

ST. MARY'S COUNTY ETHICS COMMISSION

MINUTES OF JULY 7, 2003

Room 14, Governmental Center

Present: M. Martha Neal, Ph.D., Chair
George Baroniak, Member
Zora Siemasko, Member
Shirley Baldwin, Executive Secretary

Excused: David Deaderick, Member
John Roberts, Vice Chair

CALL TO ORDER:

The meeting was called to order by Dr. Neal at 2:00 p.m.

ANNOUNCEMENTS:

- Shirley Baldwin will not be in attendance at the July 21 meeting; however, material will be prepared and left for members on Friday, July 18. Shirley was instructed to contact the County Commissioner's office and ask them to provide support for the meeting.
- Mr. George Forrest will be in attendance at the July 21 meeting.
- Dr. Neal will not be in attendance at the August 4 meeting.

REVIEW/APPROVE MINUTES

Minutes of June 16, 2003. Mr. Baroniak made the motion to approve the minutes as submitted, seconded by Ms. Siemasko. Motion carried.

FINANCIAL DISCLOSURE STATEMENTS

- Status 2001 Outstanding. No change in the status of 2001; there are still two outstanding. The letter sent to the BOCC regarding those outstanding will be brought to Mr. Forrest's attention at the July 21 meeting.
- Status 2002 Outstanding. There are seven FDS's outstanding as of 7/7/03. Several new appointments were made by the BOCC last week. A

list of the individuals still outstanding as well as the new appointees will also be brought to Mr. Forrest's attention on July 21.

- Review Session: Eight FDS's for 2002 were reviewed and eight were approved.

UNFINISHED BUSINESS

- Education Program: On July 9, 2003, 5:30 p.m., a presentation will be made to the Procurement Policy Review Committee. Dr. Neal reported receiving an email from Ms. Elaine Kramer, Director of Finance, which said that currently the small purchase limit is \$2500. Ms. Kramer was wondering how that fits into the Ethics Commission? Is it a conflict of interest when small purchases are made from employee-owned business establishments? Is it a perception of a conflict of interest; and if so, how can they overcome that? The committee discussed options they could suggest; one being to do competitive VPA's and another would be to look at the audit processes. Further discussion will be held Wednesday evening with the Procurement Policy Review Committee. If anyone has any additional suggestions as to how we can assist that Committee, please email them to Dr. Neal.

Mr. Baroniak reported on the meeting where Mr. John Roberts gave a presentation on June 19 to the Agriculture Land Preservation Board. He reported it was very well received and they had a good discussion. The presentation created a new perception of the Ethics Commission and how it operates. He wanted to publicly thank Mr. Roberts for the presentation.

NEW BUSINESS

- Election of Officers. Ms. Siemasko made the motion to table this item until the July 21 meeting. Motion seconded by Mr. Baroniak. Motion carried.
- Budget: A memo dated June 19 from Ms. Kramer was received regarding the appropriation ordinance as well as the summary information of the 2004 budget. Dr. Neal briefly summarized the memo. The Ethics Commission actuals for 2002 was \$7257; approved budget for 2003 was \$11,110; and the requested budget for 2004 was \$11,375. The approved budget for 2004 is \$8, 889, which was a decrease of \$2,221, or 20%. Mr. Forrest indicated there is an overall administrative budget which he takes care of so in the event there is a shortage, he does not foresee a problem.

PUBLIC COMMENT

None

ADJOURNMENT

Ms. Siemasko made the motion to adjourn; seconded by Mr. Baroniak. Meeting adjourned at 3:00 p.m.