



**COMMISSION MEMBERS:**

JANET E. McHUGH, *Chair*  
BONNIE A. KIRKLAND  
JAMES N. ROBESY, JR.  
CRAIG D. ROSWELL  
GENEAU M. THAMES

**STATE ETHICS COMMISSION**

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JENNIFER K. ALLGAIR  
*Executive Director*  
WILLIAM J. COLQUHOUN  
*General Counsel*  
KATHERINE P. THOMPSON  
*Staff Counsel*  
ANA L. HENRY  
*Assistant General Counsel*

**MINUTES OF THE STATE ETHICS COMMISSION MEETING**

**January 5, 2023**

Commission Members Present: Janet E. McHugh  
Bonnie A. Kirkland  
James N. Robey, Jr.  
Craig D. Roswell  
Geneau M. Thames

Staff Members Present: Jennifer K. Allgair, Executive Director  
William J. Colquhoun, General Counsel  
Katherine P. Thompson, Staff Counsel  
Ana L. Henry, Assistant General Counsel  
Jill Byczek, Legal Assistant/Paralegal  
Stephen Garrett, Paralegal  
Darlene Gavel, Office Manager  
Maura Pizzi, Paralegal

The meeting convened at 9:05 a.m. at 45 Calvert Street, 3rd Floor conference room. Those listed as present participated in all portions of the meeting unless otherwise noted. If other individuals participated in aspects of the meeting, they will be identified in the specific line item where their participation occurred.

ITEM 1: Tentative Agenda

Discussion: The Commission reviewed the tentative agenda.

Decision: The tentative agenda was approved as adjusted.

ITEM 2: Minutes of the November 17, 2022 Meeting

Discussion: The draft minutes of the November 17, 2022 meeting were reviewed and discussed.

Decision: The draft minutes were approved.

ITEM 3: Financial Disclosure Additions and Deletions

Discussion: Ms. Allgair presented a listing of the proposed additions and deletions to the financial disclosure list recommended by State agencies and reviewed by Financial Disclosure Administrator, Young Smith and Executive Director, Jennifer Allgair. The recommendations covered Harford Community College, Governor's Office of Crime Prevention, Youth and Victim Services, Department of Information Technology, Department of Natural Resources, University of Maryland Baltimore, Community College of Baltimore County, Department of Health, Frederick Community College, St. Mary's College, Accountability and Implementation Board, Department of Agriculture, State Lottery & Gaming Control Agency, Department of Transportation and Chesapeake College.

Decision: The Commission approved Ms. Allgair's recommendations.

ITEM 4: Local Government – Town of Federalsburg (22-0648)

Discussion: Mr. Colquhoun briefed the Commission on the proposed amendments to the local ethics ordinance for the Town of Federalsburg.

Decision: The Commission approved the proposed amendments

ITEM 5: Local Government – City of Bowie (22-0779)

Discussion: Mr. Colquhoun briefed the Commission on the proposed amendments to the local ethics ordinance for the City of Bowie.

Decision: The Commission approved the proposed amendments.

ITEM 6: Local Government – City of Annapolis (22-0792)

Discussion: Mr. Colquhoun briefed the Commission on the proposed amendments to the local ethics ordinance for the City of Annapolis.

Decision: The Commission approved the proposed amendments.

ITEM 7: Local Government – Town of Chesapeake Beach (22-0813)

Discussion: Mr. Colquhoun briefed the Commission on the proposed amendments to the local ethics ordinance for the Town of Chesapeake Beach.

Decision: The Commission approved the proposed amendments.

ITEM 8: Local Government – Town of LaPlata (22-0827)

Discussion: Mr. Colquhoun briefed the Commission on the proposed amendments to the local ethics ordinance for the Town of LaPlata.

Decision: The Commission approved the proposed amendments.

ITEM 9: Local Government – City of Aberdeen (22-0843)

Discussion: Mr. Colquhoun briefed the Commission on the proposed amendments to the local ethics ordinance for the City of Aberdeen

Decision: The Commission approved the proposed amendments.

ITEM 10: Local Government – Town of Perryville (22-0855)

Discussion: Mr. Colquhoun briefed the Commission on the proposed amendments to the local ethics ordinance for the Town of Perryville.

Decision: The Commission approved the proposed amendments.

