MINUTES - Public Meeting
January 15, 2015

The Calvert County Ethics Commission (CCEC) conducted their meeting on Thursday, January 15, 2015, at the Phillips House, 28 Duke Street, Prince Frederick, Maryland.

Members:
- Marshall R. Coffman, Chairman
- Charles A. Bucy, Vice Chair
- Jennifer J. Mazur, Secretary
- Bruce Henkelman, Member
- Eugene D. McHugh, Member – Not Present
- Arthur Fournier Jr. – Not Present

Staff:
- Lisa G. Tolomei, Administrative Aide, Board of County Commissioners

Determination of Quorum
Quorum was determined.

Call Meeting to Order
Chairman Coffman called the meeting to order at 9:32 a.m.

Review and Approve Meeting Minutes
The Commission reviewed the December 18, 2014 meeting minutes; minutes approved. Jennifer J. Mazur moved, Bruce Henkelman seconded, motion passed.

Approval of Agenda
Chairman Coffman distributed agenda; all reviewed and approved agenda. Jennifer J. Mazur moved, Bruce Henkelman seconded, motion passed unanimously.

Closed Meeting Announcement
- No Closed Meeting on December 18, 2014.

Announcement
- We extend our sympathy to Gene and Carolyn McHugh on the death of their son, Sean.
- State Ethics Commission will review our code amendments on February 12, 2015.

Unfinished Business
1) Training
   a) Jennifer Mazur added per and post amble notes, Marshall Coffman to review notes.
   b) Bruce Henkelman to contact Huntingtown High School drama department.

2) Recusal Advisory Letter
Charlie Bucy did some research – will have letter next month.

3) Political Activity Issue/Memorandum
Since we are past election season – we will table this item, to be revised within three year, well in advance of the next election season.
4) **Code Amendment**
   a) Alternate Member Participation
      i) Marshall Coffman to discuss with State and John Norris to review – maybe accomplished administratively.
   b) Marshall Coffman to discuss summons and subpoenas with the State as well.

5) **2014 Financial Disclosure Statements**
   a) FDS were transformed into fillable PDF files (compliments to Kathy O’Brien)
   b) Sent to all Department Heads, Admins, and Staff Liaisons for distribution
   c) Due March 31, 2015

**New Business**

1) **Election of Officers**
   Defer until all members are present

2) **Lobbyist Reports**
   Marshall Coffman to follow up

3) **Disciplinary Action Report**
   Discussed and determined they are not effective

4) **Advisory Opinion concerning Inauguration Tickets**
   Marshall Coffman to contact Terry Shannon – accepting tickets are a conflict per section 41.14

5) **List of Forms**
   a) Lisa Tolomei to create a master list of forms to include
      i) Name of form
      ii) Latest revision date
      iii) To be reviewed (annual etc.)
      iv) Create templates of letters – citing code or situation

**Public Comments:**
No members of the public were present for public comment.

**Recess, subject to Motion of Privilege for Closed Session:**
No Closed Session items for discussion

**Adjournment**
Jennifer Mazur moved to adjourn the Public Meeting, Bruce Henkelman seconded the motion. The motion passed unanimously and the meeting adjourned at 11:21 a.m.

Adopted on the 19th day of **February** 2015. Minutes transcribed by Lisa G. Tolomei.

Signed______________________________________________________ Date_________________________
The Calvert County Ethics Commission (CCEC) cancelled their meeting on Thursday, February 19, 2015, at the Phillips House, 28 Duke Street, Prince Frederick, Maryland.

Members: Marshall R. Coffman, Chairman
Charles A. Bucy, Vice Chair
Jennifer J. Mazur, Secretary
Bruce Henkelman, Member
Eugene D. McHugh, Member – Not Present
Arthur Fournier Jr. – Not Present

Staff: Lisa G. Tolomei, Administrative Aide, Board of County Commissioners

Determination of Quorum
N/A

Call Meeting to Order
N/A

Review and Approve Meeting Minutes
N/A

Approval of Agenda
N/A

Closed Meeting Announcement
N/A

Announcement
N/A

Unfinished Business
N/A

New Business
N/A

Public Comments:
N/A

Recess, subject to Motion of Privilege for Closed Session:
N/A

Adjournment
N/A

Adopted on the 19th day of March 2015. Minutes transcribed by Lisa G. Tolomei.
The Calvert County Ethics Commission (CCEC) conducted their meeting on Thursday, March 19, 2015, at the Phillips House, 28 Duke Street, Prince Frederick, Maryland.

