

**City of College Park
Ethics Commission Meeting
Virtual Meeting
March 3, 2022
7:00 PM**

	PRESENT	ABSENT
1. Commissioner Alan Bradford	X	
2. Commissioner Nora Eidelman	X	
3. Commissioner Jane Hopkins	X	
4. Commissioner Frank Rose	X	
5. Commissioner Joseph Theis	X	
6. Commissioner Robert Thurston	X	
7. Commissioner Rashida Tyler	X	

Also Present: Victoria Shearer, Legal Counsel; Yvette Allen, Assistant City Clerk; Janeen Miller, City Clerk; Joi Woods, Contract Secretary

I. Call to Order

Commissioner Theis called the Public Session to order at 7:02 p.m.

II. Approval of the March 3, 2022 Agenda

Commissioner Theis noted an item for discussion of additional items regarding the commission.

A motion was made by Commissioner Bradford and seconded by Commissioner Thurston to approve the agenda as modified. The motion passed 7-0-0.

III. Omission of Closed Session on January 6, 2022

Victoria Shearer advised of the omission of a Motion to enter into Closed Session during the meeting to discuss the Preliminary Hearing held on January 6, 2022. The oversight was a technical error, as it was the clear intent to close the meeting in compliance with section 13 of Maryland’s Open Meetings Act and College Park Ethics Code 38-8.c-7. Victoria Shearer confirmed that there were no members of the public present with comments or objections.

A motion was made by Commissioner Theis and seconded by Commissioner Thurston to retroactively motion to approve the closing of the January 6, 2022 meeting to conduct the Preliminary Hearing for the alleged election campaign

violation as permitted by Maryland General Provisions 3-305b3. The motion passed 7-0-0.

IV. Election of a new Chair

A motion was made by Commissioner Bradford and seconded by Commissioner Theis to nominate Commissioner Thurston as the Chair of the Commission effective July 1, 2022. The motion passed 7-0-0.

V. Review of Financial Disclosure Statement Forms, Instructions, and Distribution List, for distribution on March 31, 2022.

The Commission reviewed and discussed:

A. The list of City Staff Members scheduled to receive Annual Financial Disclosure Statement form #3. City Officials, Department Heads, staff members involved Procurement, and others as deemed necessary by the Ethics Commission. Letters are dated for 3/28/22 and will be mailed by April 1, 2022.

1) Commissioner Thurston will coordinate with Yvette Allen to sign the letters before distribution.

B. Elected Officials Financial Disclosure Statement Form #1, Annual Financial Disclosure Statement, Form 3, and Annual Conflict of Interest Disclosure Statement and Ongoing Duty to Report

C. Modifications to forms and instructions to clarify the need to disclose living situations that exclude payment of rent or mortgage.

1) Schedule 1 will be used to provide additional details to for responses
2) Reminders to use an acceptable handwritten or authorized electronic signature

3) Reporting the Spousal employment

VI. Boards & Committees Updates

Janeen Miller shared city updates.

A. Return to in-person meetings

The option to meet in person, virtually via Zoom, or a hybrid meeting of both Zoom or in person. The meeting structure is at the discretion and comfort of each Board and Committee.

B. Expiring Appointments as of June 2022

Members of all boards and committees will be asked to reapply when their appointments expire. Expiring Appointment Letters and applications for reappointments will be mailed. Reappointments will be effective July 1, 2022.

C. Janeen Miller solicited feedback about an inquiry from Maryland Manual Online to list the names of each Board & Committee and its members.

VII. Adjournment

A motion was made by Commissioner Bradford and seconded by Commissioner Eidelman to adjourn the meeting. The motion passed 7-0-0. Meeting adjourned at 7:59 p.m.