

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

Minutes of November 5, 2012

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

OTHERS PRESENT: Sarah Cannavo, Executive Secretary

CALL TO ORDER:

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

ANNOUNCEMENTS:

Next Meeting: The next meeting of the Ethics Commission will be held on December 3, 2012, in the Commissioner's Meeting Room, Chesapeake Building. Mr. Denning will be unable to attend the December meeting.

REVIEW AND APPROVAL OF MINUTES:

Minutes of October 1, 2012: Ms. Long made a motion to accept the minutes as written. Motion was seconded by Ms. Suite and carried.

UNFINISHED BUSINESS:

Ethics Training: Mr. Rogers presented an outline of proposed topics to be covered in the new Ethics Training Video. Members reviewed / discussed the outline; after some revision, members agreed to move forward with drafting a script / storyboard for the video. Members were asked to take one section of the outline and develop a draft script for the training video.

- Ms. Long: Ordinance Overview
- Mr. Rogers: Making Ethical Decisions
- Ms. Suite: Ethics Commission
- Ms. Bailey: Complaint Processing
- Mr. Carney: Examples of Ethics Violations

Draft scripts will be reviewed as they are developed.

NEW BUSINESS:

FY13 Budget Schedule and Instructions: Ms. Cannavo informed members that the FY2013 budget instructions for the Ethics Commission had been received. Commission members agreed to keep requested funds at the FY12 level. Ms. Cannavo will prepare the required budget documents IAW FY2013 Instructions.

PUBLIC COMMENT:

None

ADJOURNMENT:

A motion was made by Ms. Long 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 2:45 PM.