



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, August 17, 2021*, at **4:30pm**, via GoToMeetings due to COVID-19 safety guidelines.

Open Minutes

Roll Call

Present: Matthew Raymer, Vice-Chairperson – Acting Chairperson
Lisa Arscott, Member
Sonya Butler, Member
Mel Powell, Member
Thomas McClarren, Alternate

Absent: Brian Fairweather, Member

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

General Business & Administrative Matters

1. Determined quorum. Meeting was called to order at 4:38 pm
 - a. Matthew Raymer as acting Chairperson
 - b. Thomas McClarren as regular member
2. Lisa motioned to amend the agenda to correct numerical errors in General Business item #3 and Ongoing Business item #1. Mel seconded to approve August 17, 2021 agenda as amended. Motion passed unanimously.
3. Mel motioned and Matt seconded to approve the July 20, 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 determine if reports can be done by fiscal year or if they need to be done by calendar year. The Commission would prefer to conduct their report fiscally, if allowed. If

◆ Matt Raymer, Acting Chair ◆ Lisa Arscott, Member ◆ Sonya Butler, Member ◆
◆ Mel Powell, Member ◆ Brian Fairweather, Member ◆ Thomas McClarren, Alternate Member ◆
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fiscal reporting is allowed, Ashley will draft FY21 report for commission review at the September meeting

4. Updates to Calvert County Government (CCG) Website
 - i. Matt will ensure that Ashley receives final documents so she can forward to Communications & Media Relations Department to format and post to CCG website.
5. Resuming in-person meeting discussion
 - i. Tabling discussion of resuming in-person meetings due to Covid-19 precautions. Meetings will continue virtually.
6. CCEC Gmail update
 - i. Matt will forward email access to new members Sonya and Thomas.

Old (Unfinished) Business

1. None

Ongoing Business

1. FY 23 budget due October 2021
 - i. Ashley will send out previous year's budgets to reference and draft FY23 budget request for review and approval at September meeting.
2. Financial Disclosure Statements.
 - i. Brian met with Ashley and received FDS forms that needed reviewing.
3. Ashley checking voicemail for new messages every Monday.
 - i. No new voicemails
4. Lisa checking mailbox weekly.
 - i. Former member, Wayne Millette, indicate that he would mail PO Box key he still was in possession of directly to County Commissioner's office. Ashley will notify Matt if key is not received within a week.

Public Comment

N/A

Announcements

At our last meeting, five 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:

Seven 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:

Mel motioned, Lisa seconded. Motion passed unanimously.

Commission ended open session and entered closed session at 5:09pm

Minutes to be adopted at next meeting

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

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