

# CECIL COUNTY ETHICS COMMISSION

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C/o Cecil County Department of Human Resources

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## Meeting Minutes

December 19, 2014

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

Guest: Jason Allison

### Open Session

Bob Boonstoppel made a motion to approve the minutes of the November 17, 2014 (open session). Valerie Falcioni seconded and all were in favor.

Valerie Falcioni motioned to approve the agenda, Bob Boonstoppel seconded, and all were in favor.

### **Old Business:**

**Ethics Training Module** – Phase I training video script for employees is complete. Phase II for managerial and Elected Officials is being worked on currently. Mike Dixon introduced the first draft of a script for the training video. The board also discussed what the focus would be for the case studies. The board agreed on Conflict of Interest & Gifts. Joe Cline spoke with Cecil College in regards to the cost to produce a film, he was able to get a new quote (\$500.00) to produce videos for ethics training. Jason Allison suggested a few case study ideas.

**Ethics Electronic Report Option** – Once edits to Form 1 and Form 2 are approved by the Commission, Scott Mesneak will be invited to discuss uploading disclosures to Survey Monkey.

**Lobbyist Registration Packet Project** – Work with Donna Nichols to attend a Department Head meeting. Jason Allison will also assist in getting a list of all departments that should be included to add Lobbyist.

**Winter Conference** – Registration forms were submitted for Joe Cline by Human Resources.

**FY15 Budget Request/FY14 Budget Status** - Commission discussed a budget recommendation for FY16 (\$3000.00). The commission discussed using the remaining balance for FY14 to start production on Ethics Training videos.

**New County Officials – Ethics Briefing** – Jason Allison has confirmed the training of all New Elected Officials.

**Election of Ethics Commission Chairperson** – Mike Dixon nominated Bob Boonstoppel for Chairperson. Joe Cline seconded all were in favor.

**Preparation of Annual Report/Audit** – Human Resources provided a list of all members who have not complied with Ethics Filing 2013. Ethics Commission Members were asked to provide personal time each member worked in the 2014 Calendar Year. Compiled all activities for 2014 Calendar Year.

**New Business:**

**2015 Meeting Schedule** - Members elected to hold meeting on January 12, 2015 due to the Martin Luther King Holiday.

**Advice Policy** - Bob Boonstoppel suggests placing in the Ethics Law that if an individual seeks advice from the Ethics Board and follows that advice there will be no repercussions on the individual who seek advice prior.

Motion was made to adjourn to closed session. The meeting was closed by a formal motion (Joe Cline), seconded (Mike Dixon) and unanimous vote of the members present in accordance with Maryland statutes.

Respectfully Submitted by

Stephanie Pratt