



## **CECIL COUNTY ETHICS COMMISSION**

Cecil County Administration Building  
c/o Human Resources Department  
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<http://www.ccgov.org/government/boards-and-commissions/ethics-commission>

### **Meeting Minutes – Open Session**

May 13, 2019

**Present:** Bob Boonstoppel, Bill DeFreitas, L. Michelle Henson, Bradley Moore, Wyatt Wallace

**Call to Order:** The meeting was called to order at 4:36 pm.

**Agenda Approval:** Michelle Henson made a motion to accept the agenda; the motion was seconded by Bill DeFreitas and approved by all.

**Meeting Minutes Approval:** Michelle made a motion to accept the agenda; the motion was seconded by Wyatt Wallace and approved by all.

#### **Old Business:**

**Training for Commission Members:** The Ethics Commission member orientation training created by Bob Boonstoppel was reviewed. This was a good introduction/refresher for all members present and, going forward, will be especially helpful for new members.

**Employee's Ethics Training:** Human Resources was not satisfied with the county employee's annual training program created. Developing a separate computer based system, using a training format similar to that of the Maryland Open Meetings Act, would require Information Technology's assistance, incur expense, and not all employees have access to a computer. Rather than developing a separate training system, HR is suggesting adding questions to the annual Acknowledgements of Understanding and Financial and Gift Disclosures. A lot of information is available on the Ethics Commission webpage and is sent with the acknowledgements and disclosures. The forms include a summary of Chapter 39 and employees are required to sign them. Newly hired employees are also given a summary of Chapter 39 and sign an acknowledgment that they have received the summary. Michelle suggested incorporating pertinent bullet points on the importance of Ethics understanding and compliance to be issued with next year's disclosures and in the new hire Ethics information.

**Action Item:** Ethics Commission to work on the bullet point items to include in the employee ethics forms.

**New Business:**

**2018 Ethics Financial Disclosures Summary:**

Employees Acknowledgement of Understanding: 174 received, 3 overdue.

Employees Financial & Gift Disclosures: 173 received, 3 overdue

Boards & Commissions Financial & Gift Disclosures: 91 received, 53 overdue

**DISCLOSURE SECOND NOTICE LETTER APPROVAL:** The second notice letter was reviewed and approved to be sent to Board and Commission members. County and other officials who are oversee the different boards and commission will be copied on the second notices sent to members. A second letter, specifically for employees, will also be issued and their manager will be copied on their notice.

**Action Item:** Human Resources will send the second notice to everyone who has not submitted the required form.

**Recession:** At 5:37pm, Wyatt made a motion to recess the open meeting for the Commission to go into a closed meeting per §39-10, the motion was seconded by Michelle and approved by all.

**Re-open Open Session:** The open session was re-opened at 5:55pm.

**New Business:** (Continued)

**2018 Ethics Financial Disclosures Review:** The process for how to review the annual disclosures was explained for the new members and the received disclosures were then reviewed.

**Adjournment:** Bradley Moore made a motion to adjourn the meeting at 6:30pm; the motion was seconded by Michelle and approved by all.

**Next meeting:** Monday, August 12, 2019 at 4:30pm in the Rising Sun conference room.

Respectfully Submitted,  
Edie Tinsman, Ethics Commission Secretary