



FREDERICK COUNTY GOVERNMENT

FREDERICK COUNTY ETHICS COMMISSION Office of the County Attorney

Stephen K. Hess, Chair

Minutes of the Public Meeting of the Frederick County Ethics Commission

**Wednesday, January 12, 2022
7:00 P.M.**

Present:

Stephen K. Hess (Chair)
Rev. Douglas P. Jones (Vice-Chair)
Rev. Stephen Larsen
Deborah L. Lundahl
James A. Stanker
Mr. Michael G. Bunitsky

Alternate:

Ms. Ysela Bravo

Absent:

Anna Johnson-Winegar

Secretary: Andrew J. Ford, Assistant County Attorney

The Frederick County Ethics Commission meeting was called to order at 7:03 p.m. on January 12, 2021. The meeting was held virtually via Microsoft Teams.

Approval of Agenda. Ms. Lundahl made a motion to approve the Agenda. Rev. Jones seconded the motion, which was approved unanimously.

Approval of Minutes of September 8, 2021. The draft minutes of the September 8, 2021, public meeting were e-mailed to the members before the meeting. Ms. Lundahl made a motion to approve the draft minutes. Rev. Jones seconded the motion, which was approved unanimously.

Approval of schedule of regular meetings for 2022. The Commission discussed the proposed schedule of meetings for the remainder of 2022. While the commissioners were amendable to keeping the meetings on the second Wednesday of each month, Rev. Jones noted that the April meeting would fall during Holy Week, potentially affecting attendance of two members. It was proposed that the April meeting would be held on the 20th instead. Rev. Larsen made a motion to approve the proposed meeting schedule with that change. Rev. Jones seconded the motion, which was approved unanimously.

February 9th	July 13 th
March 9 th	August 10 th
April 20 th	September 14 th
May 11 th	October 12 th
June 8 th	November 9 th
	December 14 th

Discussion of Commission's Standard Operating Procedures (2016). Andrew Ford, counsel to the Commission, discussed the need to review and revise the Commission's Standard Operating Procedures. Both Rev. Larsen and Mr. Bunitsky volunteered to be members of the working group. Other members participation in the group is to be determined. Motion to create the working group was made by Rev. Larsen and seconded by Mr. Bunitsky. The motion was approved unanimously.

Administrative Function. The Commission recently received three (3) ethics complaints, and one (1) request for approval of an outside employment. The Commission discussed whether it should conduct an administrative function meeting to discuss these matters. Mr. Buntisky made a motion to hold an administrative function meeting. Mr. Stanker seconded the motion, which was approved unanimously.

Required information regarding the administrative function meeting – The Commission ended the Microsoft Teams meeting and after a break, convened an administrative function meeting via Microsoft Teams. The Commission began its administrative function meeting at approximately 7:20 on January 12, 2022, via Teams.

Present for the meeting were Commissioners Hess (Chair), Jones (Vice-Chair), Larsen, Lundahl, Stanker, Bunitsky and Alternate. Ms. Bravo. Mr. Ford was also in attendance.

The Commission discussed the three (3) recently received complaints and authorized Mr. Ford to proceed with the preliminary inquiry into the allegations made and report back to the Commission. The outside employment request was approved.

There being no other business before the Commission, the Ethics Commission adjourned its meeting at approximately 7:10 p.m.

/s/

 Andrew J. Ford
 Assistant County Attorney