ITEM 11: Local Government – Worcester County (22-0819)

Discussion: Mr. Colquhoun briefed the Commission on the proposed amendments to the local ethics ordinance for Worcester County.

Decision: The Commission approved the proposed amendments.

ITEM 12: Local Government – Baltimore County Board of Education (22-0780)

Discussion: Mr. Colquhoun briefed the Commission on the proposed amendments to the local ethics ordinance for the Baltimore County Board of Education.

Decision: The Commission approved the proposed amendments.

ITEM 13: Local Government – Maryland-National Capital Park and Planning Commission-Lobbying Regulations

Discussion: Mr. Colquhoun briefed the Commission on the proposed amendments to the local ethics ordinance for the Maryland-National Capital Park and Planning Commission-Lobbying Regulations.

Decision: The Commission acknowledged receiving notice of the changes.

ITEM 14: Executive Director’s Report – Financial Disclosure System Updates

Discussion: Ms. Allgair briefed the Commission on the updated Financial Disclosure Statement now available for those five elected Executive Branch Officials.

ITEM 15: Executive Director’s Report – Newly Mandated Training

Discussion: Ms. Allgair briefed the Commission on the upcoming trainings for the Executive Branch State officials in office after January 19, 2023. The Commission staff has scheduled in-person trainings and will continue to schedule in-person or virtual trainings for all the elected Executive Branch officials.

ITEM 16: Executive Director’s Report - Transition

Discussion: Ms. Allgair briefed the Commission on the continuing general communication with the incoming administration’s transition team.

A motion was made (Mr. Roswell) and seconded (Ms. Kirkland) to close the meeting to the public pursuant to §3-305(b)(13) of the Open Meetings Act to consider confidential advice matters and enforcement matters per §5-303 and §5-407 of the Public Ethics Law, and to receive the advice of counsel pursuant to §3-305(b)(7) of the Open Meetings Act. The Commission voted unanimously in favor of closing the meeting at 9:20 a.m.

ITEM 17: Memo on Non-Participation Plans and Mitigation Agreements

Discussion: Mr. Colquhoun presented three non-participation agreements or mitigation agreements provided and approved by the staff. The matters included 22-0790, 22-0804 and 22-0817.

ITEM 18: Informal Matter – Department of Health (22-0762)

Discussion: Ms. Henry briefed the Commission on secondary employment request regarding an employee in the Department of Health working at a community health center that is regulated by the Department.

Decision: The Commission granted an exception to allow this secondary employment.

ITEM 19: Informal Matter – Department of Health (22-0771)

Discussion: Ms. Henry briefed the Commission on secondary employment request regarding an employee in the Department of Health working at an entity that is regulated by the Department.

Decision: The Commission granted an exception to allow this secondary employment.

ITEM 20: Informal Matter – Department of Health (22-0835)

Discussion: Ms. Henry briefed the Commission on secondary employment request regarding an employee in the Department of Health working at an entity that is regulated by the Department.

Decision: The Commission granted an exception to allow this secondary employment.

ITEM 21: Informal Matter – Department of General Services (22-0851)

Discussion: Ms. Henry briefed the Commission on secondary employment request regarding an employee in the Department of General Services working at a company that owns several cannabis dispensaries.

Decision: The Commission granted an exception to allow this secondary employment.

ITEM 22: Informal Matter – Department of Human Services (22-0801)

Discussion: Ms. Henry briefed the Commission on a secondary employment request regarding an employee in the Department of Human Services working as a sales floor associate at a department store.

Decision: The Commission granted an exception to allow this secondary employment.

ITEM 23: Informal Matter – Department of Human Services (22-0803)

Discussion: Ms. Henry briefed the Commission on a secondary employment request regarding an employee in the Department of Human Services working as a sales clerk at a grocery store.

Decision: The Commission granted an exception to allow this secondary employment.

ITEM 24: Informal Matter – Department of Human Services (22-0814)

Discussion: Ms. Henry briefed the Commission on a secondary employment request regarding an employee in the Department of Human Services working as a shopper at a grocery store.

Decision: The Commission granted an exception to allow this secondary employment.

ITEM 25: Informal Matter – Department of Health (22-0846)

Discussion: Mr. Colquhoun briefed the Commission on a matter regarding an employee in the Department of Health who owns stock in an entity that does business with the Department.

Decision: The Commission granted the employee a period of time to divest of their prohibited financial interest.

