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KAREN D. MORGAN  
MARIELA OLIVARES  
JAMES N. ROBESY, JR.  
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## STATE ETHICS COMMISSION

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*Assistant General Counsel*  
PANSY S. WATSON  
*Assistant Counsel*

### MINUTES OF THE STATE ETHICS COMMISSION MEETING

**November 13, 2025**

Commission Members Present: Craig D. Roswell, Chair  
Mariela Olivares  
James N. Robey, Jr.  
Geneau M. Thames

Commission Member Absent: Karen D. Morgan

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  
Aida Canales, Paralegal  
Stephen Garrett, Paralegal  
Darlene Gavel, Office Manager

The meeting convened at 9:02 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 September 11, 2025, Meeting

Discussion: The draft minutes of September 11, 2025, meeting were reviewed and discussed.

Decision: The draft minutes were approved.

ITEM 3: Executive Director's Report – Update on New Training Modules

Discussion: Ms. Allgair briefed the Commission on the status of the training modules being developed by Maryland Public Television.

ITEM 4: Executive Director's Report – Financial Disclosure Program

Discussion: Ms. Allgair briefed the Commission on Financial Disclosure Coordinator training provided in October. Financial disclosure filer listings are being sent to agencies to update prior to the new filing year.

ITEM 5: Executive Director's Report – Lobbying

Discussion: Ms. Allgair briefed the Commission on the start of the new lobbying year beginning November 1, 2025. It appears the time-out issues we have had in the past have been resolved.

ITEM 6: Proposed Amendments to the Commission's Regulations

Discussion: Ms. Allgair briefed the Commission on the proposed amendments to the Commission's regulations that are currently in the AELR Committee to get approval in December which include: 19A.03.01.03 – Exemptions for Financial Disclosure Required by Members of Boards and Commissions; 19A.03.01.04 – Financial Disclosure Requirements for Members of Boards and Commissions; 19A. 04.03.03 - Local Government Review Procedures – Exemptions and Modifications; Subtitle 04 – Appendix A and B – Model Local Government Ethics Laws; 19A.05.03.01 – Board of Education Review Procedures; and Subtitle 05 – Appendix A and B – Model Board of Education Ethics Regulations. The draft is currently in the AELR Committee for approval in December. Also discussed were the proposed amendments to the Commission's regulations: 19A.06.01.02 – Blind Trusts – Applicability and Definitions, 19A.06.02 – Blind Trusts – Criteria for Certification; and 19A.06.03 – Blind Trusts – Procedural Requirements.

Decision: The Commission directed staff to continue work and present proposed amendments to the blind trust regulations at the January meeting.

ITEM 7: Local Government – Prince George's County (25-1066)

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

Decision: The Commission approved the proposed amendments.

ITEM 8: Local Government – Town of Boonsboro (25-0885)

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

Decision: The Commission approved the proposed amendments.

ITEM 9: Local Government – Town of Princess Anne (25-0887)

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

Decision: The Commission approved the proposed amendments.

ITEM 10: Local Government – City of New Carrollton (25-0903)

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

Decision: The Commission approved the proposed amendments.

ITEM 11: Local Government – Town of Centreville (25-1006)

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

Decision: The Commission approved the proposed amendments.

ITEM 12: Local Government – Town of Smithsburg (25-1074)

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

Decision: The Commission approved the proposed amendments.

ITEM 13: Local Government – Town of Williamsport (25-1075)

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

Decision: The Commission approved the proposed amendments.

A motion was made by Ms. Thames and seconded by Ms. Olivares 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 9:11 a.m.

ITEM 14: Informal Matter – Memo on Non-Participation Plans and Mitigation Agreements

Discussion: Mr. Colquhoun presented five non-participation agreements or mitigation agreements provided and approved of by the staff. The matters included 25-0868, 25-0907, 25-0925, 25-1017 and 25-1035.

ITEM 15: Informal Matter – Montgomery College (25-0919)

Discussion: Ms. Henry briefed the Commission on a secondary employment request regarding an employee at Montgomery College holding elected office with a local government body.

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

ITEM 16: Informal Matters – Department of Public Safety & Correctional Services (25-0926)

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

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

ITEM 17: Informal Matter – Department of Human Services

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 has a business relationship with the Department.

