

## **Frederick County Ethics Commission Minutes for the Meeting of Monday, December 8, 2003**

Present:      Ronald W. Peppe, Chairperson  
                  Phillip P. Killam, Commission Member  
                  G. Anthony Crook, Commission Member  
                  Linda B. Thall, Assistant County Attorney

Absent:      Andrew T. Jones, Alternate Commission Member

The Frederick County Ethics Commission met at 7:00 p.m. on December 8, 2003, at the Office of the County Attorney on the 3<sup>rd</sup> floor of Winchester Hall, 12 East Church Street, Frederick, Maryland 21701.

**Open Meetings Act Discussion** – The Commission discussed the requirements of the Open Meetings Act with the Assistant County Attorney. The discussion included the Act's requirements that the Commission keep minutes of its meetings and give reasonable advance notice of its meetings. A general discussion regarding the circumstances under which the Commission could hold a closed meeting or meet in executive session also took place. The Commission asked the Assistant County Attorney to keep the minutes for this meeting.

**MOTION:** Mr. Killam moved to have the Commission request secretarial support to assist it in preparing minutes of its meetings. The motion was not seconded.

**MOTION:** Mr. Crook moved to direct the Assistant County Attorney to draft a letter from the Commission to the Board of County Commissioners requesting secretarial assistance for the Commission in preparing the minutes of its meetings and requesting that assistance be provided by the County in preparing a web site for the Commission. Mr. Killam seconded the motion. The motion passed 3-0.

**Insurance Committee** –As the Commission was beginning to discuss this topic, the following motion was made:

**MOTION:** Mr. Crook moved to go into executive session. The motion was not seconded.

There was no further discussion of the Insurance Committee.

**Insurance Coverage for Commission Members** – The Commission discussed the need for it to determine the extent to which Commission members are covered by Frederick County's liability insurance if they are sued and the limits of any such coverage.

**MOTION:** Mr. Killam moved to direct the Assistant County Attorney to prepare a letter for the Commission to send to the County Attorney. The letter would ask the County Attorney to provide the Commission with a written opinion detailing the extent to which the County's insurance coverage protects the Commission members if they are sued for actions taken in connection with the performance of their duties on the Commission. Mr. Crook seconded the motion. The motion passed 3-0.

The Commission members determined that they would conduct no additional business until this information is received.

**Review of Financial Disclosure Form** – The Commission received a financial disclosure form for review. Mr. Peppe, who had previously reviewed and initiated the disclosure form, asked that a second member of the Commission also review the form. This was done and the form was returned to the Assistant County Attorney to be returned to the Commission's files.

**MOTION:** Mr. Killam moved to adjourn the meeting. Mr. Crook seconded the motion. The motion passed 3-0.

The meeting was adjourned at approximately 8:15 p.m.

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/s/

Linda B. Thall, Assistant County Attorney