

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

October 20, 2014

Present: Joe Cline, Mike Dixon, Bob Boonstoppel, Bruce Hemphill, Valerie Falcioni
Guest: Scott Mesneak – Director of Information Technology

Open Session

Bruce Hemphill asked to add to the open agenda January Conference.

Mike Dixon made a motion to approve the minutes of the September 15, 2014 (open session) with the above addition. Bob Boonstoppel seconded and all were in favor.

Mike Dixon motioned to approve the agenda, Joe Cline seconded, and all were in favor.

Old Business:

Revisions to the County Code: Jason Allison will be invited to the next meeting to discuss revisions to the County Code.

Ethics Training Module – Joe Cline briefed the members on his conversations with Cecil College to get quotes to develop three videos for communicating Ethics Laws to 3 different audiences. Once completed the Video's would be on the County intranet or website for employees or board/commission members to view. There would also be a questionnaire attached that participants would need to complete to prove they had viewed the video.

Ethics Electronic Report Option – Scott Mesneak discussed with the group the information he had received from Harford County relative to their ethics reporting. He indicated that the forms are completed as editable PDF's that are then e-mailed to the chair of the Harford County Ethics board. Scott indicated that the problem with this process is that there would be no signature other than electronic, or otherwise the person would have to print, sign and scan the document. Survey monkey was discussed as a possibility for sending the ethics forms. The survey monkey tool could be populated with the information from the forms, and the respondent could complete

them through that source. Bruce Hemphill is going to follow up with the state to see if they allow e-signatures.

Donna Nichols will revise the forms with any necessary changes and circulate to the Board for their review and approval. The approved forms will be forwarded to Scott Mesneak, Director of IT, for drafting the survey monkey.

Lobbyist Registration Packet Project – Valerie Falcioni discussed the letter that was due to be drafted to Department heads regarding Lobbyists. Board agreed that a letter would be sent to Department Heads to educate them on what a Lobbyist is, and notifying them that their vendors will be receiving letters from the Ethics Board regarding lobbyist requirements.

Finance will again be asked to supply the names and addresses of vendors doing a \$1000 or more business with the County in FY15.

Administrative Support - The Human Resource department will continue to handle the Board's administrative support needs.

New Business:

New Ethics Article 5-602 D & E – The phrase “Under Penalty of Purgery” needs to be put on the ethics forms.

The Board will try to get the changes they would like made to the Charter (regarding the Executive's ability to remove appointment board members) to the Council by the end of October, to attempt getting the changes passed in December.

Winter Conference: All members will be attending, January 7-9, 2015.

FY15 Budget: Donna will get the balance of the FY15 Budget to the Board. Confirmation went out to the State on October 1, 2014.

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

Respectfully Submitted by

Donna Nichols