

**ST. MARY'S COUNTY ETHICS COMMISSION**  
**St. Mary's County Potomac Building**

**Minutes of January 5, 2009**

**MEMBERS PRESENT:** Joseph B. Bush, Chair  
Robert W. Denning, Vice Chair  
George E. Baroniak, Member  
Robert E. Elwood, Member  
Arthur F. Goeller, Member  
Elizabeth Long, Alternate Member  
Sarah Cannavo, Administrative Support

**CALL TO ORDER:**

The meeting was called to order by Mr. Bush at 2:05 p.m.

**ANNOUNCEMENTS:**

**Next Meeting:** The next meeting will be held on January 26, 2009 in conference room 14 of the Potomac Building.

**REVIEW AND APPROVAL OF MINUTES:**

**Minutes of 15 December, 2008:** Mr. Goeller made a motion to accept the minutes as written. Motion seconded by Mr. Elwood and carried.

**Executive Minutes of 15 December, 2008:** Mr. Baroniak has prepared the minutes for review and they will be provided to the Commission members at the next regularly scheduled meeting.

**UNFINISHED BUSINESS:**

**Elimination of Executive Secretary Position:** Mr. Bush signed a letter to the Board of County Commissioners requesting the elimination of the Ethics Commission Executive Secretary position. The County Administrator's office will provide any necessary administrative support in the future. The elimination of the secretary position will save the County over \$10,000 in salary costs. The members of the Ethics Commission hope to lead the way for other organizations within the county government to conserve resources and find creative ways to do more with less.

**Advisory Opinion 2008-02:** Mr. Baroniak provided a copy of Advisory Opinion 2008-02 and all supporting material. The advisory summary will be posted on the Webpage.

**Webpage updates:** Mr. Goeller mentioned the material on the Ethics webpage has not been updated in quite some time. Mrs. Cannavo said she would take care of updating the material.

#### **NEW BUSINESS:**

**2010 Budget Requirements:** FY2010 Budget Worksheets are due to Finance by February 6. Mrs. Cannavo will prepare the worksheets. The Ethics Commission will be reducing its' budget by \$10,602 (salary and supplies). The supply budget (\$183) will be rolled into the County Administrators supply budget. The salary budget will be returned to the County. \$650 will remain in the Ethics Commission's budget for outside legal/consultation fees.

**Ordinance Review:** Mr. Elwood requested members review the Ethics Ordinance in an effort to clarify the use of "perception" as it relates to conflicts of interest. The members agreed and will discuss the matter in more detail after everyone has had an opportunity to review the ordinance.

**Advisory Opinion Request (AO 2009-01):** The Commission received a request for an advisory opinion concerning a possible conflict of interest. The citizen appeared before the board and presented material in support of their position. Mr. Baroniak volunteered to draft Advisory Opinion 2009-01 and present it to the Commission during the next regularly scheduled meeting on January 26, 2009.

**Executive Session:** Mr. Elwood made a motion to move into Executive Session as provided for in Article 25, Section 4-210(a) (1) Boards and Commissions and the St. Mary's County Ethics Ordinance Rules of Procedure, Section 7. The motion was seconded by Mr. Bush. Motion carried, 5-0.

Executive Session: 2:50 p.m. to 3:21 p.m.

Mr. Baroniak made a motion to close the Executive Session. The motion was seconded by Mr. Goeller and carried.

#### **FINANCIAL DISCLOSURE STATEMENTS:**

**Reviewed:** 22 Financial Disclosures Statements were reviewed. One statement was held pending an opinion by the Commission. Mr. Bush has the file and will contact the individual.

A review is needed of the filing requirements for Financial Disclosure Statements and who should to file. A listing of Volunteer Boards and Commissions will be provided during the next regularly scheduled meeting and a determination will be made at that time.

**PUBLIC COMMENT:**

None.

**ADJOURNMENT:**

A motion was made by Mr. Goeller to adjourn the meeting. The motion was seconded by Mr. Baroniak and the motion was carried. The St. Mary's County Ethics Commission was adjourned at 3:40 p.m.