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KAREN D. MORGAN  
MARIELA OLIVARES  
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## STATE ETHICS COMMISSION

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*Assistant General Counsel*  
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*Assistant Counsel*

### MINUTES OF THE STATE ETHICS COMMISSION MEETING

January 16, 2025

Commission Members Present: Craig D. Roswell, Chair  
Karen D. Morgan  
Mariela Olivares  
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  
Stephen Garrett, Paralegal  
Maura Pizzi, Paralegal  
Aida Canales, Paralegal

The meeting convened at 9:05 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 November 14, 2024, Meeting

Discussion: The draft minutes of the November 14, 2024, meeting was 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, College of Southern Maryland, Military Department, University of Maryland Baltimore County, Frostburg State University, University System of Maryland, Department of Natural Resources, University of Maryland Baltimore, Department of Information Technology, Department of Service and Civic Innovation, Anne Arundel Community College, Maryland Aviation Administration, Chesapeake College, Attorney General's Office, State Retirement Agency, University of Baltimore, Maryland Clean Energy Center, Maryland Port Administration, Maryland Vehicle Administration, State Lottery & Gaming Control Agency, Maryland Transit Administration, Treasurer's Office, Department of Commerce, Department of Transportation, Department of Aging, Governor's Office of Crime Prevention and Policy, Maryland Transportation Authority, Department of Housing & Community Development, Maryland Community Investment Corporation, Maryland Energy Administration, Office of Social Equity and the Public Service Commission.

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

### ITEM 4: Executive Director's Report – Training Update

Discussion: Ms. Allgair briefed the Commission on the status of the training module update project with Maryland Public Television.

### ITEM 5: Executive Director's Report – Staff Activities

Discussion: Ms. Allgair briefed the Commission on the Commission staff's activities since the November 2024 meeting related to preparations for the 2024 financial disclosure statement filings and an increase in the volume of advice requests over the last several months.

### ITEM 6: Local Government – Wicomico County (24-0967)

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

Decision: The Commission approved the proposed amendments.

### ITEM 7: Local Government – Kent County (24-1027)

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

Decision: The Commission approved the proposed amendments.

### ITEM 8: Local Government – Cecil County Board of Education (24-0966)

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

Decision: The Commission approved the proposed amendments.

A motion was made by Mr. Roswell and seconded by Ms. Thames 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 9:25 a.m.

ITEM 9: Informal Matter – Memo on Non-Participation Plans and Mitigation Agreements

Discussion: Mr. Colquhoun presented seven non-participation agreements or mitigation agreements provided and approved of by the staff. The matters included 24-0907, 24-0908, 24-0926, 24-0945, 24-0948, 24-0949 and 24-0991.

ITEM 10: Informal Matter – Department of Transportation (24-0989)

Discussion: Mr. Colquhoun briefed the Commission on a participation exception request regarding an employee in the Department of Transportation requesting to participate in matters involving an engineering firm that employs a relative.

Decision: The Commission approved the request for a participation exception.

ITEM 11: Informal Matter – Office of the Attorney General (24-0965)

Discussion: Mr. Colquhoun briefed the Commission on a participation matter regarding an individual in the Office of the Attorney General participating in litigation potentially involving their spouse's employer.

Decision: The Commission determined no action is required.

ITEM 12: Informal Matter – Department of Health (24-0911)

Discussion: Mr. Colquhoun briefed the Commission on a secondary employment request regarding an employee in the Department of Health working at an entity that has a business relationship with the Department.

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

ITEM 13: Informal Matter – Department of Health (24-0915)

Discussion: Mr. Colquhoun briefed the Commission on a secondary employment request regarding an employee in the Department of Health working at an entity that is regulated by and has a business relationship with the Department.

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

ITEM 14: Informal Matter – Department of Human Services (24-0926)

Discussion: Ms. Henry briefed the Commission on a secondary employment and financial interest request regarding an employee in the Department of Human Services working at an entity that has a financial and business relationship with the Department.

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

ITEM 15: Informal Matter – Department of Health (24-0953)

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

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

ITEM 16: Informal Matter – Department of Health (24-0958)

Discussion: Ms. Henry briefed the Commission on a secondary employment request regarding an employee in the Department of Health working at an entity that has a regulatory relationship with the Department.

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

ITEM 17: Informal Matter – Department of Health (24-0960)

Discussion: Mr. Colquhoun briefed the Commission on a secondary employment request regarding an employee in the Department of Health working at an entity that has a regulatory relationship with the Department.

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

ITEM 18: Informal Matter – Department of Health (24-0961)

Discussion: Mr. Colquhoun briefed the Commission on a secondary employment request regarding an employee in the Department of Health working at an entity that has a regulatory relationship with the Department.

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

ITEM 19: Informal Matter – Department of Health (24-0962)

Decision: Mr. Colquhoun briefed the Commission on a secondary employment request regarding an employee in the Department of Health working at an entity that has a regulatory relationship with the Department.

Decision: The Commission approved staff recommendations.

ITEM 20: Informal Matter – University of Maryland Global Campus (24-0963)

Discussion: Mr. Colquhoun briefed the Commission on a secondary employment request regarding an employee at the University of Maryland Global Campus serving as a board member with an entity that has a contract with the University.

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

ITEM 21: Informal Matter – Department of Health (24-0970)

Discussion: Mr. Colquhoun briefed the Commission on a secondary employment and financial interest request regarding an employee in the Department of Health having a private practice that is regulated by the Department.