ITEM 26: Informal Matter – Department of Labor (22-0857)

Discussion: Mr. Colquhoun briefed the Commission on a financial interests of an employee in the Department of Labor.

Decision: The Commission agreed to the proposed advice to be given by Mr. Colquhoun.

ITEM 27: Informal Matter – Elected Executive Official (22-0861)

Discussion: Mr. Colquhoun provided advice of counsel on the application of the blind trust regulations.

ITEM 28: Informal Matter – Lobbying Firm (22-0694)

Discussion: Mr. Colquhoun briefed the Commission on a lobbying matter regarding a lobbyist engaging in the creation and management of websites for candidates and elected officials.

Decision: The Commission determined this activity is allowable provided the lobbyist abide by the restrictions related to solicitation and transmittal of campaign contributions.

ITEM 29: Informal Matter – University of Baltimore (22-0825)

Discussion: Mr. Colquhoun briefed the Commission on the proposed Policy and Conflicts of Interest Research and Development Policy the University of Baltimore wants to adopt.

Decision: The Commission approved the policy.

ITEM 30: A-40-22

Discussion: Ms. Thompson briefed the Commission on this matter.

Decision: This matter will be closed.

ITEM 31: A-44-22

Discussion: Ms. Thompson briefed the Commission on this matter.

Decision: This matter will be closed.

ITEM 32: A-45-22

Discussion: Ms. Thompson briefed the Commission on this matter.

Decision: This matter will be closed.

ITEM 33: B-1-22

Discussion: Ms. Thompson briefed the Commission on this matter.

Decision: This matter will be closed.

ITEM 34: B-9-22

Discussion: Ms. Thompson briefed the Commission on this matter.

Discussion: This matter will be closed.

ITEM 35: B-13-22

Discussion: Ms. Thompson briefed the Commission on this matter.

Decision: The Commission accepted the Pre-Complaint Disposition Agreement.

ITEM 36: B-14-22

Discussion: Ms. Thompson briefed the Commission on this matter.

Decision: This matter will be closed with a letter to the subject of the matter and to the agency.

ITEM 37: B-17-22

Discussion: Ms. Thompson briefed the Commission on this matter.

Decision: This matter will be closed with a letter.

ITEM 38: A-46-22

Discussion: Ms. Thompson briefed the Commission on these matters.

Decision: The Commission authorized complaints in these matters.

ITEM 39: A-47-22

Discussion: Ms. Thompson briefed the Commission on this matter.

Decision: The Commission authorized complaints in these matters.

ITEM 40: A-1-23

Discussion: Ms. Thompson briefed the Commission on this matter.

Decision: This matter will be further reviewed at a later meeting.

ITEM 41: C-9-22

Discussion: Ms. Thompson briefed the Commission on this matter.

Decision: This is matter will be further reviewed at a later meeting.

(Ms. Thompson, Ms. Allgair, Ms. Pizzi, and Mr. Garrett participated in the briefings to the Commission, but did not participate in the decisions regarding Items 30 through 41.)

ITEM 42: Proposed Legislation – Advice of Counsel

Discussion: Ms. Allgair and Ms. Thompson provided advice of counsel to the Commission on impacts of proposed legislation on the State Ethics Commission related to additional Open Meeting Act requirements which would require the Commission to live stream the open portions of their meetings (HB 58/SB 35). Ms. Allgair and Ms. Thompson also provided advice of counsel on impacts of proposed legislation on the State Ethics Commission related to changes to provisions affecting the Maryland National Capital Parks and Planning Commission (HB 796).

Decision: This is matter will be further reviewed at a later meeting.

A motion was made (Ms. Kirkland) and seconded (Ms. Thames) to open the meeting to the public pursuant to §3-305(b)(13) of the Open Meetings Act to consider confidential advice matters and enforcement matters per §5-303 and §5-407 of the Public Ethics Law, and to receive the advice of counsel pursuant to §3-305(b)(7) of the Open Meetings Act. The Commission voted unanimously in favor of opening the meeting at 11:38 a.m.

ITEM 43: Election of New Chair

Discussion: Ms. McHugh announced she would like to step down as chair and nominated Craig Roswell as the new chair. A motion was made by Ms. Kirkland and seconded by Mr. Robey.

Decision: The Commission voted unanimously that Mr. Roswell will serve as the new Chair.

The meeting was adjourned at 11:48 a.m.