

CITY OF SALISBURY
ETHICS COMMISSION MEETING
NOVEMBER 29, 2017

Ethics Commission Members Present

Dr. Francis Kane, Chairperson
Reverend Thomas Tucker
Neill Carey

Absent Members from Meeting

Cindy Pilchard
City Administrator, Julia Glanz

In Attendance

Attorney Mark Tilghman (not needed entire time)
Office Administrative Associate, Sarah Robins

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

- Dr. Kane welcomed new member Neill Carey. Due to Maureen McNeill moving out of town and therefore resigning, Ethics Commission is in need of a new member.
- Dr. Kane requested Reverend Thomas Tucker to be Vice Chair and he accepted the position.
- Dr. Kane requested to suspend the second meeting of the year according to the bylaws and everyone agreed to only meet once for year 2017. A request was made to change the verbiage on the website to read 'two meetings yearly' instead of 'meeting as needed.'
- COS website should include the two Ethics Complaint forms for citizens to easily find. Also, Dr. Kane drafted verbiage to include in a brochure in a Q&A form for citizens to better understand the role of the ethics commission.
- Mark Tilghman is taking care of the letter to Bruce Williams.
- The financial disclosure statements were reviewed and there were not any findings that require attention according to these requirements:
 1. Form must be completed.
 2. Any inconsistencies should be flagged.
 3. Check that any gifts received over \$20.00 must be verified who they were from and what the gift was for. Make sure there is no conflict of interest in gift giving.
- Upon review of the financial disclosure forms, all members suggested the following changes to be made to the form regarding primary residence in order to clarify specifics about form requirements:
 - (1) A. I held interests during reporting period in real property located in or outside Maryland excluding my primary residence.
 - (2) On the front section add a line for Primary Residence before Email Address

- Sarah Robins questioned if there should be notice given to those who are seeking appointment to a board to make them aware of the yearly financial disclosure form required by Maryland State Law. Do they need to know before they're appointed to the commission that this is required by law and is therefore part of their appointment requirements along with the letter and resume?
- There are (10) delinquent financial disclosure forms as of today's date. Should the same letter be sent to remind those individuals again who are non-compliant and must fill out the form?
- Follow- Up: Dr. Kane will speak with Kim Nichols and Mark Tilghman to see if all of the suggested changes can be made to the form or if they should be clarified in a letter outlining them for all board members in every committee. Also, see if there is a need for a letter or some other statement stating that the financial disclosure form is part of their appointment requirements to stay an active member.

The next meeting will be to go over any delinquent financial disclosure statements or those that have inconsistencies and also discuss changes to the financial disclosure form per Kim Nichols, Mark Tilghman, Julia Glanz and Mayor Day suggestions.

Meeting adjourned at 2:38 pm.

/SR