

**MINUTES OF THE BALTIMORE COUNTY ETHICS COMMISSION**

**MEETING OF JUNE 5, 2018**

The meeting was called to order by the Chair at 4:40 p.m. at 400 Washington Avenue, Room 118, Towson, Maryland. Those present at the meeting were:

1. Jeffrey Forman, Esquire – Chairman
2. Lee Jacobson, Esquire – Commissioner
3. G. Darrell Russell – Commissioner
4. Elaine C. Katz, Esquire - Executive Director
5. Susan Dubin, Esquire – Assistant County Attorney
6. Michael E. Field, Esquire – Baltimore County Attorney / Guest

Commissioner J. Michael Lawlor was not in attendance.

The Chair called for the approval of the open session minutes for the meeting of May 1, 2018. Commissioner Jacobson moved to approve the minutes. Commissioner Russell seconded the motion. The open session minutes were approved with no additions or corrections.

The Chair called for the approval of the closed session minutes for the meeting of May 1, 2018. Commissioner Russell moved to approve. Commissioner Jacobson seconded the motion. The closed session minutes were approved with no additions or corrections.

The Chair called for the report of the Executive Director. The Commission was given an update on the 2017 financial disclosure forms. Approximately 200 forms were sent out. Forty six forms have not yet been filed. A second notice will be sent out in the next week.

The Commission was further advised of the new reporting requirements to the State for the Ethics Commission. These requirements involve reporting the number of meetings held, copies of agenda and minutes, show of attendance (in the minutes) and any other documents or information showing work performed (example: written opinions).

Advisory opinions 18-03 and 18-04 have been completed (see attached).

The Chair called for old business. In order to discuss the advisory opinion requests previously submitted and being investigated, as well as a new request, the Chair made a motion to go into closed session, pursuant to §7-1-104 of the County Ethics law and the State Open Meetings Act. Commissioner Russell seconded the motion. The meeting went into closed session at 4:45 p.m.

The meeting was re-opened at 5:15 p.m.

The Chair called for any Commission concerns/questions.

The next meeting is scheduled for August 7, 2018 at 4:30 p.m.

It was noted that because we have four commissioners now instead of five, attendance is essential so that we may have a quorum.

Commissioner Russell moved to adjourn the meeting. Commissioner Jacobson seconded the motion. The meeting adjourned at 5:20 p.m.

Respectfully submitted,

  
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Elaine C. Katz, Esquire  
Executive Director