

**PERTAINING TO THE CREATION OF THE  
CALVERT COUNTY WELLNESS COMMITTEE**

**WHEREAS**, the Board of County Commissioners of Calvert County, Maryland (the “Board of County Commissioners”), is vested with authority at Code of Public Local Laws of Calvert County, Maryland, §2-201 to take all actions necessary and proper to implement the powers and duties granted them by the Maryland Constitution or state law or public local law;

**WHEREAS**, the Board of County Commissioners “...may appoint all officers, agents, and employees required for a county purpose and not otherwise provided for by law” Md. Ann. Code, Local Gov't Art., § 9-104(b);

**WHEREAS**, the Department of Human Resources has recommended that a Wellness Committee be established to promote the health and wellness of County employees; individuals where the County serves as the pay agent, but not the primary employer; and retirees, and make recommendations for initiatives that may aid in the same;

**WHEREAS**, the Department of Human Resources has advised that a Wellness Committee may result in health care savings and benefit employee morale; and

**WHEREAS**, the Board of County Commissioners finds it is in the best interest of Calvert County, Maryland, to establish the Calvert County Wellness Committee for employees; individuals where the County serves as the pay agent, but not the primary employer; and retirees, as set forth herein.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners that there is hereby established a Calvert County Wellness Committee, by the authority vested in the Board of County Commissioners at Code of Public Local Laws of Calvert County, Maryland, §2-201 with the following:

- 1. Purpose.** The Board of County Commissioners hereby establishes the Calvert County Wellness Committee and charges that Committee to provide the Board of County Commissioners recommendations County employees; individuals where the County serves as the pay agent, but not the primary employer; and retirees health initiatives and events;
- 2. Membership and Staff Support.**
  - A. The Calvert County Wellness Committee shall consist of at least ten and not more than twenty members.
  - B. The members shall consist of County employees approved by their supervisor and individuals where the County serves as the pay agent, but not the primary employer to participate in Committee functions during the work day and retirees from employment by the Board of County Commissioners.
  - C. Members shall be appointed by the Board of County Commissioners for two-year terms, and no member shall be eligible to serve more than three (3) consecutive full terms. Upon creation of the Committee, each member shall be assigned a term of one or two years to stagger appointments.

- 3. Officers.** The Calvert County Wellness Committee shall elect by majority vote the Chairperson and Vice Chairperson from among its membership annually.
- A. Duties and responsibilities of the Chairperson include to:
- 1) Provide leadership to the Committee in carrying out its purpose;
  - 2) Serve as the official voice and spokesperson for the Committee;
  - 3) Develop agendas and preside over Committee meetings;
  - 4) Sign the annual report approved by a majority of the Committee;
  - 5) Communicate as needed with the County Liaison to the Committee, providing information about relevant developments and activities;
  - 6) Put motions to a vote and announce the results of the vote; and
  - 7) Present an annual report to the Board of County Commissioners of Calvert County to document the achievements of the past twelve months and forecast future plans.
- B. Duties and Responsibilities of the Vice-Chairperson include performing the duties and responsibilities of the Chairperson in her or his absence, and, when so acting, shall have all the powers of and be subject to all restrictions governing the Chairperson.
- 4. Compensation.** Except for members that are County employees who are entitled to compensation, reimbursement costs or expenses by applicable laws, members shall serve without compensation.
- 5. Resignation.** Any member of the Calvert County Wellness Committee may resign at any time by providing written notice to the Board of County Commissioners.
- 6. Removal.**
- A. The Board of County Commissioners retains the authority to remove any member on its own initiative or based on recommendation of a majority vote of the Calvert County Wellness Committee, when, in its discretion, the best interest of the County or Committee would not be served by continued membership.
- B. The Chairperson shall notify the Board of County Commissioners if a member of the Calvert County Wellness Committee misses three (3) scheduled meetings in any twelve (12) month period. The Board of County Commissioners may, then, remove and replace such member.
- 7. Rules and support.**
- A. Calvert County Wellness Committee members shall abide by and fully comply with the Calvert County Code of Ethics, as amended from time to time.
- B. No Committee member shall cast a vote on any matter where a conflict of interest may exist.

