



## CECIL COUNTY ETHICS COMMISSION

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

### Open Meeting Minutes

February 7, 2022

**Present:** Andrew Goins, Chip Peterson, Janet Pope, Heather O'Rourke (zoom), Lawrence Scott, County Attorney

**Absent:** Charles Kelso

#### **Call to Order:**

- o Andrew Goins, Chair, called the meeting to order at 5:13 pm.

#### **Agenda Approval:**

- o Chip Peterson made a motion to approve the draft February 7, 2022, agenda, seconded by Janet Pope, and approved by all.

#### **August 3, 2021 Meeting Minutes Approval:**

- o Janet Pope made a motion to approve the draft November 8, 2021 open meeting minutes, seconded by Chip Peterson, and approved by all.
- o Chip Peterson made a motion to approve the draft November 8, 2021 closed session meeting minutes, seconded by Andrew Goins, abstained by Heather O'Rourke, and approved by all.

#### **Old Business:**

- o Lawrence Scott, County Attorney, reviewed that the Commission had voted at the last meeting in November 2021, that a letter from the County Executive should be sent regarding 2019 Financial Disclosure forms not complete. Draft letters were provided to Commission members and edits were made to the letter to employees by adding that they were barred from board or commission service as well as the stated future employment. Janet Pope clarified that none of the employees on the non-compliant list were currently employed by Cecil County Government.
  - Motion was made by Janet Pope to approve the letter being sent out, seconded by Andrew Goins, and approved by all.
- o Lawrence Scott then pointed out the list provided to Commission members of 2020 employees and board members that were due to have filed disclosure forms by April 2021 and were noncompliant. He reviewed that several attempts had been made to contact the individuals and that none of the employees on the list are currently employed by Cecil County Government.

Janet Pope questioned the boards on the list that were identified as not having been active in 2020. Lawrence Scott reviewed the legal requirements of the board members and their obligations when they accepted the appointments to the boards.

There was clarification that consideration and changes could be made later in the event an individual became compliant and requested they be allowed future board membership.

- Motion was made by Andrew Goins to approve the letter being mailed out with different dates, seconded by Janet Pope, and approved by all.

Lawrence Scott gave an update regarding electronic filing of the forms and the IT status. IT advised that they were attempting to get software from the State to allow some electronic filing. The workload of collecting, evaluating, filing and Ethics Commission review of the forms would be greatly reduced. It was advised that the hope was to have the form by the end of the month and that it was clear that not all form submissions would be electronic but at least the majority would be.

- The Board reviewed Financial Disclosure forms (including Acknowledgements of Understanding, Form 1, Form 2, and Lobbyist) that were received after or updated since the Board's last review of the forms in November 2021.

### **Closed Session:**

- Andrew Goins indicated the Commission needed to go into Closed Session to address:
  - Advanced Opinions (21-001, 21-002, 21-003, 21-004, and 21-005)
  - Clarification of disclosure requirements through legal discussion.
- Chip Peterson made a motion to move the meeting to closed session as of 5:45 pm, seconded by Janet Pope, and approved by all.
- Andrew Goins made a motion to move the meeting back to open session as of 6:33 pm, seconded by Janet Pope, and approved by all.

### **New Business:**

Regarding discussion from closed session, three motions were brought forward:

- To allow Form 1 and Form 2 of the County Financial Disclosure forms to be consistent with regard to reporting and the nexus to Cecil County.
  - Motion was made by Andrew Goins, seconded by Chip Peterson, and approved by all.
- To add mutual funds state statute wording to Form 1 under definitions of interest as number 6.
  - Motion was made by Janet Pope, seconded by Andrew Goins, and approved by all.
- To allow the Ethics Commission to allow HR to redact prior year financial disclosure forms to bring them to consistent present standards upon request.
  - Motion was made by Chip Peterson, seconded by Janet Pope, and approved by all.

### **Adjourn:**

- Janet Pope made a motion to adjourn the meeting at 6:35 pm, seconded by Andrew Goins, and approved by all.

### **Next meeting:**

- May 2<sup>nd</sup> at 5:00 p.m., County Administration Building, 200 Chesapeake Boulevard, Perryville Room, Elkton, MD