Members: Marshall R. Coffman, Chairman    Bruce Henkelman, Member
         Charles A. Bucy, Vice Chair      Eugene D. McHugh, Member
         Jennifer J. Mazur, Secretary     Arthur Fournier Jr., Alternate Member

Staff: Lisa G. Tolomei, Administrative Aide, Board of County Commissioners

Determination of Quorum
Quorum was determined.

Call Meeting to Order
Chairman Coffman called the meeting to order at 9:33 a.m.

Review and Approve Meeting Minutes
The Commission reviewed the January 15, 2014 meeting minutes; minutes approved. Jennifer J. Mazur moved, Bruce Henkelman seconded, motion passed.

Approval of Agenda
Chairman Coffman distributed agenda; all reviewed and approved agenda. Jennifer J. Mazur moved, Charles A. Bucy seconded, motion passed unanimously.

Announcements
Closed Meeting Announcement
• There was no Closed Meeting On January 15, 2015 and there was no Ethics Commission meeting in February because of inclement weather.
• State Ethics Commission approved our Code Amendments on February 12, 2015.

Unfinished Business
1) Election of Officers
   Nomination for Bruce Henkelman as Vice-Chair, Marshall Coffman to remain as Chair, and Jennifer Mazur to remain as Secretary; Jennifer Mazur motioned, Eugene McHugh seconded, motion passed unanimously.

2) Lobbyist Report
   a) Received two bi-annual reports
   b) Lisa Tolomei to begin a spreadsheet for tracking Lobbyist Registration and required reports.

3) Training
   a) Working with Huntingtown High School Performing Arts on pre and post-amble for video training,
   b) Technology Services is ready to insert video for online registration and compliance.

4) Recusal Advisory Letter
   Work in progress
5) **Political Activity Issue/Memorandum**  
Since we are past election season – we will table this item, to be revised well in advance of the next election season.

6) **Code Amendment**  
a) Alternate Member Participation  
b) Subpoena Power  
c) Report of Disciplinary Actions

7) **2014 Financial Disclosure Statements**  
a) Due March 31, 2015  
b) To set up review work session

**New Business**  
1) **Employee Recognition**  
a) Lisa Tolomei inquired on behalf the Employee Recognition Committee;  
i) Regarding Employee winning a day off – does this have to be reported on FDS? This is not covered in the Ethics Code  
ii) Can an employee advertise a sale of “Tastefully Simple” products where proceeds are donated to ERC – this is in Ethics Code and is not allowed

2) **Gmail Account**  
Bruce Henkelman to follow up with new volunteer; who questioned the safety of a commercial google account.

3) **List of Forms**  
a) Lisa Tolomei to create a master list of forms to include  
i) Name of form  
ii) Latest revision date  
iii) To be reviewed (annual etc.)  
iv) Create templates of letters – citing code or situation

**Public Comments:**  
No members of the public were present for public comment.

**Recess, subject to Motion of Privilege for Closed Session:**  
No Closed Session items for discussion

**Adjournment**  
Jennifer Mazur moved to adjourn the Public Meeting, Bruce Henkelman seconded the motion. The motion passed unanimously and the meeting adjourned at 12:28 p.m.

Adopted on the 16th day of March 2015. Minutes transcribed by Lisa G. Tolomei.

Signed_________________________ Date___________________
The Calvert County Ethics Commission (CCEC) conducted their meeting on Thursday, April 16, 2015, at the Phillips House, 28 Duke Street, Prince Frederick, Maryland.

Members:  Marshall R. Coffman, Chairman Present Charles A. Bucy, Member Excused
         Bruce Henkelman, Vice-Chair Present Eugene D. McHugh, Member Present
         Jennifer J. Mazur, Secretary Excused Arthur Fournier Jr., Alternate Member Excused

Staff:     Lisa G. Tolomei, Administrative Aide, Board of County Commissioners

**Determination of Quorum**
Quorum was determined.

**Call Meeting to Order**
Chairman Coffman called the meeting to order at 9:40 a.m.

**Review and Approve Meeting Minutes**
The Commission reviewed the March 19, 2015 meeting minutes; minutes approved. Eugene D. McHugh moved, Bruce Henkelman seconded, motion passed unanimously.

**Approval of Agenda**
Chairman Coffman distributed agenda; all reviewed and approved agenda. Eugene D. McHugh moved, Bruce Henkelman seconded, motion passed unanimously.

