



CALVERT COUNTY  
ETHICS COMMISSION  
Post Office Box 1104  
Prince Frederick, Maryland 20678

**MEETING NOTICE**

The Calvert County Ethics Commission (CCEC) conducted an open meeting on *Tuesday, February 18, 2020*, at **4:30pm**, at the Harriet Brown Community Center, 901 Dares Beach Road, Prince Frederick, Maryland.

**OPEN MINUTES**

Roll Call

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

Staff: Keisha Arthur, Executive Administrative Aide, Board of County Commissioners *absent*

General Business & Administrative Matters

Determined quorum

The meeting was called to order at 4:39 pm

Wayne motioned to amend Dec. 18, 2019 open minutes. Julia second, all in favor.

Wayne motioned to amend Dec. 20, 2019 open agenda. Julia second, all in favor.

New Business

1. 2020 FDS
  - a. Jennifer to provide new FDS to Keisha.
2. New Officers vote
  - a. CCEC to ask Keisha to advertise vacancy and alternate positions for CCEC via classifieds in Calvert Recorder.
  - b. CCEC Board voted to keep positions as is for new term. Wayne motioned, Matt second, 3 in favor, 1 abstained.

Old (Unfinished) Business

1. Status of 2019 Ethics Training
  - a. One final letter received by CCEC disputing that individual attended training. Julia to review and advise Kiesha whether to remove individual and letter from HR folder.
2. Status of 2018 FDS
  - a. Wayne still waiting to receive update from Keisha on outstanding FDS list of names.

Ongoing Business

1. *Discussion of changes to the CCEC code*
  - a. *Matt submitted draft proposal of changes to CCEC code.*
2. *Financial Disclosure Statements*
  - a) *95% all corrected FDS.*
  - b) *Wayne along with Staff Liaison (Keisha) will be working on recounting all the FDS that have been submitted to have a final count.*
3. *Budget: FY 21 budget due October 31*
4. *Keisha checking voicemail for new messages every Monday.*
5. *Wayne and Matt to check mailbox weekly.*

Public Comment

Calvert Recorder reporter Caleb Soptelean question regarding FOI and vacancy/ alternate positions on CCEC.

Announcements

At our last meeting one item(s) were discussed: *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 Meetings:

Seven item(s) to be discussed *closed to the public pursuant to General Provisions Article §3-305 of the Annotated Code of Maryland.*

With no other business to discuss, Wayne motioned at 5:12pm to enter into closed session, Julia seconded, all in favor.

Minutes transcribed by: Julia Sampson to be adopted at next meeting

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name

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date