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

ITEM 18: Informal Matter – Secondary Employment Requests

Discussion: Mr. Colquhoun briefed the Commission on secondary employment requests regarding employees in the Department of Health working at an entity that is regulated by the Department or has a business relationship with the Department. The matters included: 25-0873, 25-0875, 25-0894, 25-0916, 25-0933, 25-0940, 25-0942, 25-0948, 25-0953, 25-0982, 25-0983, 25-0986, 25-1005, 25-1010, 25-1023, 25-1033, 25-1034, 25-1049, 25-1052, 25-1081, 25-1084 and 25-1088.

Decision: The Commission granted exceptions to allow secondary employment for all matters.

ITEM 19: Informal Matter – Department of Human Services (25-0932)

Discussion: Mr. Colquhoun briefed the Commission on a secondary employment request regarding an employee in the Department of Human Services working as a clerk at an entity that accepts benefits from a program administered by the Department.

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

ITEM 20: Informal Matter – Department of Human Services (25-1016)

Discussion: Mr. Colquhoun briefed the Commission on a secondary employment request regarding an employee in the Department of Human Services working as a cashier at an entity that accepts benefits from a program administered by the Department.

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

ITEM 21: Informal Matter – Department of Human Services (25-1077)

Discussion: Mr. Colquhoun briefed the Commission on a secondary employment request regarding an employee in the Department of Human Services working as a cashier at an entity that accepts benefits from a program administered by the Department.

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

ITEM 22: Informal Matters – Department of Health (25-1103)

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 23: Informal Matter – Department of Health (25-1104)

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 24: Informal Matter – Towson University (25-1112)

Discussion: Mr. Colquhoun briefed the Commission on a secondary employment request regarding an employee at Towson University working at an entity that contracts with the University.

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

ITEM 25: Informal Matter – Prince George’s County Zoning

Discussion: Mr. Colquhoun briefed the Commission on the status of this matter.

ITEM 26: 2026 Proposed Departmental Legislation

Discussion: Ms. Allgair briefed the Commission on a language update to the Commission’s proposed departmental bill.

ITEM 27: Joint Chairman’s Report

Discussion: Ms. Allgair briefed the Commission on the updated preliminary draft for the Commission’s status report on local government information requested in the 2025 Joint Chairman’s Report. The report will be filed this week.

ITEM 28: A-47-25

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

Decision: This matter will be placed on the Preliminary Inquiry Docket. (B-22-25, B-23-25)

ITEM 29: A-54-25

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

Decision: This matter will be closed with a letter.

ITEM 30: A-55-25

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

Decision: This matter will be placed on the Preliminary Inquiry Docket. (B-24-25)

ITEM 31: A-56-25

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

Decision: A complaint will be issued in part of this matter, and the other part will be placed on the Preliminary Inquiry Docket. (C-12-25 and B-25-25)

ITEM 32: A-57-25

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

Decision: This matter will be closed.

ITEM 33: A-58-25

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

Decision: This matter will be placed on the Preliminary Inquiry Docket. (B-26-25)

ITEM 34: A-59-25

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

Decision: The Commission declined to issue a complaint but will place this matter on the Preliminary Inquiry Docket. (B-27-25)

ITEM 35: B-8-24

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

Decision: This matter will be closed with a letter.

ITEM 36: B-11-24

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

Decision: A complaint will be issued in this matter. (C-8-25)

ITEM 37: B-13-24

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

Decision: The Commission accepted the Pre-Complaint Disposition Agreement and the matter will be closed.

ITEM 38: B-6-25

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

Decision: This matter will be closed.

ITEM 39: B-7-25

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

Decision: This matter will be closed with a letter.

ITEM 40: B-17-25

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

Decision: The Commission authorized letters and closed this matter.

ITEM 41: B-19-25

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

Decision: This matter will be closed with a letter.

ITEM 42: B-20-25

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

Decision: This matter will be closed with a letter.

ITEM 43: C-6-25

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

Decision: The Commission accepted the Stipulation of Settlement Agreement as a cure to the complaint and the matter will be closed.

ITEM 44: A-62-25

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

Decision: A complaint will be issued in this matter. (C-13-25)

ITEM 45: B-18-25

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

Decision: This matter will be closed with a letter.

ITEM 46: A-52-25

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

Decision: Complaints will be issued in these matters. (C-8-25, C-9-25, C-10-25 and C-11-25)

ITEM 47: A-60-25

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

Decision: The Commission authorized complaints in these matters.

ITEM 48: A-61-25

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

Decision: The Commission authorized complaints in these matters.

ITEM 49: C-35-19

Discussion: Mr. Colquhoun briefed the Commission on this matter.

Decision: This matter will be closed with a letter.

(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 28 through 49.)

The meeting was adjourned at 11:15 a.m.