



**COMMISSION MEMBERS:**  
CRAIG D. ROSWELL, *Chair*  
BONNIE A. KIRKLAND  
MARIELA OLIVARES  
JAMES N. ROBey, JR.  
GENEAU M. THAMES

## STATE ETHICS COMMISSION

45 CALVERT STREET, 3<sup>RD</sup> FLOOR  
ANNAPOLIS, MARYLAND 21401  
410-260-7770 / 1-877-669-6085  
FAX: 410-260-7746

JENNIFER K. ALLGAIR  
*Executive Director*  
WILLIAM J. COLQUHOUN  
*General Counsel*  
KATHERINE P. THOMPSON  
*Staff Counsel*  
ANA L. HENRY  
*Assistant General Counsel*  
PANSY S. WATSON  
*Assistant Counsel*

### MINUTES OF THE STATE ETHICS COMMISSION MEETING

April 4, 2024

Commission Members Present: Craig D. Roswell, Chair  
Bonnie A. Kirkland  
Mariela Olivares

Commission Members Absent: James N. Robey, Jr.  
Geneau M. Thames

Staff Members Present: Jennifer K. Allgair, Executive Director  
William J. Colquhoun, General Counsel  
Katherine P. Thompson, Staff Counsel  
Ana L. Henry, Assistant General Counsel  
Pansy S. Watson, Assistant Counsel  
Darlene Gavel, Office Manager  
Stephen Garrett, Paralegal  
Aida Canales, Paralegal  
Gwen Kubina, Intern

The meeting convened at 9:06 a.m. at 45 Calvert Street, 3rd Floor conference room. 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: Tentative Agenda

Discussion: The Commission reviewed the tentative agenda.

Decision: The tentative agenda was approved as adjusted.

#### ITEM 2: Minutes of the February 1, 2024, Meeting

Discussion: The draft minutes of the February 1, 2024, meeting were reviewed and discussed.

Decision: The draft minutes were approved.

ITEM 3: Financial Disclosure Additions and Deletions

Discussion: Ms. Allgair presented a listing of the proposed additions and deletions to the financial disclosure list recommended by State agencies and reviewed by Financial Disclosure Administrator, Young Smith and Executive Director, Jennifer Allgair. The recommendations covered the Department of Health, University of Maryland-Baltimore County, Attorney General's Office, State Highway Administration, Department of Housing & Community Development, Department of General Services, Garrett College, Howard Community College, Department of Natural Resources, Department of Juvenile Services, Prince George's Community College, Department of Education, Department of the Environment, University of Baltimore, Treasurer's Office, University of Maryland Global Campus, State Retirement Agency, College of Southern Maryland, Maryland Public Broadcasting Commission, Department of Information Technology, Maryland Transportation Authority, Public Service Commission, Teachers & State Employees Supplemental Retirement Plans, University of Maryland-Baltimore, Office of Social Equity, Department of Aging, Office of the Inspector General for Education, Maryland Clean Energy Center and the University of Maryland College Park.

Decision: The Commission approved Ms. Allgair's recommendations on financial disclosure position additions and deletions.

ITEM 4: Financial Disclosure Exemption Requests

Discussion: Ms. Allgair briefed the Commission on requests for exemption from the financial disclosure requirement from the Task Force on Preventing and Countering Elder Abuse, Stakeholder Workgroup to Advise on Current State of Cancer Screening in the State, Maryland Commission on Transportation Revenue and Infrastructure Needs and the Maryland Higher Education Commission Access to Mental Health Advisory Committee.

Decision: The Commission granted financial disclosure exemptions for the Task Force on Preventing and Countering Elder Abuse, Stakeholder Workgroup to Advise on Current State of Cancer Screening in the State, the Maryland Commission on Transportation Revenue and Infrastructure Needs and the Maryland Higher Education Commission Access to Mental Health Advisory Committee.

ITEM 5: Draft 2023 Annual Report

Discussion: There was a general discussion of the Commission's draft Annual Report.

Decision: The draft Annual Report was approved as amended.

ITEM 6: Local Government – St. Mary's County (24-0099)

Discussion: Ms. Watson briefed the Commission on the proposed amendments to the local ethics ordinance for St. Mary's County.

Decision: The Commission approved the proposed amendments.

ITEM 7: Local Government – Charles County (24-0176)

Discussion: Ms. Watson briefed the Commission on the proposed amendments to the local ethics ordinance for Charles County.

Decision: The Commission approved the proposed amendments.

