



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, August 18, 2020*, at **4:30pm**, via Zoom due to Covid-19.

OPEN MINUTES

Roll Call

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

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

General Business & Administrative Matters

Determined quorum

The meeting was called to order at 4:30 pm

Wayne motioned to approve July 21, 2020 open minutes. Matt second, all in favor.

Wayne motioned to approve amended August 18, 2020 open agenda. Matt second, all in favor.

New Business

1. 2019 Financial Disclosure Statement (FDS)
 - a. Email sent to staff liaisons to encourage appointed officials on the various County volunteer boards & commissions to submit their 2019 FDS.
 - b. CCEC has concluded their review of the FDS 2018-2019 county employee compliance list. Many employees did not complete Section-A properly, the Ethics Commission decided to return the incomplete FDS to the staff liaison, to add a memorandum showing complete for 2019 due to Covid-19 .

2. Training 2021
 - a. Staff liaison will reach out to the county Training Manager (Lisa Viverette) for county employees to possible set up online training for FY21 Ethics Training.

3. Secretary position

- a. Jennifer (Chair) motion a vote to elect Matt to the secretary position. Wayne second the motion.
- b. Matt accepted the position.

Old (Unfinished) Business

None.

Ongoing Business

1. *Financial Disclosure Statements*
2. *Budget: FY 21 budget due October 31-Staff Liaison task to update FY21 budget request.*
3. *Keisha checking voicemail for new messages every Monday.*
4. *Wayne and Matt to check mailbox weekly.*

Public Comment

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:

Three 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, Matt seconded, all in favor.

Minutes transcribed by: Keisha Arthur to be adopted at next meeting.

Jennifer Mazur, Chairperson Wayne Millette, Vice-Chairperson
Matt Raymer, Secretary
Telephone 410-414-8079 Email calvertethics@gmail.com

name

date