



CECIL COUNTY ETHICS COMMISSION

Cecil County Administration Building
c/o Human Resources Department
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www.ccgov.org/ethics_bd/index.cfm

Meeting Minutes – November 18, 2019

Present: Bob Boonstoppel, Bradley Moore, Wyatt Wallace

Absent: Bill DeFreitas, L. Michelle Henson

Call to Order: The meeting was called to order at 4:42 pm.

Agenda Approval: Wyatt Wallace made a motion to accept the agenda; the motion was seconded by Bradley Moore and approved by all.

Open Meeting Minutes Approval: Bob Boonstoppel made a motion to accept the agenda; the motion was seconded by Bradley Moore and approved by all.

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

Old Business:

Employees' Ethics Training: Members reviewed the Cecil County Government Employee Ethics Training developed by DHR's Leave/Training Coordinator. Wyatt Wallace made a motion to accept the training; the motion was seconded by Bradley Moore and approved by all.

All employees who are required to complete either the Acknowledgement of Understanding or the Financial Disclosure forms will be required to review this training annually.

The training will be posted on the Ethics Commission webpage as well as on the employee intranet. A reminder to complete the training will be posted on Employee Self Service and documentation that accompanies the Acknowledgement of Understanding and the Financial Disclosure forms. The Acknowledgement of Understanding and the Financial Disclosure forms will also include a statement verifying that by their signature the employee has completed the annual training.

Action Item: DHR will have the Employee Ethics Training posted as advised.

Financial Disclosure Statements: Ten Board and Commission members did not submit a financial disclosure for the reporting year 2018, four of these had also not submitted for the prior year. A report of this was sent to the County Administrator on October 15, 2019

Annual State of Maryland Certification: The Local Government Ethics Law Annual Certification (Form 26) was mailed to the State on September 17, 2019.

New Business:

2020 Chair Election: Wyatt Wallace made a motion to nominate Bob Boonstoppel as the 2020 chairperson, the motion was seconded by Bradley Moore. Bob agreed to continue as Chair through the end of his term and this was approved by all.

Ethics Commission Member Status: L. Michelle Henson provided notice that she will not seek re-appointment when her term ends April 2020. The County Executive has been notified of this. Bob Boonstoppel also stated he would not be seeking reappointment when his term ends July 2020.

Ethics Disclosure Notifications Process: Members discussed whether the Commission needed to be notified when a public record request is made for a Financial Disclosure, and determined only the person whose disclosure was requested needs notification, as long as documentation of such notification is kept on file.

Annual Financial Disclosure Forms Revisions: The Acknowledgement of Understanding and Financial Disclosure forms for the reporting year 2019 were updated. A statement was added to the forms to verify that employees have reviewed the annual Cecil County Government Employee Ethics Training. Bradley Moore made a motion to accept the revisions for the Acknowledgement of Understanding and Financial Disclosures, Forms 1 and 2, the motion was seconded by Wyatt Wallace and approved by all.

Action Item: DHR will update and revise the forms in early December.

Letter to Department Heads Board and Commission Oversight: In an effort to improve on-time submission of the annual disclosures from boards and commissions members, a letter to the county oversight person for the board/commission was drafted requesting their assistance with distributing the forms. Wyatt Wallace made a motion to approve the letter, the motion was seconded by Bradley Moore and approved by all.

Action Item: DHR will issue the letters to the Board and Commissions oversight.

Advance Notice of Conflict Form Revision: The Commission discussed whether the Advance Notice of Conflict form needed to be revised to provide appropriate feedback to submitters. In lieu of revising the form, the Commission agreed on a process for handling these forms. The forms will be distributed to all commission members for review and determination on whether a conflict of interest exists. If the Commission determines there is no conflict, the Chair will provide an acknowledgement indicating this to the submitter. If the Commission determines that further discussion of the matter is warranted, it will be handled at the next regularly scheduled meeting and the Chair will notify the submitter of this. An acknowledgement/notification will be sent to the submitter within one week of the form being distributed to commission members.

2020 Meeting Dates: The Commission set the 2020 meeting dates: February 10, May 11, August 10, November 9.

Old Business (continued):

Financial Disclosure Statements Review: The Commission reviewed/approved the last of the financial disclosure statements for the reporting year 2018

Motion to Adjourn: Wyatt Wallace made a motion to adjourn the meeting at 5:57 pm; the motion was seconded by Bradley Moore and approved by all.

Next meeting: Monday, February 10, 2020, at 4:30 p.m. in the Rising Sun conference room.

Respectfully Submitted,
Edie Tinsman, Ethics Commission Secretary

Next Scheduled Meeting – February 10, 2020, 4:30 p.m., Rising Sun Room