

CECIL COUNTY ETHICS COMMISSION

www.ccgov.org/ethics_bd/index.cfm

c/o Cecil County Department of Human Resources

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Meeting Minutes

February 10, 2014

Present: Bob Boonstoppel, Joe Cline, Mike Dixon, Valerie Falcioni, Bruce Hemphill

Guests: Jason Allison

Open Session

Old Business:

Joe Cline made a motion to approve the minutes of the January 13, 2014 (open session) Bob Boonstoppel seconded and was unanimously approved.

Bruce reviewed the agenda, and Bob Boonstoppel motioned for approval, Valerie Falcioni seconded, all were in favor.

Revisions to County Code – Bob Boonstoppel would like to submit a change to the Code for Notice and Opportunity to respond when an appointed Board Member is threatened with removal. Bruce Hemphill would like the policy to clarify what course of action is taken if a county employee, elected official, or appointed board member does not comply with filing a financial disclosure.

Implementation of Ethics Training Module –

- a.) Training module will be placed on Ethics Commission Page February 2014 for county employees to complete by April 30, 2014. A memo will be sent to employees mandating them to complete the training module along with the ethics disclosure, if appropriate. At the completion of the training module the employee will be required to complete a 4 question survey.
- b.) A meeting will be scheduled with Human Resources in order to start implementing Phase II of training. Next meeting an outline of phase II will be reviewed. Bob Boonstoppel recommended all new appointees to the Board and Commissions should be required to complete a short training. Bruce Hemphill suggested sending a letter to each committee offering a training session for all board and committee members.

Ethics Disclosure Filings - A list of all individuals that have not filed for 2012 Ethics Disclosure Forms was submitted to Bruce Hemphill. Donna Nichols gave a draft of the letter that was sent by the last Ethics Board (to the County Executive) of all individuals who have not complied. The Board requested 2013 attorneys who were billed to be sent Financial Disclosure, not just their law firms.

Public Comment Rules in Ethics Commission Meeting - Board discussed procedures for Public Comments during the ethics meeting. Mike Dixon will prepare a draft a policy and send to Bruce Hemphill for review. Once finalized this will be placed on the ethics commission website.

Expense Account Filing – All expense reports have been submitted and are in process for reimbursement.

Ethics Commission Publicity – Valerie submitted an article for Cecil Whig to Bruce Hemphill, the draft will be re-circulated for the board to review. Upon approval the final draft will be sent to Cecil County editors.

New Business:

Activity Report- Draft reviewed by Bruce Hemphill. Bruce suggested submitting an annual report to the County Executive office listing what was accomplished throughout the year to ensure that the County Executive is aware of where funds were utilized.

Ethics Reporting Waiver – The Board discussed an email sent by a Board & Commission member regarding a waiver. The Board is waiting for a formal request.

MACO Conference – A presentation was given to the Board about an electronic filing system. Joe Cline volunteered to research this software and review next meeting.

Draft Legislation – Board discussed changes to the Ethics Code involving appointment and renewal of Ethics Board Members. No conclusion reached.

Motion was made to adjourn to closed session to discuss open complaints. The meeting was closed by a formal motion (Bob Boonstoppel), seconded (Valerie Falcioni) and unanimous vote of the members present in accordance with Maryland statutes.