

**Frederick County Ethics Commission
Minutes for the Public Meeting of Monday, January 10, 2005**

Present: Ronald W. Peppe, Chairman
 G. Anthony Crook, Commission Member
 Phillip P. Killam, Commission Member
 Andrew T. Jones, Alternate Commission Member
 Linda B. Thall, Assistant County Attorney

The Frederick County Ethics Commission met at approximately 7:00 p.m. on January 10, 2005, at the Office of the County Attorney on the 3rd floor of Winchester Hall, 12 East Church Street, Frederick, Maryland 21701.

MOTION: Mr. Crook made a motion to open the public meeting. The motion was seconded by Mr. Killam and was unanimously approved.

Unfinished Business

Approval of the minutes – The Commission considered the minutes from its December 13, 2004, meeting.

MOTION: Mr. Crook made a motion to approve the minutes. Mr. Killam seconded the motion, which was approved unanimously.

Index of opinions on website – The Assistant County Attorney advised the Commission that an index of the opinions published on the Commission's website has been prepared and added to the website.

New Business

Memorandum regarding a new hire and conflicts of interest – The Commission discussed the memorandum forwarded by a County Department Head regarding the appointment of a new employee, identification of conflicts of interest, and attempts to address those conflicts.

MOTION: Mr. Crook made a motion to invite the Department Head attend the Commission's next meeting. Mr. Killam seconded the motion, which was approved unanimously.

The Commission requested that additional copies of the memorandum be made available at the next meeting.

Unfinished Business

Pending investigation – The Commission discussed changes to the draft of the Advisory Opinion and the cover letters that will accompany the Advisory Opinion. The Commission determined that it would be helpful if the Advisory Opinion contained an executive summary. Mr. Jones agreed to prepare the executive summary and revisions to the conclusion section of the Advisory Opinion. The Assistant County Attorney was directed to make the agreed upon revisions to the remainder of the Advisory Opinion.

New Business

Future meeting dates – The Commission scheduled the meeting with the Department Head, whose memorandum regarding a new employee was discussed earlier, for January 18, 2005. If the Department Head was not available on that date, an alternative date of January 20, 2005, was selected. The Commission also decided to meet on January 24, 2005, to discuss the revisions to the pending Advisory Opinion.

MOTION: Mr. Crook moved to have the Commission adopt a goal of limiting its future meetings to two hours. Mr. Killam seconded the motion, which was approved unanimously.

Adjournment

MOTION: Mr. Killam moved to adjourn the meeting. Mr. Crook seconded the motion, which was approved unanimously.

The Ethics Commission adjourned its meeting at 8:45 p.m.

/s/

Linda B. Thall, Assistant County Attorney