



## CECIL COUNTY ETHICS COMMISSION

Cecil County Administration Building  
c/o Human Resources Department  
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<http://www.ccgov.org/government/boards-and-commissions/ethics-commission>

### Meeting Minutes – Open Session

May 14, 2018

**Present:** Bob Boonstoppel, Nicholas Cusmano, Wyatt Wallace

**Excused:** L. Michelle Henson

**Guests:** Jason Allison, Sally Kilby

**Call to Order:** Meeting was called to order at 4:04pm.

**Agenda Approval:** Nick Cusmano made a motion to accept the agenda, the motion was seconded by Wyatt Wallace and approved by all.

#### **Attorney Review:**

**Ethics Code State Mandated Revisions:** Jason Allison presented a revised County's Ethics Code with the State required changes, along with some other suggested changes for the Commission's review. He explained the County Executive review and the Council approval process that will take approximately six weeks once presented to the Council; targeting to have the code enacted by October 1, 2018.

The Commission discussed the code revisions and made one change. Nick Cusmano made a motion to accept the revised code as written with the Commission's change; the motion was seconded by Wyatt Wallace and approved by all.

**Action Item:** Bob Boonstoppel will email the Commission's acceptance of the revised code to Jason who will then present it to the County Executive before it goes to the Council.

**Board Member Removal Resolution Action Item:** Jason will follow up on this and get back to the Commission.

**Meeting Minutes Approval:** Nick made a motion to accept the February 5<sup>th</sup> Open and Closed minutes, the motion was seconded by Wyatt and approved by all.

Wyatt made a motion to accept the March 12<sup>th</sup> Special Session and Closed minutes, the motion was seconded by Nick and approved by all.

## Old Business

**Commission Member Opening:** The County Executive's office has not found a replacement for the vacancy.

**Action Item:** It was suggested that Commission members try to recruit a potential candidate.

**Advance Notice of Conflict:** Case 18-01 has been resolved by the Commission members via email and this issue is closed.

**Training for Commission Members:** Michelle Henson is investigating available training options with other municipalities, MACO, etc.

**Action Item:** Michelle will provide an update at the next meeting.

**Employees Ethics Training:** The current training has been removed from the county intranet. Sally Kilby has contacted someone from the college who may be able to assist after this semester wraps up. Wyatt questioned if other behavioral type training should be incorporated with the ethics training. Harassment is covered during employee orientation and in the Human Resources Policy and Procedures manual with more in depth provided during supervisory training.

**Action Items:** Sally will follow up with her college contact and investigate whether ethics is covered in the Policy and Procedures manual.

**2017 Ethics Disclosure Forms:** The number of returned forms was reported.

Wyatt suggested contacting the department heads in charge of the different boards and commissions, so they can address delinquent forms with those members at the meetings. This may have some success but timing will still be an issue for boards and commissions that do not meet regularly or before the next deadline.

**Action Items:** Edie Tinsman will issue second notices the week of May 21.

Sally will provide a list of department heads in charge of the different boards and commissions.

The first forms review meeting will be scheduled for June 11<sup>th</sup> at 4:00pm.

**Ethics Disclosure Forms, General:** While it was attempted to move to electronic form submissions this year, hard copies still had to be printed since the commission members do not have access to the forms submission email account.

Every year, there are resistance issues with getting the county's form, or a copy of the state form, from board and commission members who are required to submit the state ethics disclosure form. The county does not require employees, who are required to submit the state form, to submit the county form or a copy of their state form. Developing a procedure to address this was proposed.

**Action Item:** Bob will investigate this issue further.

## New Business

**None**

**Adjournment:** Nick Cusmano made a motion to adjourn at 5:03pm, the motion was seconded by Wyatt Wallace and approved by all.

**Next meeting:** Monday, August 6, 2018 at 4pm.

Respectfully Submitted,

Edie Tinsman

Secretary, Ethics Commission

Enclosure