



CECIL COUNTY ETHICS COMMISSION

Cecil County Administration Building
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Meeting Minutes – Open Session February 5, 2018

Present: Bob Boonstoppel, Michelle Henson, Wyatt Wallace
Teleconference: Nicholas Cusmano
Guests: Anna Gardner, Regina Moroski

Old Business

Call to Order: Meeting was called to order at 445pm.

Election of Committee Chair: W. Wallace nominated B. Boonstoppel, M. Henson seconded.

Meeting Minutes (11/13/2017): W. Wallace made a motion to accept the minutes, motion seconded by B. Boonstoppel and all approved.

Ethics Training: M. Henson recommended investigating available training options with LGIT, MML, and MACO. W. Wallace indicated he needed further direction from J. Cline on next steps with Cecil College.

Action Items: M. Henson will contact LGIT, MML and MACO for Ethics training options. W. Wallace will contact J. Cline to discuss where the process with Cecil College stood at the end of his appointment.

A. Gardner will email the current online training program to the Committee for review. Review to be completed by next meeting (5/14/2018). S. Thompson will request to have the current online training link be inactivated until the Committee can review.

Committee Member Replacement: Replacement appointment pending.

Annual State Report: B. Boonstoppel indicated the report was completed, signed by J. Cline, and submitted in December 2017, which was 3 months after the due date. The Committee will be more diligent in ensuring the report is submitted by the October 1st deadline.

New Business

Ethics Disclosure Form Review: R. Moroski reviewed the online fillable form and Sharepoint. Questions included how to handle lengthy attachments. Committee asked to have a due date for the form completion added to the top of the page (4/30/2018). M. Henson also made a suggestion to add a final notification date for non-compliance as 8/1 and then escalate to the County Executive's Office for future notification.

Action Items: Committee is to send recommendations to S. Thompson for Sharepoint folders and online form recommended changes no later than 2/16/2018. Committee will advise S. Thompson when the 2017 Disclosures can be emailed and mailed to County employees and Boards and Commission representatives.

Attorney Review: J. Allison was unable to attend the meeting. The Committee has requested a special meeting date be established to review the revisions to the Ethics Code and the Board Member Removal Resolution.

Action Items: A. Gardner will coordinate a meeting for mid- to late-March with J. Allison and the Committee.

2016 Ethics Disclosures: M. Henson recommended having the County representative from the committees that have members who have not completed their 2016 Disclosure be advised to advise.

Action Items: A. Gardner will coordinate with the County Executive's office to contact the County representative from the applicable committees.

Complaint Case Files: M. Henson recommended that in addition to the complainant form, all case notes be made part of the file for future reference, if needed; and names should not be included on the Agenda or Minutes for confidentiality purposes. The Committee concurred.

Action Items: A. Gardner will create a complaint log to include a case number versus listing the employee name on future agendas.

Adjourn: Motion to adjourn at 553pm made by W. Wallace, seconded by M. Henson, all approved.

Next meeting: Monday, May 14, 2018 at 4pm.

Respectfully Submitted,

Anna M. Gardner
Acting Secretary, Ethics Commission