- C. In any instance where the determination of a conflict of interest is uncertain, the Committee may request a determination of conflict of interest from the Calvert County Ethics Commission.
- D. A quorum shall consist of a majority of the members.
- E. The Calvert County Department of Human Resources shall provide support personnel as may be required by the Calvert County Wellness Committee. The Calvert County Attorney's Office shall provide legal support to the Calvert County Wellness Committee, if any is necessary.
- F. The Board of County Commissioners shall provide such office space, supplies, and equipment as may be required by the Calvert County Wellness Committee to perform its duties.
- G. All meetings shall be conducted in accordance with *Roberts Rules of Order Newly Revised*, unless they are inconsistent with the approved Rules or this Resolution.
- H. There shall be one vote per Board member. The Chair is entitled to vote on any item before the Committee unless precluded by operation of the Calvert County Code of Ethics.
- I. A tie vote for and against a motion means that a motion fails.

#### 8. Meetings

- A. The Calvert County Wellness Committee shall meet not less than once a quarter.
- B. Notice of all meetings of the Committee shall be in accordance with the Maryland Open Meetings Act.
- C. The regular meetings of the Committee shall be held at a place, on dates and at times decided by the Committee members.
- D. The Committee may meet in special meetings at the call of the Chair, or the Vice-Chair in the absence of the Chair, or at the request of two-thirds of the Committee members.
- E. Matters considered at a special meeting are limited to the purpose and agenda contained in the notice of the meeting.
- F. Adequate notice of all special meetings will be provided to all Committee members.
- G. All meetings are open to the public, except that the Committee may meet to perform an administrative function, or adjourn an open session to meet in a closed session in accordance with the Maryland Annotated Code, *General Provisions Article*, § 3-103 and 3-305, as amended from time to time.
- H. Any meeting of the Committee may be conducted by telephone conference call provided that Committee members and the public are given at least three-days notice prior to the meeting and a full duplex telephone system is used with provision for a location where the public who may wish to observe the meeting may listen to the entirety of the meeting as it is occurring.

BK 0058PG0253

RE: Calvert County Wellness Committee

**BE IT FURTHER RESOLVED** by the Board of County Commissioners of Calvert County, Maryland, that, in the event any portion of this Resolution is found to be unconstitutional, illegal, null or void, it is the intent of the Board of County Commissioners to sever only the invalid portion or provision, and that the remainder of the Resolution shall be enforceable and valid.

**BE IT FURTHER RESOLVED** by the Board of County Commissioners of Calvert County, Maryland, that the foregoing recitals are adopted as if fully rewritten herein.

**BE IT FURTHER RESOLVED** by the Board of County Commissioners of Calvert County, Maryland, that this Resolution shall be effective upon recordation and publication of a fair summary.

**DONE**, this 11<sup>th</sup> day of June 2019, by the Board of County Commissioners of Calvert County, Maryland.

Aye: 5

Nay: 0

Absent/Abstain: 0

ATTEST:

**BOARD OF COUNTY COMMISSIONERS  
OF CALVERT COUNTY, MARYLAND**

Karen S. Phelps  
Karen Snyder Phelps, Clerk

Thomas E. Hutchins  
Thomas E. Hutchins, President

Kelly D. McConkey  
Kelly D. McConkey, Vice President

Approved for form and legal  
sufficiency by:

Earl F. Hance  
Earl F. Hance

Pamela R. Lucas, on behalf of  
John B. Norris, County Attorney

Mike Hart  
Mike Hart

Received for Record... June 12 ... 2019...  
at... 1:03 ... o'clock... 9 ... M. Same day  
recorded in Liber KPS No. 58...  
Folio... 250... COUNTY COMMISSIONERS  
ORDINANCES AND RESOLUTION.

Steven R. Weems  
Steven R. Weems

Garry P. Smith