



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, July 20, 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
Vacant, Member

Absent: Lisa Arscott, Alternate

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

General Business & Administrative Matters

1. Determined quorum. Meeting was called to order at 4:36 pm
 - a. Matthew Raymer as acting Chairperson
2. Jennifer motioned to amend the agenda to include two New Business items (in-person meeting discussion and Gmail access discussion). Brian seconded to approve July 20, 2021 agenda as amended. Motion passed unanimously.
3. Matt motioned and Mel seconded to approve the April 27, 2021 minutes. Motion passed unanimously. Jennifer motioned and Matt seconded to approve the June 24, 2021 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. Ashley will send 15-day notice letters to non-exempt Calvert County Government (CCG) employees who have yet to turn in their 2020 FDS.
 - iii. Ashley will compile a list of positions created after 2016 for review during August's open meeting.
2. Training 2021
 - i. PowerPoint draft has been finalized. Ashley will format and request assistance from CCG staff in charge of website.
3. Annual Report to BOCC
 - i. Ashley will draft report for Commission review and approval during August's meeting.

◆ Matt Raymer, Acting Chair ◆ Jennifer Mazur, Secretary ◆ Mel Powell, Member ◆
◆ Brian Fairweather, Member ◆ Lisa Arscott, Alternate Member ◆ Telephone 410-414-8079 ◆
◆ Email calvertethics@gmail.com ◆ PO Box 1104, Prince Frederick, MD 20678 ◆

4. Updates to Calvert County Government (CCG) Website
 - i. Matt will send Ashley final documents who will then forward to Communications & Media Relations Department to format and post to CCG website.
5. Resuming in-person meeting discussion
 - i. Ashley will consult with Parks & Recreation staff regarding reserving space at the Harriet E. Brown Community Center as well as with Technology Services staff regarding continued use of virtual platform with their assistance. Continue discussion during August meeting.
6. CCEC Gmail update
 - i. Jennifer will forward access to newest members as well as give Matt admin rights.

Old (Unfinished) Business

1. None

Ongoing Business

1. FY 22 budget due October 2021
 - i. Ashley will send out previous year's budgets to reference.
2. Financial Disclosure Statements.
 - i. Brian will meet with Ashley prior to next meeting to receive FDS that need reviewing.
3. Ashley checking voicemail for new messages every Monday.
 - i. No new voicemails
4. Lisa checking mailbox weekly.
 - i. Matt to talk with Wayne to get second mailbox key.

Public Comment

N/A

Announcements

At our last meeting, three 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:

Five 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 5:04pm

Minutes to be adopted at next meeting

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