December 15, 2016

MEETING NOTICE

The Calvert County Ethics Commission (CCEC) will conduct their open meeting on Thursday, December 15, 2016, at the Phillips House, 28 Duke Street, Prince Frederick, Maryland.

Reasonable accommodations will be provided for people with disabilities upon request prior to the day of the meeting.

Members: Bruce Henkelman, Chairperson (BH)  Arthur Fournier Jr., Member (AF)
          Jennifer J. Mazur, Vice-Chairperson (JM)  John Thorp, Member (JT)
          Eugene D. McHugh, Secretary (EM)  Louis “Chip” Tenuta, Alternate (CT)

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

OPEN AGENDA

Please note: This meeting was cancelled, next meeting will be held on January 19, 1017.


Signed_________________________________________________________   Date_______________________
The Calvert County Ethics Commission (CCEC) conducted their meeting on Thurs., November 17, 2016, 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 John Thorp, Member (JT) Present
Eugene D. McHugh, Secretary (EM) Present One Vacant Position (alternate)

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

Call to Order at 8:39 a.m.

General Business & Administrative Matters
Determination of Quorum.
Review Open Agenda as submitted – EM motioned, AF seconded, motioned carried unanimously.
Review of Open Minutes Meeting from October 20, 2016, AF motioned, EM seconded, motion carried unanimously.

Announcements
General Announcement of October 20, 2016 meeting:
At our last meeting one item was discussed: Closed to the public pursuant to General Provisions Article §3-305 of the Annotated Code of Maryland, under §3-305(b)(1) Personnel matters.

Unfinished Business
2. Term Limits: no update – same as above.
4. Training: Required biennially:
   a. Pocket guide will be reviewed by JT.
5. Political Activity Memorandum: State and other counties will be reviewed by EM
6. Budget: Submit request for FY18 – will be adopted by BOCC in May 2017.
7. Rules of Procedure:
   a. §13.C. rules shall be reviewed annually and revised every three years,
   b. Changes made and adopted on April 21, 2016,
8. State of Maryland – Ethics Annual Certification: up to date.
10. CCEC Master Forms List
New Business

1. Election of Officers: Extend to December annually.

Recess, subject to Motion of Privilege for Closed Meeting:
One item to discuss §3-305(b)(1) Personnel matters

Adjournment
At 9:32 a.m. EM motioned, JM seconded, motion carried unanimously

MINUTES – Open Meeting

October 20, 2016

The Calvert County Ethics Commission (CCEC) conducted their meeting on Thurs., October 20, 2016, 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  John Thorp, Member (JT)  Present
Eugene D. McHugh, Secretary (EM)  Present  One Vacant Position (alternate)  Present

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

Call to Order at 8:37 a.m.

General Business & Administrative Matters

Determination of Quorum.

Review Open Agenda as submitted – BH motioned, JM seconded, motioned carried unanimously.

Review of Open Minutes from September 15, 2016, Meeting EM motioned, JM seconded, motion carried unanimously.

Announcements

General Announcement of September 15, 2016 meeting:
At our last meeting two items were discussed: Closed to the public pursuant to General Provisions Article §3-305 of the Annotated Code of Maryland, under §3-305(b)(1) Personnel matters.

Unfinished Business

1. Code Amendment: John Norris advised to schedule after Term Limits Resolution BOCC{10/18/16} agenda.

2. Term Limits: AF made a motion, JM seconded, motioned passed unanimously: The CCEC does not take exception to three-term limit as per proposed in memo from John Norris dated 10/06/16: Adopting Provisions related to the Appointment, Function, Removal and Term Limits of certain Boards, Committees, Councils, and Commissions; Our File:0300-0100.

3. Vacant Position: One alternate vacancy currently advertising closing on October 21, 2016 unless no applications are received.

4. Training: Required biennially:
   a. Pocket guide will be reviewed by all members.
   b. Sample Brochure received and discussed for next training (2017).

5. Political Activity Memorandum:
   a. Tabled until January 2017
   b. Request for information from the State on County employees running as Candidates.

6. Budget: Submit request for FY18 – JM motioned, BH seconded, motion passed unanimously: request same as previous year.
7. CCEC Master Forms List distributed and reviewed.

