



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)
(866) 230-2578 (fax)

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

Meeting Minutes – Open Session

August 6, 2018

Present: Bob Boonstoppel, Nicholas Cusmano, L. Michelle Henson, Wyatt Wallace

Guests: Jason Allison, Sally Kilby

Call to Order: Meeting was called to order at 4:04pm.

Agenda Approval: Nick Cusmano made a motion to accept the agenda, the motion was seconded by Michelle Henson and approved by all.

Attorney Review:

Ethics Code State Mandated Revisions: Jason Allison is presenting the draft of the county's revised Ethics Code to the County Executive. It will then go to the Council for the approval process; a public hearing will be scheduled for September 18, 2018 with a Council vote on October 2, 2018.

Action Item: Jason will inform the state ethics board of this time line.

Board Member Removal Resolution: The county's charter states that the sole authority to remove a department head or board member rests with the County Executive who may take advice from the Council. Jason expressed concern over the County Executive being required to relinquish authority by accepting the Commission's resolution.

Action Item: Jason will follow up and report to the Commission.

Meeting Minutes Approval: Wyatt Wallace made a motion to accept the agenda with the notation that Michelle was absent but excused, the motion was seconded by Nick Cusmano and approved by all with the exception of Michelle Henson who abstained.

Old Business

Commission Member Opening: William DeFreitas has been nominated by the County Executive to fill the Commission's open vacancy and the Council will vote on his appointment on August 7, 2018.

Training for Commission Members: Michelle found no available training through other county agencies but found a State of Maryland presentation and proposed using this as the starting point for the Commission's training.

Action Item: Michelle will put together a training program and send it to members for approval.

Employee's Ethics Training: The current training offered at new employee orientation will be enhanced by providing a summary of the county's ethics code to new hires; this handout is based on the code summary listed on the disclosure statements that are issued annually to employees.

Ethics Disclosure Forms: A procedure is needed for better handling/communicating to board and commission members who submit a state disclosure form that they must also send a copy of that form to the county; several board and commission members resist or refuse to do so. The Ethics Commission's position is that submitting a copy of their state disclosure form to the county is part of their responsibility as a board or commission member.

Action Items: Bob will draft a procedure clarifying this.

2017 Financial Disclosures Review/Next Step: All employee forms and all but 30 board and commission members forms have been received. The Commission reviewed the recently received disclosure forms and approved the third notice to be sent to those who are still noncompliant for Al Wein's signature.

New Business

Review of Complaint 18-02: The Commission reviewed the complaint and determined the matter was out of the Commission's jurisdiction. A letter stating this was signed and will be mailed to the complainant; this issue is closed.

Financial Disclosures Qualifying Employees/New Pay Scales: County employees now have new and different pay scales than those currently listed on the financial disclosure statements. The Ethics Commission will need to amend the qualifying employees classifications for this year's forms based on these new scales.

Action Item: Sally will ask the Finance department to provide some guidance on this.

Ethics Fax Number: All forms and fax numbers for the Ethics Commission should be reviewed and corrected for consistency.

Action Item: Edie will make needed corrections on forms and the website.

Adjournment: Michelle Henson made a motion to adjourn at 5:12pm, the motion was seconded by Nick Cusmano and approved by all.

Next meeting: Monday, November 5, 2018 at 4pm in the Rising Sun room.

Respectfully Submitted,
Edie Tinsman
Secretary, Ethics Commission