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

ITEM 22: Informal Matter – Department of Health (24-0974)

Discussion: Ms. Henry briefed the Commission on a secondary employment request regarding an employee in the Department of Health working at an entity that is regulated by and has a business relationship with the Department.

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

ITEM 23: Informal Matter – Department of Health (24-0979)

Discussion: Ms. Henry briefed the Commission on a secondary employment request regarding an employee in the Department of Health working at an entity that is regulated by and has a business relationship with the Department.

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

ITEM 24: Informal Matter – Department of Health (24-1000)

Discussion: Ms. Henry briefed the Commission on a secondary employment request regarding an employee in the Department of Health working at an entity that is regulated by and has a business relationship with the Department.

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

ITEM 25: Informal Matter – Department of Transportation (24-1008)

Discussion: Ms. Watson briefed the Commission on a secondary employment request regarding an employee in the Department of Transportation wanting to continue serving as a councilman for a town that does business with the Department.

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

ITEM 26: Informal Matter – Department of Health (24-1009)

Discussion: Ms. Watson briefed the Commission on a secondary employment request regarding an employee in the Department of Health working at an entity that is regulated by and has a business relationship with the Department.

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

ITEM 27: Informal Matter – Department of Health (24-1014)

Discussion: Ms. Watson briefed the Commission on a secondary employment request regarding an employee in the Department of Health working at an entity that is regulated by and has a business relationship with the Department.

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

ITEM 28: Informal Matter – Department of Health (24-1015)

Discussion: Ms. Watson briefed the Commission on a secondary employment request regarding an employee in the Department of Health working at an entity that is regulated by and has a business relationship with the Department.

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

ITEM 29: Informal Matter – Department of Health (24-1017)

Discussion: Ms. Watson briefed the Commission on a secondary employment request regarding an employee in the Department of Health working at an entity that is regulated by the Department.

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

ITEM 30: Informal Matter – Department of Health (24-1019)

Discussion: Ms. Watson briefed the Commission on a secondary employment request regarding an employee in the Department of Health working at an entity that is regulated by and has a business relationship with the Department.

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

ITEM 31: Informal Matter – Department of Human Services (24-0897)

Discussion: Ms. Henry briefed the Commission on a secondary employment request regarding an employee in the Department of Human Services working at an entity that accepts benefits administered by the Department.

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

ITEM 32: Informal Matter – Department of Human Services (24-0929)

Discussion: Ms. Henry briefed the Commission on a secondary employment request regarding an employee in the Department of Human Services working at an entity that accepts benefits administered by the Department.

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

ITEM 33: Informal Matter – Department of Health (24-0973)

Discussion: Ms. Henry briefed the Commission on a secondary employment request regarding an employee in the Department of Health working at an entity that is regulated by the Department.

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

ITEM 34: Informal Matter – Department of Health (24-1012)

Discussion: Ms. Henry briefed the Commission on a secondary employment request regarding an employee in the Department of Health working at an entity that is regulated by the Department.

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

ITEM 35: Informal Matter – Department of Health (24-1020)

Discussion: Ms. Henry briefed the Commission on a secondary employment request regarding an employee in the Department of Health working with an entity that has a business relationship with the Department.

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

ITEM 36: Informal Matter – Department of Health (25-0006)

Discussion: Mr. Colquhoun briefed the Commission on a secondary employment request regarding an employee in the Department of Health working at an entity that is regulated by the Department.

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

ITEM 37: Informal Matter – Department of Health (25-0010)

Discussion: Ms. Henry briefed the Commission on an attributable financial interest request regarding an employee in the Department of Health, whose spouse owned an entity regulated by the Department.

Decision: The Commission granted an exception to allow this attributable financial interest.

ITEM 38: Legislative Summary of Pending Legislation and Advice of Counsel

Discussion: Ms. Allgair provided updates and provided guidance on proposed legislation which includes SB 185/HB166 - Maryland Public Ethics Law - State Officials of and Candidates to be State Officials of the Judicial Branch - Conflicts of Interest and Financial Disclosure Statements, SB 251/ HB 230 - Maryland Public Ethics Law - Training and Financial Disclosure Requirements – Revisions, SB 109 - Maryland Public Ethics Law - School Boards - Compliance Certification, and SB 145 - Public Information Act - Personnel Records of Elected Officials and Joint Ethics Committee Records.

ITEM 39: A-53-24

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

Decision: The matter will be further reviewed at a later meeting.

ITEM 40: A-54-24

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

Decision: The matter will be placed on the Preliminary Inquiry Docket. (B-1-25)

ITEM 41: A-57-24

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

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

ITEM 42: A-1-25

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

Decision: The matter will be closed.

ITEM 43: A-4-25

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

Decision: The matter will be placed on the Preliminary Inquiry Docket. (B-2-25)

ITEM 44: B-6-24

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

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

ITEM 45: B-12-24

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

Decision: The matter will be closed.

ITEM 46: A-52-24

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

Decision: The Commission declined to issue the complaint.

ITEM 47: A-55-24

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

Decision: The Commission accepted the Lobbyist Filing Agreement.

ITEM 48: A-56-24

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

Decision: The Commission accepted the Lobbyist Filing Agreement.

ITEM 49: A-2-25

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



Decision: The Commission authorized complaints in these matters.

ITEM 50: A-3-25

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

Decision: The Commission authorized complaints in these matters.

(Ms. Thompson, Ms. Allgair, Ms. Watson, Mr. Garrett and Ms. Pizzi participated in the briefings to the Commission, but did not participate in the decisions regarding Items 39 through 50.)

The meeting was adjourned at 11:28 a.m.