8. Rules of Procedure:
   a. §13.C. rules shall be reviewed annually and revised every three years,
   b. Changes made and adopted on April 21, 2016,

9. State of Maryland – Ethics Annual Certification:
   a. Sent to State on September 20, 2016,
   b. Received notification of required ordinance,
      i. Emailed and received confirmation from Jennifer Allgair.


New Business
1. New Agenda and Minutes Requirements Effective October 1, 2016.

2. Election of Officers: AF motioned, EM seconded, motion passed unanimously; Extend to December annually.

3. Employee requested advice on attending a Summit:
   a. This request came between next meeting and date of Summit;
   b. BH advise to read the code and use common sense regarding accepting invitation and attending the Summit

4. Supervisor request advice regarding new employee and secondary employment;
   a. Part-time employee who volunteers outside Government agency,
   b. BH advised to consult with Personnel and fill-out secondary employment form.

5. Former Member returned office keys – gave PO Box key to EM and office keys to JT

Recess, subject to Motion of Privilege for Closed Meeting:
One item to discuss §3-305(b)(1) Personnel matters

Adjournment
At 11:05 a.m. EM motioned, BH seconded, motion carried unanimously

Minutes transcribed by Lisa Tolomei.

Signed_________________________________________________________ Date_______________________
MINUTES – Open Meeting
September 15, 2016

The Calvert County Ethics Commission (CCEC) conducted their meeting on Thurs., September 15, 2016, at the Phillips House, 28 Duke Street, Prince Frederick, Maryland.

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

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

Call to Order at 8:37 a.m.

General Business & Administrative Matters
Determination of Quorum
Review Open Agenda as submitted – BH motioned, JM seconded, motioned carried unanimously
Review of Open Minutes from July 21, 2016 Meeting (no meeting August 18th) BH motioned, GM seconded, motion carried unanimously

Announcements
General Announcement of July 21, 2016 meeting
At our last meeting two items were discussed: Closed to the public pursuant to General Provisions Article §3-305 of the Annotated Code of Maryland, under §3-305(b)(1) Personnel matters

Unfinished Business
1. Code Amendment: JN advised to schedule {10/18/2016} BOCC agenda after Term Limits Resolution
2. Financial Disclosure Statements: to begin process in November 2016 – LGT to inquire with TS on digital forms
3. Vacant Position: One Alternate Vacancy currently advertising
4. Training: Required biennially
   a. Brochures – Mark Volland to produce brochures
   b. Video training complete in 2015
5. Political Activity Memorandum: Tabled until January 2017 – to be complete by August 2017
6. Budget: FY17 approved as submitted (CCEC does not receive a letter, check budget book on-line once budget is adopted.) FY18 budget requests will be due in October, LGT to inquire about emailing budget request.
7. Forms List: Master List-3015: work in progress – binder is complete October
8. Rules of Procedure: Changes made and adopted on April 21, 2016 – §13.C. rules shall be reviewed annually and revised every three years

New Business
None

Recess, subject to Motion of Privilege for Closed Meeting:
Three items to discuss §3-305(b)(1) Personnel matters

Adjournment
At 10:01 a.m. JM motioned, BH seconded, motion carried unanimously

Adopted on the 20th day of October 2016 – minutes transcribed by Lisa Tolomei.
MINUTES – Open Meeting
August 18, 2016

The Calvert County Ethics Commission (CCEC) conducted their meeting on Thurs., August 18, 2016, at the Phillips House, 28 Duke Street, Prince Frederick, Maryland.

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

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

The CCEC did NOT have a quorum, therefore meeting was canceled – next meeting will be September 15, 2016

Adopted on the 15th day of September 2016 – minutes transcribed by Lisa Tolomei.

Signed_________________________________________________________ Date_______________________
MINUTES – Open Meeting

July 21, 2016

The Calvert County Ethics Commission (CCEC) conducted their meeting on Thurs., July 21, 2016, 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 Sean Bottary, Member (SB) Absent
Eugene D. McHugh, Secretary (EM) Present One Vacant Position (alternate)

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

Call to Order at 8:44 a.m.

