



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

February 25, 2019

Present: Bob Boonstoppel, Bill DeFreitas, L. Michelle Henson, Bradley Moore, Wyatt Wallace

Guest: Colin Rice

Call to Order: The meeting was called to order at 4:30 pm.

Welcome of New Member: Bradley Moore was introduced and welcomed to the Commission.

Agenda Approval: Michelle Henson made a motion to accept the agenda; the motion was seconded by Wyatt Wallace and approved by all.

Meeting Minutes Approval: Bill DeFreitas made a motion to accept the minutes; the motion was seconded by Michelle and approved by all.

Old Business:

Training for Commission Members: Bob reviewed recent Ethics code changes for the new members. Human Resources provided an Ethics Commission Member Training handout for consideration. There was discussion concerning what training would be most expeditious, yet cover all areas of responsibility.

Action Item: Bob offered to consult with the county's attorney and create an orientation program.

Employee's Ethics Training: The Human Resources intern, Colin Rice, is developing a training program for county employees. Ideally, the Commission would like to see all employees receive training at hire, and thereafter annually through online training. Michelle suggested trying to develop a training format similar to that used by the Maryland Open Meetings Act.

Action Item: Sally Kilby/Colin Rice will continue working on this.

Case 18-03/19-01, Conflict of Interest: The case was discussed and a determination reached. Michelle motioned that an advisory opinion be issued; the motion was seconded by Wyatt and approved by all.

Action Item: Michelle will draft the advisory opinion and the Commission will review/approve the letter before it is sent.

2019 Meetings and Yearly Commission Schedules:

The membership expressed the importance of full attendance at quarterly meetings and the need for adequate notice should any meeting need to be rescheduled. Michelle made a motion to accept the schedules; the motion was seconded by Wyatt and approved by all.

The 2019 remaining scheduled meeting dates are May 13, August 12, and November 18. The 2019 Yearly Commission schedule is enclosed.

Ethics Disclosure Forms:

The county attorney approved inclusion of the Commission's requested policy regarding the responsibility for applicable board and commission members to submit a copy of their State disclosure form to the county.

Sally and the Finance Department revised pay scale changes that were necessary due to the county's compensation study.

Bob had reviewed and incorporated the recent code changes into the 2018 reporting year forms.

The revised forms were reviewed. Michelle motioned that the forms be approved as revised; the motion was seconded by Wyatt and approved by all.

Action Items: Human Resources will send out the annual acknowledgement of understanding and financial disclosure forms.

Sally Kilby will be asked to remind the department heads, who are responsible for overseeing boards and commissions, to inform their membership of the requirement to comply with the April 30th deadline.

New Business

Reporting Year 2017 Financial Disclosures Final Report: A written report of noncompliant board and commission members was provided to the County Executive.

Lobbyist Registrations Review: Two new lobbyist registration forms were reviewed.

Adjournment: Wyatt made a motion to adjourn at 5:50pm; the motion was seconded by Michelle and approved by all.

Next meeting: Monday, May 13, 2019 at 4:30pm in the Rising Sun conference room.

Respectfully Submitted,
Edie Tinsman, Ethics Commission Secretary

/Enclosure