



## **CECIL COUNTY ETHICS COMMISSION**

Cecil County Administration Building  
c/o Human Resources Department  
200 Chesapeake Boulevard, Suite 2800  
Elkton, Maryland 21921  
(410)-996-5250 (phone)  
1-866-230-2578 (fax)

<http://www.ccgov.org/government/boards-and-commissions/ethics-commission>

### **Open Meeting Minutes**

September 18, 2023

#### **Attendance:**

Present: Andrew Goins (Chair), Janet Pope, Charles Kelso, and Chip Peterson.  
Legal: Lawrence Scott (County Attorney), and Jeanea Jackson (Paralegal).  
Absent: None

#### **Call to Order:**

- The meeting was called to order at 5:00 pm.
- 4 members were present to form a quorum.
- Lawrence Scott, County Attorney, advised that if needed, any matters may be tabled to the next meeting.

#### **Agenda Approval:**

**MOTION:** Janet Pope motioned to approve the agenda, Charles Kelso seconded, and approved by all.

#### **April 3, 2023, Closed Session Minutes Approval:**

**MOTION:** Chip Peterson motioned to approve last meeting's minutes with amendments, seconded by Charles Kelso, and approved by all.

#### **April 3, 2023, Open Session Minutes Approval:**

**MOTION:** Chip Peterson motioned to approve last meeting's minutes, seconded by Charles Kelso, and approved by all.

#### **Old Business:**

- CY2021 Non-Compliant List includes 43 current employees, 1 former employee, and 3 state employees. Letters with blank Form 2's were mailed to the CY2021 non-compliant board

members on September 18, 2023, advising them they had until December 11, 2023, to become compliant.

**MOTION:** Charles Kelso motioned to instruct Tammy to send out warning letters to the remaining CY2021 Non-Compliant list to comply by the next meeting on Monday, December 11<sup>th</sup>, 2023, then the board will discuss a plan of action, seconded by Chip Peterson, and approved by all.

**MOTION:** Andrew Goins motioned to allow County Attorney's office to use whatever means reasonably necessary to lower the numbers of non-compliant and report at next meeting, seconded by Charles Kelso, and approved by all.

**MOTION:** Charles Kelso motioned to amend the previous motion to wait 15 days after due date to continuing collecting ethics forms, seconded by Chip Peterson, and approved by all.

**MOTION:** Chip Peterson motioned to approve December 11, 2023, for the next Ethics meeting, seconded by Charles Kelso, and approved by all.

**MOTION:** Charles Kelso motioned to shred forms that were not needed to be completed, seconded by Chip Peterson, approved by all.

**MOTION:** Charles Kelso motioned to accept communication from Director of Human Resources of deceased employee in lieu of submission, seconded by Janet Pope, and approved by all.

**New Business:**

- CY2022 Ethics Disclosure Submission Status – in progress.  
The Legal Office will:
  1. 2 cumulative people's forms. Lawrence wants to review and speak with the people, then present at the next meeting.
  2. Count number of ethics forms done 9/18/2023, and the number left in the problem file.
  3. Review the ethics rules for employees and board members.
  4. Form 2 Schedule B, question from board members.
  5. Legal office will contact CY2022 non-compliant list and report back to the board in December.
- CY2022 Submitted Forms
  - 415 Compliant Employees and Former Employees
  - 221 Non-Compliant Employees and Former Employees
  - Qualifying Form 1's will be reviewed at the next meeting
  - 76 Non-Compliant Board Members
- CY2023 Ethics Meeting Schedule – Monday, December 11, 2023, at 5:00 p.m.

**Closed Session:**

**MOTION:** Charles Kelso motioned to go into closed session at 7:14pm to discuss confidential ethics opinions, seconded by Chip Peterson, and approved by all.

- Discuss question with Form 2, schedule B
- Discussed and CLOSED 23-01

- Reviewed and discussed CY2022 forms with questions

**MOTION:** Andrew Goins motioned to come out of closed session at 7:28pm, seconded by Janet Pope, and approved by all.

**Adjourn:**

**MOTION:** Charles Kelso motioned to adjourn at 7:39PM, seconded by Janet Pope, and approved by all.

**Next Meeting:**

- Monday, December 11, 2023, at 5:00 p.m., County Administration Building, 200 Chesapeake Boulevard, Perryville Room, Elkton, MD.