General Business & Administrative Matters
Determination of Quorum
Review Open Agenda as amended – BH motioned, JM seconded, motioned carried unanimously
Review of Open Minutes from April 21, 2016 Meeting (no meetings May 21 and June 16th) AF motioned, BH seconded, motion carried unanimously

Announcements
General Announcement of April 21, 2016 meeting (no meetings May 21 and June 16th)
At our last meeting four items were discussed: Closed to the public pursuant to General Provisions Article §3-305 of the Annotated Code of Maryland, under §3-305(b)(1) Personnel matters

Unfinished Business
1. Code Amendment: To schedule on BOCC agenda after August
2. Financial Disclosure Statements: final forms reviewed by CCEC; two suspended, letter to BOCC to recommend formal termination
3. Vacant Position: One Alternate Vacancy currently advertising
4. Training: Required biennially
   a. Brochures – CCEC would like a sample to brochures
   b. Video training complete in 2015
5. Political Activity Memorandum: Tabled until January 2017 – to be complete by August 2017
6. Budget: FY17 approved as submitted (CCEC does not receive a letter, check budget book on-line once budget is adopted.)
7. Forms List: Master List-3015: work in progress
8. Rules of Procedure: Changes made and adopted on April 21, 2016 – §13.C. rules shall be reviewed annually and revised every three years

New Business
1. Sean Bottary emailed BH with intent to resign, BH will pick up keys
2. JM asked about the role she can play in outside boards, i.e. HOA etc.

Recess, subject to Motion of Privilege for Closed Meeting:
Two items to discuss §3-305(b)(1) Personnel matters

Adjournment
At 10:22 a.m. GM motioned, BH seconded, motion carried unanimously

Adopted on the 18th day of August 2016 – minutes transcribed by Lisa Tolomei.

Signed_________________________________________________________   Date_______________________
MINUTES – Open Meeting
June 16, 2016

The Calvert County Ethics Commission (CCEC) conducted their meeting on Thurs., June 16, 2016, at the Phillips House, 28 Duke Street, Prince Frederick, Maryland.

Members: Bruce Henkelman, Chairperson (BH) Arthur Fournier Jr., Member (AF)
Jennifer J. Mazur, Vice-Chairperson (JM) Sean Bottary, Member (SB)
Eugene D. McHugh, Secretary (EM) One Vacant Position (alternate)

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

Determination of Quorum Quorum was determined
The CCEC did NOT have a quorum, therefore meeting was canceled – next meeting will be July 21, 2016

Call Meeting to Order

Approve Meeting Minutes

Approval of Agenda

Announcements

Unfinished Business
1) Term Limits
2) Code Amendment
3) FDS
4) Rules of Procedure
5) Training
6) Vacant Position
7) PO Box/ Phone Messages
8) Political Activity Memorandum
9) Budget
10) Forms List

New Business

Public Comments:

Recess, subject to Motion of Privilege for Closed Meeting:

Adjournment

Adopted on the 23rd day of July 2016 – minutes transcribed by Lisa Tolomei.

Signed_________________________________________________________   Date_______________________
MINUTES - Open Meeting
May 21, 2016

The Calvert County Ethics Commission (CCEC) conducted their meeting on Thurs., May 21, 2016, at the Phillips House, 28 Duke Street, Prince Frederick, Maryland.

Members: Bruce Henkelman, Chairperson (BH) 
Arthur Fournier Jr., Member (AF) 
Jennifer J. Mazur, Vice-Chairperson (JM) 
Sean Bottary, Member (SB) 
Eugene D. McHugh, Secretary (EM) 
One Vacant Position (alternate)

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

Determination of Quorum Quorum was determined
The CCEC did NOT have a quorum, therefore meeting was canceled – next meeting will be June 16, 2016

Call Meeting to Order

Approve Meeting Minutes

Approval of Agenda

Announcements

Unfinished Business
1) Term Limits
2) Code Amendment
3) FDS
4) Rules of Procedure
5) Training
6) Vacant Position
7) PO Box/ Phone Messages
8) Political Activity Memorandum
9) Budget
10) Forms List

New Business

Public Comments:

Recess, subject to Motion of Privilege for Closed Meeting:

Adjournment

Adopted on the 16th day of June 2016 – minutes transcribed by Lisa Tolomei.

