government (CCG) Website
  - i. Jennifer will edit the drafted documents for approval. Once content is approved, Ashley will forward to Communications & Media Relations Department to format and post to CCG website.
5. MPIA Request
  - i. Matt motioned to amend the Rules and Procedure to include special accommodations for FDS review when in-person review is not possible to denied public access to the courthouse (ie. pandemic restrictions/safety measures prohibiting public entry into the courthouse, where FDS forms are housed.)

**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, four items 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:**

Three 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, Mel seconded. Motion passed unanimously.

**Commission ended open session and entered closed session at 5:30pm**

**Minutes to be adopted at next meeting**

Transcribed by: Ashley Staples-Reid, Special Projects Program Manager, County Administrator

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