

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

Minutes of January 9, 2012

MEMBERS PRESENT: Sean Rogers, Chair
Elizabeth Long, Vice Chair
Robert Denning, Member
Karin Bailey, Member
Kathy Suite, Member
Daniel Carney, Alternate Member

OTHERS PRESENT: Sarah Cannavo, Executive Secretary
George Sparling, County Attorney

CALL TO ORDER:

The meeting was called to order by Mr. Rogers at 2:00 p.m.

ANNOUNCEMENTS:

Next Meeting: The next meeting of the Ethics Commission will be held on February 15, 2012, in the Commissioners' Meeting Room of the Chesapeake Building.

REVIEW AND APPROVAL OF MINUTES:

Minutes for Open Session of December 5, 2011: Mr. Denning made a motion to accept the minutes as written. Motion was seconded by Ms. Long and carried.

UNFINISHED BUSINESS:

Meeting Schedule / Frequency: Members decided to continue with current meeting schedule and frequency. The item can be readdressed in the late spring if members feel the current schedule is not appropriate.

Ethics Training for Employees: Members discussed the best course of action to ensure that all county employees and elected officials received training on the requirements of the new Ethics Ordinance. Discussion included what material should be included in the training and should there be different levels of training depending on the role of the employee. Members also discussed the best way to deliver the training (mass briefing, on-line, or by Department Representative). Mr. Rogers said he would contact Sue Sabo, Director of HR, to set up a meeting to discuss the proper procedure for implementing such training. Ms. Long will also attend the meeting. Ms. Bailey said she will contact other counties to inquire about their Ethics training program.

NEW BUSINESS:

Topic Discussion (Beth Long): Tabled until next meeting.

Review of new Financial Disclosure Forms: The new FDS forms were presented to the Commission for review by Mr. Sparling. The FDS for Elected Officials has not been provided by the State Ethics Commission yet. Motion to approve the Initial FDS and Recertification Form was made by Ms. Bailey and seconded by Ms. Suite. The new forms will be posted to the web and letters sent to all applicable filers notifying them of the new filing requirements / forms.

FINANCIAL DISCLOSURE STATEMENTS:

Eleven FDSs were reviewed.

PUBLIC COMMENT:

None

ADJOURNMENT:

A motion was made by Ms. Bailey to adjourn the meeting. The motion was seconded by Mr. Carney and the motion was carried. The St. Mary's County Ethics Commission meeting was adjourned at 3:35 PM.