

CITY OF SALISBURY
ETHICS COMMISSION MEETING
JUNE 14, 2016

Ethics Commission Members Present

Dr. Francis Kane, Chairperson
City Administrator, Tom Stevenson

Cindy Pilchard
Maureen McNeill

Absent Members from Meeting

Rabbi Arnold L. Bienstock

Reverend Thomas Tucker

In Attendance

City Attorney Mark Tilghman, City Clerk Kimberly Nichols, Office Administrative Associate Michelle Odom

The Ethics Commission met at 11:00 a.m. in Conference Room #306 of the GOB

Dr. Kane reviewed the last minutes and made a motion to have them approved Cindy Pilchard seconded, and the minutes were approved.

Dr. Kane reviewed the history of the outstanding delinquent financial disclosure forms with the commission. After some discussion a follow up letter will be mailed, Dr. Kane will consult with Tom Stevenson before sending the letter.

New Business:

1. Financial Disclosure Forms Reviewed by the Ethics Commission members. Kim Nichols presented the (6) financial disclosure forms for the elected officials. Kim noted that the elected/non-elected column was added to make it easier to complete the forms. Some discussion was made regarding the complication of the forms. The original form came from the State of Maryland which Mark Tilghman used for the disclosure packets. Tom Stevenson will contact Jim Peek MML if they are using any form that may be more user friendly for our disclosure packets. Mark Tilghman was aware that some smaller cities can "opt out" because it causes hardship between the residents. Salisbury does not qualify to be a small city. While reviewing the disclosure forms Dr. Kane noticed on Jim Ireton's form that a box on the form was not checked yes or no. After some brief discussion the Commission agreed to make a note on the form and Kim Nichols would speak to him to clarify.

Dr. Kane reminded the commission that unless a complaint is received, the commission agrees to meet twice a year. Thankfully this past year has resulted in no extra meetings, which is a great compliment to our City.

2. City of Salisbury Website. Cindy Pilchard opened up the discussion on how a link to a page giving frequently asked questions, and other miscellaneous information would be helpful in educating people in the process of keeping an ethical standard. Tom Stevenson told the

commission the website was in the process of being updated and would pass this information to the department.

3. Rabbi Bienstock contacted the office to let the commission know that he cannot attend the commission meetings on Tuesdays. After some discussion everyone agreed that we will try and schedule the next meeting on a Monday.
4. Mark Tilghman also confirmed that the Law Department has never directed the Commission. (Please find an updated copy of the Ethics Commission Rules of Procedure for review at the next meeting).

Next Meeting Business:

Please read through the Ethics Commission Rules of Procedure and some samples of Financial Disclosure Forms to discuss at our next meeting. These forms are attached to this document. Our next meeting will be Monday, November 7th 2016 at 11:00 am at the Government Office Building, 3rd floor, Room 306.

Meeting adjourned at 11:44 am.

Have a wonderful summer!

Respectfully submitted,

Michelle L. Odom
Office Administrative Associate