**Announcements**

**Closed Meeting Announcement**
- There was no Closed Meeting On March 19, 2015.
- State Ethics Commission approved our Code Amendments on February 12, 2015. The original letter was mailed but never received. The State sent a pdf file via email.

**Unfinished Business**

1) **Lobbyist Report**
   a) Tabled until next month
   b) Lisa Tolomei to begin a spreadsheet for tracking Lobbyist Registration and required reports.

2) **Training**
   a) Working with Huntingtown High School Performing Arts on pre and post-amble for video training,
   b) Technology Services is ready to insert video for online registration and compliance.

3) **Recusal Memorandum**
   a) Lisa Tolomei to edit for grammar
   b) Marshall Coffman to ask Terry Shannon if we can send it to all employees
   c) Lisa Tolomei to distribute to all chairpersons of all boards and commissions
   d) Lisa Tolomei to add memo and form to webpage

♦ Marshall Coffman, Chairman ♦ Bruce Henkelman, Vice-Chairman ♦ Jennifer Mazur, Secretary ♦
♦ Charles Bucy, Member ♦ Eugene McHugh, Member ♦ Arthur Fournier Jr., Alternate Member ♦
♦ Telephone (410) 414-8079 ♦ Email calvertethics@gmail.com ♦
4) Political Activity Issue/Memorandum
Since we are past election season – we will table this item, to be revised well in advance of the next election season.

5) Code Amendment
Marshall Coffman to set up meeting with Terry Shannon, County Administrator, and Commissioners Weems, President, and Slaughenhoup, Vice-President to discuss proposed amendments
a) Alternate Member Participation
b) Subpoena Power
c) Report of Disciplinary Actions

6) 2014 Financial Disclosure Statements
a) Were due March 31, 2015
b) Lisa reported:
   i) 100% compliance with employees
   ii) April 1 – sent 15 day letter to 48 volunteer board members; 26 active, 22 resigned or expired terms
   iii) Due April 16 – 26 volunteers delinquent, 14 active to be suspended
c) Work session to review forms on April 22, 2015

7) List of Forms
   a) Lisa Tolomei to create a master list of forms to include
      i) Name of form
      ii) Latest revision date
      iii) To be reviewed (annual etc.)
      iv) Create templates of letters – citing code or situation

New Business
None

Public Comments:
No members of the public were present for public comment.

Recess, subject to Motion of Privilege for Closed Session:
No Closed Session items for discussion

Adjournment
Eugene D. McHugh moved to adjourn the Public Meeting, Bruce Henkelman seconded the motion, motion passed unanimously and the meeting adjourned at 10:55 a.m.

Adopted on the 21st day of May 2015. Minutes transcribed by Lisa G. Tolomei.

Signed_______________________________ Date____________________

♦ Marshall Coffman, Chairman ♦ Bruce Henkelman, Vice-Chairman ♦ Jennifer Mazur, Secretary ♦
♦ Charles Bucy, Member ♦ Eugene McHugh, Member ♦ Arthur Fournier, Jr., Alternate Member ♦
♦ Telephone (410) 414-8079 ♦ Email calvertethics@gmail.com ♦
MINUTES – Public Meeting
May 21, 2015

The Calvert County Ethics Commission (CCEC) conducted their meeting on Thursday, May 21, 2015, at the Phillips House, 28 Duke Street, Prince Frederick, Maryland.

Members: Marshall R. Coffman, Chairman Excused Charles A. Bucy, Member Present
Bruce Henkelman, Vice-Chair Present Eugene D. McHugh, Member Present
Jennifer J. Mazur, Secretary Present Arthur Fournier Jr., Alternate Member Excused

Staff: Lisa G. Tolomei, Administrative Aide, Board of County Commissioners Excused

Determination of Quorum
Quorum was determined.

Call Meeting to Order
Vice-Chair Henkelman called the meeting to order at 9:30 a.m.

Review and Approve Meeting Minutes
The Commission reviewed the April 16, 2015 meeting minutes; minutes approved. Bruce Henkelman moved, Jennifer Mazur seconded, motion passed unanimously.

Approval of Agenda
Those present reviewed and approved agenda.

Announcements

Closed Meeting Announcement
- There was no Closed Meeting On April 16, 2015.

Financial Disclosure Statement Review
- Completed in a work session on April 22, 2015

Unfinished Business
1) Lobbyist Report
   a) Tabled again until next month
   b) Lisa Tolomei to begin a spreadsheet for tracking Lobbyist Registration and required reports.