ITEM 8: Local Government – Town of Thurmont (24-0096)

Discussion: Ms. Watson briefed the Commission on the proposed amendments to the local ethics ordinance for the Town of Thurmont.

Decision: The Commission approved the proposed amendments.

ITEM 9: Local Government – Town of Emmitsburg (24-0097)

Discussion: Ms. Watson briefed the Commission on the proposed amendments to the local ethics regulation for the Town of Emmitsburg.

Decision: The Commission approved the proposed amendments.

ITEM 10: Local Government – City of Glenarden (24-0108)

Discussion: Ms. Watson briefed the Commission on the proposed amendments to the local ethics ordinance for the City of Glenarden.

Decision: The Commission approved the proposed amendments.

ITEM 11: Local Government – Town of Berwyn Heights (24-0116)

Discussion: Ms. Watson briefed the Commission on the proposed amendments to the local ethics ordinance for the Town of Berwyn Heights.

Decision: The Commission approved the proposed amendments.

ITEM 12: Local Government – City of Seat Pleasant (24-0132)

Discussion: Ms. Watson briefed the Commission on the proposed amendments to the local ethics regulation for the City of Seat Pleasant.

Decision: The Commission approved the proposed amendments.

ITEM 13: Local Government – Town of Chestertown (24-0183)

Discussion: Ms. Watson briefed the Commission on the proposed amendments to the local ethics ordinance for the Town of Chestertown.

Decision: The Commission approved the proposed amendments.

ITEM 14: Local Government – Town of Ocean City (24-0201)

Discussion: Ms. Watson briefed the Commission on the proposed amendments to the local ethics regulation for the Town of Ocean City.

Decision: The Commission approved the proposed amendments.

ITEM 15: Local Government – St. Mary’s County Board of Education (24-0136)

Discussion: Ms. Watson briefed the Commission on the proposed amendments to the local ethics ordinance for the St. Mary’s County Board of Education.

Decision: The Commission approved the proposed amendments.

ITEM 16: Local Government – Frederick County Board of Education (23-0957)

Discussion: Ms. Watson briefed the Commission on the proposed amendments to the local ethics regulation for the Frederick County Board of Education.

Decision: The Commission approved the proposed amendments.

ITEM 17: Local Government – Caroline County Board of Education (24-0233)

Discussion: Ms. Watson briefed the Commission on the proposed amendments to the local ethics regulation for the Frederick County Board of Education.

Decision: The Commission approved the proposed amendments.

ITEM 18: Executive Director's Report – New State Ethics Commission Employee

Discussion: Ms. Allgair introduced Aida Canales to the Commission as the new Paralegal to help the General Counsel, Assistant General Counsel and Assistant Counsel.

ITEM 19: Executive Director's Report – Online Training System

Discussion: Ms. Allgair discussed updated the Commission on ongoing efforts to update the existing online training modules and the creation of a new module for executive elected officials.

ITEM 20: Executive Director's Report – Financial Disclosure Deadline

Discussion: Ms. Allgair briefed the Commission on the upcoming financial disclosure deadline and Commission staff activities related to the upcoming filing deadline.

A motion was made by Mr. Roswell and seconded by Ms. Kirkland to close the meeting to the public pursuant to §3-305(b)(13) of the Open Meetings Act to consider confidential advice matters and enforcement matters per §5-303 and §5-407 of the Public Ethics Law, and to receive the advice of counsel pursuant to §3-305(b)(7) of the Open Meetings Act. The Commission voted unanimously in favor of closing the meeting at 9:27 a.m.

ITEM 21: Informal Matter – Memo on Non-Participation Plans and Mitigation Agreements

Discussion: Mr. Colquhoun presented six non-participation agreements or mitigation agreements provided and approved by the staff. The matters included 23-0812, 24-0057, 24-0073, 24-0074, 24-0156 and 24-0199.

ITEM 22: Informal Matter – Maryland General Assembly (24-0038)

Discussion: Ms. Henry briefed the Commission on a secondary employment request regarding an employee in the Maryland General Assembly wanting to serve on a local union board.

Decision: The Commission granted an exception to allow this secondary employment.

ITEM 23: Informal Matter – Department of Health (24-0081)

Discussion: Mr. Colquhoun briefed the Commission on a secondary employment request regarding an employee in the Department of Health wanting to work as a recovery specialist for an entity that receives funding from the Department.

Decision: The Commission granted an exception to allow this secondary employment.

ITEM 24: Informal Matter – State Police (24-0092)

Discussion: Mr. Colquhoun briefed the Commission on a secondary employment and financial interest request regarding an employee in the State Police wanting to apply for a security license for his company that is regulated by State Police.

