

CECIL COUNTY ETHICS COMMISSION

www.ccgov.org/ethics_bd/index.cfm

c/o Cecil County Department of Human Resources

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Meeting Minutes

January 13, 2014

Present: Bob Boonstoppel, Joe Cline, Mike Dixon, Valerie Falcioni, Bruce Hemphill

Guests: Jason Allison, Donna Nichols

Open Session

Old Business:

Bruce Hemphill made a motion to approve the minutes of the December 9, 2013 (open session) Valerie Falcioni seconded and were unanimously approved.

Bruce reviewed the agenda, and Mike Dixon motioned for approval, Joe Cline seconded, all were in favor.

Revisions to County Code – Bob Boonstoppel will review the draft of policy changes and will follow up next meeting.

Implementation of Ethics Training Module – Committee would like the training module placed on Ethics Commission Page in a place where employees and managers would have access to review. Once completed each county employee will be required to take a four question survey. The commission members would like to have this implemented by their next meeting. The commission would like for Human Resources to make employees aware of the module. Next meeting an outline of phase II will be reviewed.

Ethics Disclosure Filings - A list of all individuals that have not filed for 2012 Ethics Disclosure Forms will be submitted to Bruce Hemphill for review. Donna Nichols will give a draft of the letter that was sent by the last Ethics Board (to the County Executive) of all individuals who have not complied.

Ethics Commission Policy – Public Comments will be taken in advance of the ethics meeting. Mike Dixon will have a draft prepared for next meeting. Once finalized this will be placed on the ethics commission website.

New Business:

Expense Account Filing – All receipts can be submitted to Human Resources for reimbursement. Please put to the attention of Donna Nichols or Stephanie Pratt.

Activity Report- It was suggested by Bruce Hemphill to submit an annual report to the County Executive office listing what was accomplished throughout the year to ensure that the County Executive is aware of where funds were utilized. A draft to be reviewed next meeting.

Meeting Minutes – It was agreed to have all meeting minutes that have closed minutes snail mailed to ethics commission members in order to protect confidentiality.

Rules of Procedure (Contested Case Hearing) – Procedures were presented to ethics commission, after suggested revisions made by Bob Boonstoppel and Jason Allison; Bob Boonstoppel made a motion to approve procedures as modified, Valerie Falcion seconded, all were in favor.

Hearing Schedule reviewed for January 27, 2014; Bob Boonstoppel motion to accept proposed schedule, Joe Cline seconded, all were in favor.

Motion was made to adjourn to closed session to discuss open complaints. The meeting was closed by a formal motion (Bob Boonstoppel), seconded (Valerie Falcioni) and unanimous vote of the members present in accordance with Maryland statutes.