2) Training
   a) Working with Huntingtown High School Performing Arts on pre and post-amble for video training,
   b) Derek Anderson from the school emailed Jennifer Mazur that the "Voice over is done we are now editing the images to go along with the Sound. Should have it done at the end of next week."

3) Recusal Memorandum
   a) Awaiting a response from Terry Shannon
   b) Should be posted on the web
4) **Political Activity Issue/Memorandum**
Since we are past election season – we will table this item, to be revised well in advance of the next election season.

5) **Code Amendment**
   a) Alternate Member Participation
   b) Subpoena Power
   c) Report of Disciplinary Actions
   Bruce Henkelman is setting up a meeting with John Norris and Terry Shannon to present and discuss the proposed amendments. Once the amendments have been finalized, they will be presented to the BOCC.

6) **2014 Financial Disclosure Statements**
   a) Were due March 31, 2015 and reviewed April 22, 2015.
   b) Lisa reported:
      i) 100% compliance with employees
      ii) April 1 – sent 15 day letter to 48 volunteer board members; 26 active, 22 resigned or expired terms
      iii) Due April 16 – 26 volunteers delinquent, 14 active to be suspended
   c) On May 1, Letters of Suspension were issued to 7 delinquent volunteers

**New Business**
Bruce Henkelman moved and Eugene McHugh seconded the motion to recommend to the BOCC the re-appointment of Jennifer Mazur to the Ethics Commission. The vote passed, with Jennifer Mazur abstaining.

**Public Comments:**
No members of the public were present for public comment.

**Recess, subject to Motion of Privilege for Closed Session:**
No Closed Session items for discussion

**Adjournment**
Jennifer Mazur moved to adjourn the Public Meeting, Bruce Henkelman seconded the motion, motion passed unanimously and the meeting adjourned at 10:07 a.m.


Signed_________________________________________ Date_________________
MINUTES – Public Meeting

June 18, 2015

The Calvert County Ethics Commission (CCEC) conducted their meeting on Thursday, June 18, 2015, at the Phillips House, 28 Duke Street, Prince Frederick, Maryland.

Members: Marshall R. Coffman, Chairman Excused Charles A. Bucy, Member Present
Bruce Henkelman, Vice-Chair Present Eugene D. McHugh, Member Present
Jennifer J. Mazur, Secretary Excused Arthur Fournier Jr., Alternate Member Present

Staff: Lisa G. Tolomei, Administrative Aide, Board of County Commissioners Present

Determination of Quorum
Quorum was determined.

Call Meeting to Order
Vice-Chair Henkelman called the meeting to order at 9:30 a.m.

Review and Approve Meeting Minutes
The Commission reviewed the May 21, 2015 meeting minutes; minutes approved. Bruce Henkelman moved, Eugene D. McHugh seconded, motion passed unanimously.

Approval of Agenda
Those present reviewed and approved agenda.

Announcements
Closed Meeting Announcement
 There was no Closed Meeting On May 21, 2015.

Unfinished Business
1) Lobbyist Report
   a) Lisa Tolomei reported; spreadsheet for tracking Lobbyist Registration and required reports complete, will receive forms July 1.

2) Training
   a) Since Jennifer was not present to comment or report, this item is tabled
   b) Timeline is three months for distribution; Lisa Tolomei reported distribution is ready once video can be popped in.

3) Recusal Advisory Letter
   a) Lisa Tolomei to edit and forward to Terry Shannon and John Norris

4) Political Activity Memorandum
   a) Tabled indefinitely
5) Code Amendment
   a) Alternate Member Participation
   b) Subpoena Power
   c) Report of Disciplinary Actions
Motion to bring back to John all three amendments, Bruce Henkelman moved, Charles A. Bucy seconded, motion passed unanimously.

6) 2014 Financial Disclosure Statements
   a) Final is four volunteers were temporarily suspended; letter reads as follows:
      i) At the April 16, 2015 meeting of the CCEC, it was duly moved, seconded and passed to advise you that in accordance with the Calvert County Ethics Code, Chapter 41, Article 41-15 D 3, you are hereby being temporarily suspended from participating in your appointed duties until the failure to file is resolved.
      ii) The Board of County Commissioners, the County Administrator, and the Board, Commission, or Committee on which you serve will be informed of your suspension. The CCEC has also recommended in accordance with Chapter 41-22 B that the Calvert County BOCC terminate your appointment if a Financial Disclosure Statement is not received within the next 30 days.
   b) Bruce Henkelman to prepare a letter to BOCC and Terry Shannon recommending permanent termination of these individuals.
Motion, Bruce Henkelman moved, Charles A. Bucy seconded, motion passed unanimously.