Signed________________________________________________________ Date________________________

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

♠ Bruce Henkelman, Chairperson ♠ Jennifer Mazur, Vice-Chairperson ♠
♠ Eugene McHugh, Secretary ♠ Arthur Fournier, Jr., Member ♠ Sean Bottary, Member ♠
♠ Telephone (410) 414-8079 ♠ Email calvertethics@gmail.com ♠
MINUTES - Open Meeting
April 21, 2016

The Calvert County Ethics Commission (CCEC) conducted their meeting on Thurs., Apr. 21, 2016, at the Phillips House, 28 Duke Street, Prince Frederick, Maryland.

Quorum was determined.

Members:  
- Bruce Henkelman, Chairperson (BH) Present
- Jennifer J. Mazur, Vice-Chairperson (JM) Present
- Eugene D. McHugh, Secretary (EM) Present
- Arthur Fournier Jr., Member (AF) Present
- Sean Bottary, Member (SB) Present
- One Vacant Position (alternate) Present

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

BH called the meeting to order at 8:36 a.m.

EM motioned to approved the minutes as submitted, JM seconded, motion passed unanimously

BH motioned to approve agenda as amended, GM second, motion passed unanimously

Announcements: Two items discussed § 3-305(b)(1) Personnel matters in meeting closed to the public pursuant to General Provisions Article § 3-305 of the Annotated Code of Maryland.

Unfinished Business
1. **Term Limits**: Voted to recommend to the BOCC "No Term Limits for the CCEC" and BH will notify John Norris of this recommendation. BH motioned, JM second, motion passed unanimously
2. **Code Amendment**: To schedule after “Term Expiration” on BOCC agenda on May 17
3. **FDS**: Reviewing remainder after this meeting – LT to report next month
4. **Rules of Procedure**: All reviewed and accepted revision – GM motioned, JM second, motion passed unanimously
5. **Training**: Brochures – keep pocket guide versus tri-fold, BH to investigate pricing, LT to investigate county purchasing
6. **Vacant Position**: Will continue to advertise alternate position
7. **PO Box/ Phone Messages**: Box is paid until January 2017, BH gave instructions for all to check messages
8. **Political Activity Memorandum**: Tabled until January 2017
9. **Budget**: FY2017 budget request $8k – Budget adoption in June 2016
10. **Forms List**: See forms list (Master List 3015) – LT to email list to all members for input

New Business
None

Public Comment
No one presented for Public Comment

Recess, subject to Motion of Privilege for Closed Meeting: Four items to be discussed § 3-305(b)(1) Personnel matters, **Closed to the public pursuant to General Provisions Article § 3-305 of the Annotated Code of Maryland.**
BH motioned, GM Seconded, Motion passed unanimously

*ROP §13.C. – rules shall be reviewed annually and revised every three years

Adjournment: 10:07 am

Adopted on the 19th day of May 2016 – minutes transcribed by Lisa Tolomei.

Signed_________________________________________________________   Date_______________________

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

• Bruce Henkelman, Chairperson • Jennifer Mazur, Vice-Chairperson •
• Eugene McHugh, Secretary • Arthur Fournier, Jr., Member • Sean Bottary, Member •
• Telephone (410) 414-8079 • Email calvertethics@gmail.com •
MINUTES - Open Meeting
March 17, 2016

The Calvert County Ethics Commission (CCEC) conducted their meeting on Thurs., Mar. 17, 2016, 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  Sean Bottary, Member (SB)  Present  
Eugene D. McHugh, Secretary (EM)  Present  One Vacant Position (alternate)  Present

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

Determination of Quorum  
Quorum was determined

Call Meeting to Order  
BH called the meeting to order at 8:36 am

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

Approval of Agenda  
AF motioned to approve agenda as amended, JM second, all in favor

Announcements  
Closed to the public pursuant to General Provisions Article § 3-305 of the Annotated Code of Maryland.  
Two items discussed § 3-305 (b) (1) Personnel matters  
Request for advisory opinion that did not meet the criteria for (EC) review.  
Discussed qualifications of a candidate for the (EC).

