



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

## OPEN MINUTES

### Roll Call

Members: Jennifer J. Mazur, Chairperson  
Wayne Millette, Vice-Chairperson  
Matthew Raymer, Secretary  
Vacant, Member  
Vacant, Member  
Vacant, Alternate

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 4:34 pm
3. Jennifer motioned to amend agenda to add New Business items 4, 5 and 6.
4. Wayne motioned to approve the January 19, 2021 amended open agenda. Matt second, all in favor.
5. Wayne motioned to approve December 15, 2020 open minutes. Matt second, all in favor.

### New Business

1. Financial Disclosure Statement (FDS)
  - i. Wayne is finishing up his review of remaining 2019 FDS forms. He will meet with Matt this week so a 2<sup>nd</sup> review can be done on those that require a 2<sup>nd</sup> review.
  - ii. Ashley will send the Commission members an updated list of individuals and their FSD status for 2019.
  - iii. FDS 2020 memos and forms will be reviewed and approved by the Commission this week.
  - iv. The Commission decided to leave the [Ethics@calvertcountmd.gov](mailto:Ethics@calvertcountmd.gov) email on the FDS forms so that Ashley can keep track of incoming forms. The primary email, [calvertethics@gmail.com](mailto:calvertethics@gmail.com) will still be used for all emails regarding questions, complaints, and other inquires.

- v. Ashley will send out approved memos and forms by January 29, 2021.
2. Training 2021
    - i. The Commission will revisit this by the next meeting.
  3. Annual Report to BOCC
    - i. Ashley will send out the most recent report for reference so the Commission can complete.
  4. Updates to Calvert County Government Website
    - i. Membership updates needed to Ethics Commission page on calvertcountymd.gov - Ashley will request updates with the County's Webmaster.
    - ii. The Commission would like to set up a portal library with all associated ethics forms on the Ethics Commission page on calvertcountymd.gov. Ashley will put in the request with the County's Webmaster once all forms are received to her by the Commission.
  5. MPIA Request
    - i. Currently, there is no protocol for handling MPIA requests for FDS forms via email (current Rule of Procedure only allows in-person review). Will need to consider requesting an amendment to accommodate citizens due to COVID-19 restrictions. Ashley will provide reasonable accommodations to requesters in the interim.
  6. Election for officers
    - i. Jennifer motioned to elect Wayne Millette as Chair and Matt Raymer as Vice-Chair for the 2021 calendar year. Wayne second. All in favor.
    - ii. Wayne motioned to elect Jennifer Mazur as Secretary for the 2021 calendar year. Matt second. All in favor

### **Old (Unfinished) Business**

1. None

### **Ongoing Business**

1. FY 22 budget due October 2021.
2. Financial Disclosure Statements.
3. Annual PO Box due January 30, 2021.
  - i. Wayne will forward invoice to Ashley for payment processing.
4. Ashley checking voicemail for new messages every Monday.

5. Wayne and Matt checking mailbox weekly.

**Public Comment**

None

**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:**

Wayne motioned, with Matt second; all in favor.

**Commission entered closed session at 5:09pm**

**Minutes to be adopted at next meeting**

Transcribed by: Ashley Staples-Reid

Ashley Staples-Reid

1/19/2021

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Name

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Date