7) 2015 Financial Disclosure Statements
   a) Updated application for appointment to acknowledge the requirement to submit FDS
      i) Bruce to work on verbiage
   b) Updated Thank You letter from BOCC for volunteers to include verbiage that a FDS is required at the end of the year. Once we have updated form for use, FDS will be included with Thank You letter and with Exit interview of employees etc.
   c) 2015 FDS to be distributed to all members for review and clarification
      i) Work session may be scheduled for review and approval

New Business
Chairman Position:
Marshall Coffman requested a leave of absence to focus on his mother. He has the full support of the Committee members. Bruce Henkelman, as Vice-Chair will oversee Chair duties during this leave.

Public Comments:
No members of the public were present for public comment.

Recess, subject to Motion of Privilege for Closed Session:
No Closed Session

Adjournment
Bruce Henkelman moved to adjourn the Public Meeting, Gene McHugh seconded the motion, motion passed unanimously and the meeting adjourned at 11:48 a.m.

Adopted on the 19th day of June 2015 – minutes transcribed by Lisa Tolomei.

Signed____________________________________________________ Date____________________
MINUTES – Public Meeting

July 16, 2015

The Calvert County Ethics Commission (CCEC) conducted their meeting on Thursday, July 16, 2015, at the Phillips House, 28 Duke Street, Prince Frederick, Maryland, Commissioners Hearing Room, 175 Main Street, Prince Frederick, MD.

Members:  Marshall R. Coffman, Chairman  Excused  Charles A. Bucy, Member  Excused
          Bruce Henkelman, Vice-Chair  Excused  Eugene D. McHugh, Member  Present
          Jennifer J. Mazur, Secretary  Present  Arthur Fournier Jr., Alternate Member  Present

Staff:  Lisa G. Tolomei, Administrative Aide, Board of County Commissioners  Present

Determination of Quorum
Quorum was determined.

Call Meeting to Order
Jennifer Mazur called the meeting to order at 9:51 a.m.

Review and Approve Meeting Minutes
The CCEC reviewed the June 18, 2015, meeting minutes; minutes approved. Arthur Fournier moved, Eugene D. McHugh seconded, motion passed unanimously.

Approval of Agenda
Agenda was reviewed and approved.

Announcements
Closed Meeting Announcement
• There was no Closed Meeting On June 18, 2015.

Unfinished Business
1) Lobbyist Report
   a) Staff created database to track Lobbyist registration and required reports complete, forms are due July 31.
   b) CCEC received an email from Calvert Citizens for a Healthy Community (CCHC), question arose as to whether they are lobbyist;
      i) No Lobbyist registered from CCHC to the CCEC.
      ii) CCEC to draft a letter informing CCHC of Lobbying requirements in Calvert County.

2) Training
   Staff has video on flash drive, to forward to members for review.

3) Recusal Advisory Letter
   Letter has been edited per John Norris’s suggestions, Staff to forward to Terry Shannon for final approval and distribution.

♦ Marshall Coffman, Chairman ♦ Charles Bucy, Vice Chairman ♦ Jennifer Mazur, Secretary ♦
♦ Bruce Henkelman, Member ♦ Eugene McHugh, Member ♦ Arthur Fournier, Jr., Alternate Member ♦
♦ Telephone (410) 414-8079 ♦ Email calvertethics@gmail.com ♦
4) Political Activity Memorandum
   Tabled indefinitely

5) Code Amendment
   a) Alternate Member Participation
   b) Subpoena Power
   c) Report of Disciplinary Actions
   Tabled – to follow up with Bruce Henkelman

6) 2014 Financial Disclosure Statements
   a) Complete

7) 2015 Financial Disclosure Statements
   a) 2015 FDS to be distributed to all members for review and clarification
      i) CCEC requested draft 2015 FDS be resent, with State form for comparison
      ii) Charlie Bucy notes were read

New Business
1) Chairman Position: Tabled

2) Set up meeting with new Personnel Director in September

Public Comments:
No members of the public were present for public comment.

