



CECIL COUNTY ETHICS COMMISSION

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

Meeting Minutes – Open Session

August 12, 2019

Present: Bob Boonstoppel, L. Michelle Henson, Bradley Moore

Absent: Bill DeFreitas, Wyatt Wallace

Call to Order: The meeting was called to order at 4:40 pm.

Agenda Approval: Bob Boonstoppel requested to add under Old Business discussion of adding a non-disclosure summary of Closed Session business on agendas. Michelle Henson made a motion to accept the agenda; the motion was seconded by Bradley Moore and approved by all.

Meeting Minutes Approval: Bradley Moore noted a misspelling on minutes under Ethics Training: “pertinent.” Michelle made a motion to accept the agenda; the motion was seconded by Bradley Moore and approved by all.

Old Business:

Employees’ Ethics Training: DHR assigned an intern to develop an Employee Ethics training PowerPoint during the Spring. The product was deemed to not be sufficient by DHR. The group suggested that Bob Boonstoppel’s training for Ethics Commission members be a starting point for developing Employee training.

Action Item: DHR has a Leave/ Training Coordinator and will assign her the responsibility of developing a PowerPoint that can be accessed via the County’s Employee Portal. In addition, employees will complete a short quiz on the material and sign an acknowledgment form.

Financial Disclosure Statements: DHR sent Second Notices to those who had not submitted Ethics filings. An updated report is not available as Edith Tinsman, Ethics Commission Secretary, is on extended leave. DHR reports that additional filings have been received following the Second Notice.

Action Items: Upon her return to work in late August, Edith Tinsman will provide the Commission with an updated report on the received and outstanding Financial Disclosures. The Commission will arrange to meet before the next quarterly meeting to review the disclosures returned since the last review.

Agendas/ Closed Session Summary: Bob Boonstoppel requests that future Ethics Commission agendas include a summary under Old Business of any prior meeting's Closed Sessions without disclosing specifics other than the type of complaint/ conflict and the Commissions' disposition.

New Business:

Preparation of Annual Compliance Certification: The Commission must provide certification to the State Ethics Commission that the County is in compliance with the filings of elected local officials. Due 10/1/19. The State provides a form for the official certification.

Action Item: The Commission will complete the certification and submit to the State Ethics Commission by the 10/1/19 deadline.

Recession: At 5:00 pm, Bob Boonstoppel 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.

Adjournment: Bob Boonstoppel made a motion to adjourn the meeting at 5:05 pm; the motion was seconded by Michelle and approved by all.

Next meeting: Monday, November 18, 2019, at 4:30 p.m. in the Rising Sun conference room. (Second Monday of November is Veterans' Day.)

Respectfully Submitted,
Sally Kilby, Director, Human Resources