



**MINUTES OF THE CHESAPEAKE BEACH  
ETHICS COMMISSION MEETING  
April 9, 2021**

**Commission Members Present:** Phillip Kete, Chair  
Ingrid Lamb  
Michael Linsenbigler

**Staff Members Present:** Sharon L. Humm, Commission Clerk

The virtual meeting convened at 1:00 p.m. 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:     Approval of the minutes of the April 5, 2021 Ethics Commission Meeting.**

**Discussion:** The draft minutes of the April 5, 2021 Ethics Commission meeting were presented.

**Decision:** The Commission unanimously approved the April 5, 2021 Ethics Commission meeting minutes as presented.

**Item 2:     Approve revised disclosure forms.**

**Discussion:** Chairman Kete stated, at its April 5<sup>th</sup> meeting, the Commission reviewed and approved the draft Employees and Appointed Officials Disclosure Forms with several amendments. The Commission did not have a draft of the Elected Officials and Candidates for Election Disclosure Forms to review. With both sets of Disclosure Forms reading almost the same in content, except for a few slight modifications, the Commission agreed the Elected Officials Disclosure Forms could be approved in principle without viewing.

**Decision:** The Commission unanimously approved, in principle, the Elected Officials and Candidates for Election Disclosure Forms.

**Item 3:     Consider proposed changes in Rules of Procedure.**

**Discussion:** A draft document proposing changes to the Rules of Procedure, Section IV Review of Financial Disclosure Forms, was circulated to the Commission. The Commission reviewed the proposed changes and made the following amendments.

**Decision:**

- Change the word “financial” to “public” throughout Section IV. **Approved, all in favor.**
- Change the letter “c” to capital “C” in the word “commission” throughout Section IV. **Approve, all in favor.**

- In subsection #4 add the word “form” between the words “disclosure” and “will”. **Approve, all in favor.**
- In subsection #5, first line, add a “s” to the word “disclosure”, add “Town” before the word “Council” and change “work” days to “business” days. Same subsection change “submitter” to “filer” and change deficiencies” to “deficiency”. **Approved, all in favor.**
- In subsection #1, strike the last sentence from the paragraph. **Approved, all in favor.**
- In subsection #2, eliminate the phrase “any disclosure that appears to have the potential to be or have the potential to appear to be a conflict of interest” **Approved, all in favor.**
- Change the italicized language to **bold** (indicating new language)**Approved, all in favor.**
- Eliminate the phrase “name on every page, each section marked including the word “none” written in any sections for which the filer has nothing to claim, its legibility, having an original signature, etc.” and replace with the **bold** new language “the disclosure is signed under penalty of perjury and each form contains the information called for.” **Approved, all in favor.**
- In subsection #3, end the sentence after the word “complete”, and striking “and discloses no apparent violation of provisions of the conflict of interest article of the Ethics Ordinance.” **Approved, all in favor.**
- In subsection #5, in the **bolded** language, first sentence, replace the word “distribute” with the words “made available”. **Approved, all in favor.**

The Commission approved the **bolded** language as amended, all in favor.

**MOTION:** Commissioner Linsenbigler moved to adopt a deadline of ten business days to complete review of disclosure submissions. **All in favor.**

Chairman Kete stated the Commission received an email right before the meeting concerning an ethics complaint/possible advisory opinion. Chairman Kete will draft a memo in regards to this matter and circulate.

**Item 4:**     **Schedule next Meeting.** The Commission will meet again on April 23, 2021.

**Item 5:**     **Comments by Commissioners and members of the public.** None

The meeting adjourned at 1:38 pm.

Submitted by:



Sharon L. Humm  
Town Clerk