Recess, subject to Motion of Privilege for Closed Session:
CCEC will enter into closed session to address two Advisory Opinions request concerning a potential conflict of interest for volunteer board members.

Adjournment
Gene McHugh moved to adjourn the Public Meeting, Arthur Fournier seconded the motion, motion passed unanimously and the meeting adjourned at 10:58 a.m.

Adopted on the 16th day of July 2015 – minutes transcribed by Lisa Tolomei.

Signed________________________________________ Date___________________
Minutes – Public Meeting
August 20, 2015

The Calvert County Ethics Commission (CCEC) conducted their meeting on Thursday, August 20, 2015, at the Phillips House, 28 Duke Street, Prince Frederick, Maryland.

Members: Marshall R. Coffman, Chairman Excused Eugene D. McHugh, Member Present
Bruce Henkelman, Vice-Chair Present Arthur Fournier Jr., Alternate Member Excused
Jennifer J. Mazur, Secretary Present Vacant Position

Staff: Lisa G. Tolomei, Administrative Aide, Board of County Commissioners

Determination of Quorum
Quorum was determined.

Call Meeting to Order
Bruce Henkelman called the meeting to order at 9:30 am.

Review and Approve Meeting Minutes
The CCEC reviewed the July 16, 2015, meeting minutes; minutes approved as written. Eugene D. McHugh moved, Jennifer J. Mazur seconded, motion passed unanimously.

Approval of Agenda
Agenda was reviewed and approved as written. Bruce Henkelman moved, Jennifer J. Mazur seconded, motion passed unanimously.

Announcements
Closed Meeting Announcement
There was a Closed Meeting On July 16, 2015.

- Two items were discussed regarding Advisory Opinion on potential conflicts of interest with appointments to boards or commissions.

Unfinished Business
1) Lobbyist Report
   a) Move forward on contacting any delinquent registers lobbyist – reminder of forms past due
   b) Bruce Henkelman to contact CCHC to inform this new organization about lobbyist regulations etc.

2) Training
   Speak to TS regarding editing video, to include change beginning title to CCEC and end credits to Huntingtown High School Drama department

3) Recusal Advisory Opinion Letter
   Bruce Henkelman to contact Terry Shannon regarding moving forward

4) Political Activity Memorandum
   Tabled until January 2017
5) **Code Amendment**
   a) Bruce Henkelman to contact County Attorney regarding moving forward
      i) Alternate Member Participation
      ii) Subpoena Power
      iii) Report of Disciplinary Actions

Motion to accept County Attorney code amendment, to prepare to present to BOCC, Jennifer J. Mazur motioned, Eugene McHugh seconded, motion passed unanimously.

6) **2015 Financial Disclosure Statements**
   a) Lisa Tolomei to move forward on amendments, to clarify repetitive questions, and create a form to be used annually and midyear.

**New Business**
1) **New Personnel Director**
   Bruce Henkelman is to contact new personnel director to welcome her to new position and answer concerns regarding Advisory Opinion on Recusal.

2) **Vacant Position**
   a) advertise accordingly.

3) **Proclamation for Charlie**
   a) September 15, 2015, scheduled for Charlies proclamation
      i) Prepare proclamation
      ii) Invite CCEC
      iii) Invite Marshall to also perform invocation

4) **FY2016 Budget**
   a) Send Jennifer J. Mazur, Treasurer, FY15 wrap-up budget vs. actual.

5) **Report to State Ethics Commission**
   a) Preparing and gathering information to submit by October 1, 2015.

6) **Post Office Box**
   a) To discuss PO Box and phone line.

**Public Comments:**
There was no public comment.

**Recess, subject to Motion of Privilege for Closed Meeting:**
No items for Closed Meeting.

**Adjournment** Motion to adjourn Public Meeting at 11:20 am, Eugene McHugh motioned, Jennifer J. Mazur seconded, motion passed unanimously.

Adopted on the 20th day of August 2015 – minutes transcribed by Lisa Tolomei.

Signed____________________________________   Date___________________
MINUTES – Public Meeting

September 17, 2015

The Calvert County Ethics Commission (CCEC) conducted their meeting on Thursday, September 17, 2015, at the Phillips House, 28 Duke Street, Prince Frederick, Maryland.

Members: Marshall Coffman, Chairman (MC) Excused Eugene McHugh, Member (EM) Present
Bruce Henkelman, Vice-Chair (BH) Present Arthur Fournier Jr., Member (AF) Present
Jennifer Mazur, Secretary (JM) Present Vacant Position

Staff: Lisa Tolomei, Administrative Aide, Board of County Commissioners

Determination of Quorum: Quorum was determined.