Unfinished Business  
1) Budget  
FY2017 budget request $8k – Budget adoption in June

2) Code Amendment  
Three items for proposed Code Amendments: 1) Alternate Position, 2) Subpoena Power, 3) Disciplinary action against an employee who violated Ethics Code  
JM motioned to eliminate #2 from proposed Code Amendments, BH seconded, motion passed unanimously  
AF motioned to withdraw #3 from proposed Amendments, JM seconded, motion passed unanimously

3) FDS  
Annual forms sent 1/6/2015 – to review remainder after March 31, 2016

4) Forms List  
See forms list (name: Master List 3015) – LT to email list to all members for input

5) Lobbyist  
Reports and new registrations  
Announcement at BOCC Meeting (John Norris made announcement)
6) Open Meetings Act
   • AF took required training to report as required for compliance
   • Reported we are to declare 14 exceptions we are to announce during open meeting Announcement

7) Rules of Procedure
   ROP § 13.C. – rules shall be reviewed annually and revised every three years
   BH discussed changes, LT to input changes and forward to all members for additional input

8) Political Activity Memorandum
   Tabled until January 2017

9) PO Box/ Phone Messages
   Box is paid until January 2017, BH gave instructions for all to check messages

10) Training
    Video training complete – Required biennial
    New Hire and appointments

11) Vacant Position
    One alternate vacancy currently advertising

New Business
None

Public Comments:
No one presented for Public Comment

Recess, subject to Motion of Privilege for Closed Meeting:
BH motioned to enter into closed meeting due to § 3-305 (b) (1) Personnel matters,
AF seconded, motional passed unanimously

Adjournment
Meeting adjourned at 11:21 am

Adopted on the 21st day of April 2016 – minutes transcribed by Lisa Tolomei.

Signed_________________________________________________________ Date_______________________
MINUTES - Open Meeting

February 18, 2016

The Calvert County Ethics Commission (CCEC) conducted their meeting on Thurs., Feb. 18, 2016, at the Phillips House, 28 Duke Street, Prince Frederick, Maryland.

Members: Bruce Henkelman, Chairperson (BH) Present
Jennifer J. Mazur, Vice-Chairperson (JM) Absent
Eugene D. McHugh, Secretary (EM) Present
Arthur Fournier Jr., Member (AF) Present
Sean Bottary, Member (SB) Absent
One Vacant Position (alternate) Absent

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

Quorum was determined
BH called the meeting to order at 8:43 am
AF motioned to approve minutes as submitted, EM second, all in favor
EM motioned to approve minutes as submitted, AF second, all in favor
Closed Meeting was held on January 21, 2016, for advisory opinion on:
Privacy and reputation
Personnel matters

Closed Meeting

Announcements

Unfinished Business

1) Budget
FY2017 budget request $8k – Budget adoption in June

2) Code Amendment
Meeting with John Norris on 2/18 – table until Mar. meeting for procedure

3) Financial Disclosure
Annual forms sent 1/6/2015 – to review received to date after this meeting.
Remainder to be reviewed after March 31, 2016
Employee asked about annual dinner for volunteers and requirements for reporting on FDS, BH to respond
Letter from attorney for volunteer board, BH to respond

4) Forms List
See forms list (name: Master List 3015)

5) Lobbyist
Reports and new registrations
Announcement at BOCC Meeting (John Norris made announcement)

6) Open Meetings Act
- Art reported Closed meeting process, Bruce to contact State Ethics Commission on proper process
- Art reported Chapter 4: Permissibility of closed sessions – Will the discussion fall within one of the 14 “exceptions” that permit the public body to exclude the public?
  A. The “personnel matters” exception

♦ Bruce Henkelman, Chairperson  Jennifer Mazur, Vice-Chairperson  Eugene McHugh, Secretary  Arthur Fournier, Jr., Member  Sean Bottary, Member  Telephone (410) 414-8079  Email calvertethics@gmail.com
B. The “privacy or reputation” exception  
C. The “real property acquisition” exception  
D. The “business location” exception  
E. The “investment of public funds” exception  
F. The “marketing of public securities” exception  
G. The “legal advice” exception  
H. The “pending or potential litigation” exception  
I. The “collective bargaining” exception  
J. The “public security” exception  
K. The “scholastic, licensing and qualifying examination” exception  
L. The “investigative proceeding regarding criminal conduct” exception  
M. The “other law” exception  
N. The “procurement” exception  

