

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

September 15, 2014

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

Open Session

Bruce Hemphill notified the commission members that the meeting agenda and draft minutes will be sent out on the Monday prior to the monthly meetings starting with the October meeting.

Valerie Falcioni made a motion to approve the minutes of the August 18, 2014 (open session) Joe Cline seconded and they were unanimously approved.

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

Old Business:

Revisions to the County Code: Code change was sent to Jason Allison, have not heard back yet. Jason Allison will be invited to the next meeting.

Ethics Training Module – The cost to prepare a training video is between \$800 - \$1,500 (this is utilizing students from Cecil College). Joe Cline will get a firm cost and submit a proposal to Al Wein for the FY16 budget. The training video would be used for orientation sessions with new Board and Commission members as well as employees.

Ethics Electronic Report Option – Joe Cline contacted a few counties about the Ethics Electronic Reporting Program. Harford County IT department wrote their own program, and they may allow us a copy of their software. Donna will check with Scott Mesneak to see if he has a contract with the Harford County IT department. The Harford County program allows the forms to be completed

on-line and e-mailed directly to the Chair of the ethics board. This would save considerably on postages and mailings.

Lobbyist Registration Packet Project – The Commission members discussed the letter that Bruce will draft to County Department Heads to educate them on the ethics requirements regarding lobbying and lobbyists. Many County Department Heads are also responsible for a Board or Commission, so this could get the word out to those groups as well. Each year the Ethics Commission will try to come up with ways to raise awareness about lobbyists.

2013 Ethics Disclosure Mailing – Joe Cline contacted those that had corrections to the 2013 disclosure forms. Of these, three have been returned, and the others have agreed to comply. Bruce Hemphill will send the certification to the State regarding our 2013 forms. A letter will be sent to the County Executive in October as to who has not complied.

Administrative Support - The Commission asked Donna Nichols to determine the amount of hours and cost for providing administrative support to the board. The Board would like to use one central administrative assistant to ensure mailings, and filings are centrally located and accessible. Donna will get them a cost for submittal with their FY16 budget request.

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

Respectfully Submitted by Donna Nichols