Call Meeting to Order: called the meeting to order at 9:30 am. (BH)

Review and Approve Meeting Minutes: The CCEC reviewed the August 20, 2015, meeting minutes; minutes approved as written. EM moved, BH seconded, motion passed unanimously.

Approval of Agenda: Agenda was reviewed, amended*, and approved. JM moved, AF seconded, motion passed unanimously.

Announcements
Closed Meeting Announcement: there were no Closed Meeting items for August 20, 2015.

Unfinished Business
1) Lobbyist Report:
   a) Created and will maintain database for Lobbyist, be-annual activity reports complete (LT)
   b) To contact CCHC to inform this new organization about lobbyist regulations etc. (BH)

2) Training:
   a) To contact TS on rolling out required training (LT)
      i) forward to Boards and Commissions, and work with Pete Carlson to distribute to employees (LT)
      ii) Letter from Board of County Commissioners, to thank Huntingtown High School for their contribution to this worthwhile event. (LT)

3) Recusal Advisory Opinion Letter: Distributed (LT)

4) Political Activity Memorandum: Tabled until January 2017

♦ Marshall Coffman, Chairman ♦ Bruce Henkelman, Vice Chairman ♦ Jennifer Mazur, Secretary ♦
♦ Eugene McHugh, Member ♦ Arthur Fournier, Jr., Alternate Member ♦
♦ Telephone (410) 414-8079 ♦ Email calvertethics@gmail.com ♦
5) **Code Amendment:** Forward to State Ethics for approval to move forward (BH)
   a) Alternate Member Participation
   b) Subpoena Power
   c) Report of Disciplinary Actions

6) **2015 Financial Disclosure Statements:** LT distributed amendments, JM to review before implementing, form to be used annually, and throughout the year.

**New Business**
1) **New Personnel Director:** to contact new personnel director; welcome to new position, discuss code amendments, including disciplinary action policy. (BH)

2) **Vacant Position:**
   a) BH moved to vote Art Fournier as a member from alternate, EM seconded, motion passed unanimously.
   b) Advertise alternate position accordingly. (LT)

3) **FY2016 Budget:** Send Treasurer fy2016 budget vs. actual. (LT)

4) **Report to State Ethics Commission:** Received compliance letter from State Ethics Commission.

5) **Post Office Box:** PO Box is paid through January 2016.

6) **Term Limits:** Memo received from County Attorney’s office, discuss term limits for all Commissions
   i) BH moved to report this board to maintain no term limits, JM seconded, motion passed unanimously.

7) **Time Change:** EM moved to change meeting to 8:30 am, BH seconded, motion passed unanimously.
   i) Post change on webpage. (LT)

**Public Comments:** There was no public comment.

**Recess, subject to Motion of Privilege for Closed Meeting:** An item to be discussed in Closed Meeting (LT)

**Adjournment:** Adjourn Public Meeting at 11:03 am, AF moved, EM seconded, motion passed unanimously.

Adopted on the 17th day of September 2015 – minutes transcribed by Lisa Tolomei.

Signed_________________________________________________________   Date_______________________
The Calvert County Ethics Commission (CCEC) conducted their meeting on Thursday, October 15, 2015, at the Phillips House, 28 Duke Street, Prince Frederick, Maryland.

Members: Bruce Henkelman, Acting Chair (BH) Present  Eugene D. McHugh, Member (EM) Present
Jennifer J. Mazur, Secretary (JM) Present  Arthur Fournier Jr., Member (AF) Present
Two Vacant Positions

Staff: Lisa G. Tolomei, Administrative Aide, Board of County Commissioners (LT)

Determination of Quorum  Quorum was determined

Call Meeting to Order  BH called the meeting to order at 8:34 am

Approve Meeting Minutes  GM motioned to approve minutes as submitted, AF second, all in favor

Approval of Agenda  JM motioned to approve agenda as submitted, BH second, all in favor

Announcements
Closed Meeting  Discussed two items Closed Meeting On September 17, 2015.