Decision: The Commission granted an exception to allow this secondary employment.

ITEM 25: Informal Matter – Anne Arundel County Sheriff's Office (24-0162)

Discussion: Mr. Colquhoun briefed the Commission on a secondary employment request regarding an individual in the Sheriff's Office wanting to open a business restoring automobiles.

Decision: The Commission approved this secondary employment.

ITEM 26: Informal Matter – Towson University (24-0101)

Discussion: Ms. Henry briefed the Commission on a secondary employment request regarding an employee at Towson University wanting to work as a consultant for an entity that does business with the University.

Decision: The Commission granted an exception to allow this secondary employment.

ITEM 27: Informal Matter – Department of Human Services (24-0123)

Discussion: Ms. Henry briefed the Commission on a secondary employment request regarding an employee in the Department of Human Services wanting to serve on a board of directors for a county fair.

Decision: The Commission granted an exception to allow this secondary employment.

ITEM 28: Informal Matter – Maryland Lottery and Gaming Control Agency (24-0135)

Discussion: Ms. Henry briefed the Commission on a secondary employment request regarding an employee in the Maryland Lottery and Gaming Control Agency who wants to serve on a county council in which the county receives proceeds from the local casino.

Decision: The Commission granted an exception to allow this secondary employment.

ITEM 29: Informal Matter – Department of Transportation (24-0142)

Discussion: Ms. Henry briefed the Commission on a secondary employment and financial interest request regarding an employee in the Department of Transportation whose advertising company is regulated by the Department.

Decision: The Commission granted an exception to allow this secondary employment.

ITEM 30: Informal Matter – Department of Health (24-0175)

Discussion: Ms. Henry briefed the Commission on a secondary employment request regarding an employee in the Department of Health wanting to work for an entity that does business with the Department.

Decision: The Commission granted an exception to allow this secondary employment.

ITEM 31: Informal Matter – Department of Transportation (24-0188)

Discussion: Ms. Henry briefed the Commission on a secondary employment request regarding an employee in the Department of Transportation working for an entity that contracts with the Department.

Decision: The Commission granted an exception to allow this secondary employment.

ITEM 32: Informal Matter – Department of Health (24-0190)

Discussion: Ms. Henry briefed the Commission on a secondary employment request regarding an employee in the Department of Health wanting to work with an entity that is licensed by the Department.

Decision: The Commission granted an exception to allow this secondary employment.

ITEM 33: Informal Matter – Department of Housing and Community Development (24-0208)

Discussion: Ms. Henry briefed the Commission on secondary employment request regarding an employee in the Department of Housing and Community Development who wants to serve on a board of directors of an organization that receives tax credits from the Department.

Discussion: The Commission granted an exception to allow this secondary employment.

ITEM 34: Informal Matter – Department of Human Services (24-0179)

Discussion: Ms. Henry briefed the Commission on a secondary employment request regarding an employee in the Department of Human Services serving on a board of a county boys and girls club.

Decision: The Commission granted an exception to allow this secondary employment.

ITEM 35: Informal Matter – Department of Labor (24-0217)

Discussion: Ms. Henry briefed the Commission on a secondary employment request regarding an employee in the Department of Labor wanting to serve on a county board of education.

Decision: The Commission granted an exception to allow this secondary employment.

ITEM 36: Informal Matter – Department of Human Services (24-0229)

Discussion: Ms. Henry briefed the Commission on a secondary employment request regarding an employee in the Department of Human Services wanting to work for an entity that is a vendor to the Department.

Decision: The Commission granted an exception to allow this secondary employment.

ITEM 37: Informal Matter - Department of Human Services (24-0230)

Discussion: Ms. Henry briefed the Commission on a secondary employment request regarding an employee in the Department of Human Services wanting to serve on the board of directors of a nonprofit that fundraises for an entity that does business with the Department.

Decision: The Commission approved this secondary employment.

ITEM 38: Informal Matter – Department of Transportation (24-0062 & 24-1053)

Discussion: Mr. Colquhoun briefed the Commission on a post-employment request regarding a former employee of the Department of Transportation who now works for a company that has several contracts with the Department.

Decision: The Commission approved the post-employment request in part.

ITEM 39: Informal Matter – Maryland-National Capital Park and Planning Commission (24-0133)

Discussion: Ms. Henry briefed the Commission on a post-employment request regarding a former employee of the Maryland-National Capital Park and Planning Commission

Decision: The Commission approved the post-employment request.