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

8) Political Activity  
Memorandum  
Tabled until January 2017  

9) PO Box/ Phone  
Messages  
Box is paid until January 2017, BH gave instructions for all to check messages  

10) Training  
Video training complete – Required biennial  
New Hire and appointments  
LT discussed Ethics Summary, Pocket Guide, Training video is repetitive  
BH motioned to remove Ethics Summary for volunteers, keep and have new employees sign and place in employee personnel folder  

11) Vacant Position  
One alternate vacancy currently advertising  
Discuss new application  

New Business  
1) Apprising all members  
Phone messages from:  
Keith Cardigan l/m with question re: an outside organization, not within CCEC purview  
Transworld Systems has left multiple message regarding an attempt to collect a debt, determination is it is a scam and BH will get number removed from list  

Public Comments:  
No one presented for Public Comment  

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

Adjournment  
Meeting adjourned at 11:06 am  

Adopted on the 17th day of March 2016 – minutes transcribed by Lisa Tolomei.  

Signed_________________________________________________________ Date_______________________
MINUTES – Open Meeting

January 21, 2016

The Calvert County Ethics Commission (CCEC) conducted their meeting on Thursday, January 21, 2016, at the Phillips House, 28 Duke Street, Prince Frederick, Maryland.

Members:  Bruce Henkelman, Chairperson (BH)  Arthur Fournier Jr., Member (AF)
Jennifer J. Mazur, Vice-Chairperson (JM)  Sean Bottary, member (SB)
Eugene D. McHugh, Secretary (EM)  One Vacant Positions (alternate)

Staff: Lisa G. Tolomei, Administrative Aide, Board of County Commissioners (LT)
(Authorized late arrival – to join Closed meeting in progress and return to Open meeting after Closed Meeting was terminated.)

Determination of Quorum

Quorum was determined

Call Meeting to Order

BH called the meeting to order at 8:30 am

Approve Meeting Minutes

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

Approval of Agenda

ED motioned to approve minutes as submitted, JM second, all in favor

Announcements

Closed Meeting Announcement
Discuss and issued Advisory Opinion at Closed Meeting on Nov. 19, 2015.

Unfinished Business

1) Budget

FY2017 budget requested $8k – Budget adoption in June

2) Code Amendment

Discussed status of Code Amendment since Nov. working session with John Norris. Output reviewed with Chris Longmore who had no substantive recommended changes to Power Point presentation built by John Norris with CCEC inputs. John reported that Terry Shannon and Paula Gray had reviewed the presentation and suggested some revisions. After discussion CCEC planned to arrange some one-on-one reviews between CCEC Chairman and the BOCC members prior to requesting a time slot on the BOCC Tuesday agenda in Feb. or March. BH will take lead and other members will support meetings.

3) Financial Disclosure Statement

Annual Forms were sent 1/6/16 – to be reviewed after March 31, 2016. A FDS work session will be scheduled to follow next month’s CCEC meeting and will be held at the Court House if arrangement can be made.

♦ Bruce Henkelman, Chairperson ♦ Jennifer Mazur, Vice-Chairperson ♦
♦ Eugene McHugh, Secretary ♦ Arthur Fournier, Jr., Member ♦
♦ Telephone (410) 414-8079 ♦ Email calvertethics@gmail.com ♦
4) Forms List  
Lisa to complete compiling forms list (named Master List 3015. Lisa will give updates as progress is made.

5) Lobbyist  
Commission members discussed the Lobbyist definition on the website and suggested various language and methods to incorporate instructions that need to be read by personnel asking for permission to speak at BOCC sessions. Further discussion to be tabled until next meeting.

6) Open Meetings Act  
AF reported on his review of the State’s Open Meetings Regulation and volunteered to be CCEC’s expert and register with the State as required.

7) Rules of Procedure  
Review postponed until next CCEC meeting after all have had a chance to review individually.

8) Political Activity Memorandum  
Tabled until January 2017 confirmed.

9) PO Box/Phone Messages  
BH has been checking messages and no actions have been required.

10) Training  
Training Video complete. Training activity under way to meet requirements and is working well.

New Business  
1) None

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 9:50 am

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