Unfinished Business
1) Lobbyist Report  BH contacted CCHC and information regarding definition of a lobbyist

2) Training  Video to be distributed to employees, elected and appointed officials on Monday, October, 19, 2015

3) Political Activity Memo  Tabled until January 2017

4) Code Amendment  a) State Ethics commission to review on 10/22/2015
   i) Alternate Member Participation
   ii) Subpoena Power
   iii) Report of Disciplinary Actions

5) Financial Disclosure Statement  Tech. Services to make this a fillable form and publish for year round use

New Business
1) Election of Officers  Received resignation from Marshall Coffman
   Voted to elect Bruce Henkelman chairperson, Jennifer Mazur Vice Chairperson, and Eugene McHugh as Secretary
2) Vacant Position  
Discuss / advertise accordingly

3) PO Box/Phone Messages  
Box is paid until January 2016 – to pay for annual

4) Review of Rules of Procedure  
ROP § 13.C. these rules shall be reviewed annually and revised every three years  
Last review was 2014, Last revision was 8/21/2014

Public Comments:  
No one was present for public comment

Recess, subject to Motion of  
Privilege for Closed Meeting:  
Closed item for discussion  
JM motioned to approve minutes as submitted, BH second, all in favor

Adjournment  
Meeting adjourned at 10:02 am

Adopted on the 19th day of November 2015 – minutes transcribed by Lisa Tolomei.

Signed_________________________________________________________   Date_______________________
MINUTES – Public Meeting
November 19, 2015

The Calvert County Ethics Commission (CCEC) conducted their meeting on Thursday, November 19, 2015, at the Phillips House, 28 Duke Street, Prince Frederick, Maryland.

Members: Bruce Henkelman, Chairperson (BH) Present Arthur Fournier Jr., Member (AF) Present
Jennifer J. Mazur, Vice-Chairperson (JM) Present Two Vacant Positions
Eugene D. McHugh, Secretary (EM) Present

Staff: Lisa G. Tolomei, Administrative Aide, Board of County Commissioners (LT)--Excused

Determination of Quorum
Quorum was determined

Call Meeting to Order
BH called the meeting to order at 8:35 am

Approve Meeting Minutes
BH motioned to approve minutes as submitted, JM second, all in favor

Approval of Agenda
AF motioned to approve minutes as submitted, JM second, all in favor

Announcements
Closed Meeting Announcement
Discussed two items Closed Meeting on October 15, 2015.

Unfinished Business
1) Lobbyist Report
Commission members asked to do a final review of the Lobbyist definition on the website, suggest any concise language be incorporated in the instructions that need to be read by personnel asking for permission to speak at BOCC sessions. Further discussion to be tabled until next meeting.

2) Training
Training Video complete. BH to check on getting a “Thank You” letter from the BOCC to the High School and students that participated in the training video upgrade and editing project.

3) Political Activity Memorandum
Tabled until January 2017

4) Code Amendment
a) CCEC’s suggested amendments to the Calvert County’s Ethics Code were reviewed and approved on 10/23/15 by the State Ethics Commission. Amendments now ready to be submitted to BOCC for approval.
b) County Attorney John Norris joined the CCEC members at 9:00 am to develop a Power Point briefing to be scheduled and presented to the BOCC in January 2016. This presentation purpose is to introduce and explain the CCEC pending requests for amendments to the County Ethics Code.
c) BH is tasked to coordinate the presentation with the CCEC’s independent lawyer (Chris Longmore) to get his perspective and support at the upcoming BOCC presentation.

5) Financial Disclosure Statement
Form is fillable and available year-round – item complete

6) Forms List
Lisa to complete compiling forms list (name: Master List 3015). Item carries forth to next CCEC regular meeting.

7) Budget
FY2017 budget request was submitted for $8k. Awaiting feedback or requests for additional action on the part of CCEC

New Business
1) Vacant Position
Scheduled an interview during Closed session for one of the open positions. Second position still open and being advertised.

2) PO Box/Phone Messages
Box is paid until January 2016, BH to check messages [Item left open as a reminder.]

3) Review Rules of Procedure
ROP § 13.C. – these rules should be reviewed annually and revised every three years
Last review was 2014, Last revision was 8/21/2014. This review process will be discussed at the next regular scheduled meeting.

Public Comments:
No public attended meeting.

Recess, subject to Motion of Privilege for Closed Meeting:
Closed item(s) for discussion
BH motioned to approve minutes as submitted, EM second, all in favor

Adjournment
Meeting adjourned at 10:40 am

Adopted on the 21st day of January 2016 – minutes transcribed by Eugene McHugh.

Signed_________________________________________________________   Date_______________________
MINUTES – Public Meeting
Dec. 2015

No meeting