ITEM 40: Informal Matter – Office of the Governor (24-0242)

Discussion: Mr. Colquhoun briefed the Commission on a request as to the application of the Ethics Law on gifts and soliciting funds.

Decision: The Commission provided guidance and a letter will be sent consistent with the Commission's guidance.

ITEM 41: Informal Matter – Maryland Department of Transportation (24-0256)

Discussion: Ms. Allgair briefed the Commission on a request as to the application of the Ethics Law on gifts and soliciting funds and a summary of staff guidance provided to the agency.

Decision: The Commission approved the advice provided by staff.

ITEM 42: Proposed Policy Change

Discussion: Ms. Allgair briefed the Commission on a proposed policy change for reviewing financial disclosure exemption requests for State boards and commissions. This process would include the initial

review of whether a newly created board or commission is an executive unit and whether the new board can receive an exemption from the financial disclosure requirements at the same time. Financial disclosure exemptions may be considered for State boards that are purely advisory in nature. The Commission may also consider whether a State board has been established for a short duration under its enabling legislation when considering a financial disclosure exemption for a board. The exemption criteria are set forth in COMAR 19A.03.01.03.

Decision: The Commission agreed to this new policy change.

ITEM 43: 2024 Legislative Update

Discussion: Ms. Allgair and Ms. Thompson briefed the Commission on the status of legislation affecting the Public Ethics Law, discussed the expected impact of those bills if enacted, and obtained the Commission's guidance and advice of counsel on the approach to take on the bills. The bills include: HB434 – Persons Providing Lobbyist Compensation – Statement of Political Contributions – Exemption for Nonprofits, SB312 - Public Information Act – Personnel Records of Elected Officials and Joint Ethics Committee Records and HB878 - Public Officials – Public Disclosure of Personal Information.

ITEM 44: A-6-24

Discussion: Ms. Thompson briefed the Commission on this matter.

Decision: The matter will be placed on the Preliminary Inquiry Docket. (B-4-24)

ITEM 45: A-7-24

Discussion: Ms. Thompson briefed the Commission on this matter.

Decision: The matter will be placed on the Preliminary Inquiry Docket. (B-5-24)

ITEM 46: A-8-24

Discussion: Ms. Thompson briefed the Commission on this matter.

Decision: The matter will be closed.

ITEM 47: A-9-24

Discussion: Ms. Thompson briefed the Commission on this matter.

Decision: The matter will be closed.

ITEM 48: A-10-24

Discussion: Ms. Thompson briefed the Commission on this matter.

Decision: The matter will be remain on the Preliminary Consideration Docket.

ITEM 49: A-11-24

Discussion: Ms. Thompson briefed the Commission on this matter.



Decision: The matter will be placed on the Preliminary Inquiry Docket. (B-6-24)

ITEM 50: A-15-24

Discussion: Ms. Thompson briefed the Commission on this matter.

Decision: The matter will be placed on the Preliminary Inquiry Docket. (B-7-24)

ITEM 51: A-16-24

Discussion: Ms. Thompson briefed the Commission on this matter.

Decision: The Commission dismissed the complaint.

ITEM 52: B-4-23

Discussion: Ms. Thompson briefed the Commission on this matter.

Decision: The matter will be closed with a letter.

ITEM 53: B-11-23

Discussion: Ms. Thompson briefed the Commission on this matter.

Decision: The Commission accepted the Pre-Complaint Disposition Agreement.

ITEM 54: B-2-24

Discussion: Ms. Thompson briefed the Commission on this matter.

Decision: The matter will be closed with a letter.

ITEM 55: B-3-24

Discussion: Ms. Thompson briefed the Commission on this matter.

Decision: The matter will be closed with a letter and a Non-Participation Plan.

ITEM 56: A-51-23

Discussion: Ms. Thompson briefed the Commission on this matter.

Decision: A complaint will be issued in this matter. (C-3-24)

ITEM 57: A-12-24

Discussion: Ms. Thompson briefed the Commission on this matter.

Decision: The Commission accepted the Lobbyist Filing Agreement.

ITEM 58: A-2-24

Discussion: Ms. Thompson briefed the Commission on these matters.

Decision: A complaint will be issued in this matter. (C-5-24)

ITEM 59: A-13-24

Discussion: Ms. Thompson briefed the Commission on these matters.

Decision: The Commission authorized complaints in these matters.

(Ms. Thompson, Ms. Allgair, Ms. Watson, and Mr. Garrett participated in the briefings to the Commission, but did not participate in the decisions regarding Items 44 through 59.)

The meeting was adjourned at 12:10 p.m.