

City of Salisbury
ETHICS COMMISSION MEETING
November 14, 2018

Commission Members Present

Dr. Francis Kane, Chairperson
Dr. Neill Carey
Cindy Pilchard

Commission Members Absent

Rev. Thomas E. Tucker, Vice Chairperson

In Attendance

Mark Tilghman, City Attorney
Kimberly Nichols, City Clerk
Laura Baasland, Mayor's Office Administrative Associate

The Ethics Commission met at 10:00 a.m. in Conference Room #306 of the GOB

The Ethics Commission meeting was called to order at 10:05 a.m.

Ordinance No. 2504

Mr. Tilghman discussed Ordinance No. 2504 that mandated internet access to Financial Disclosure statements, and said all things mandated have made their way into the Ordinance. Mr. Tilghman addressed that while the Financial Disclosure forms must be made available to the public via the internet, sensitive and identifying personal information, such as home addresses, needs to be kept private. Mr. Tilghman also discussed the mandated versus optional changes.

Financial Disclosure Form

Mrs. Nichols printed the Financial Disclosure form with mark-ups and provided a copy to all those present. Mr. Tilghman and the rest of the Commission discussed changes to the form made by Mr. Tilghman's paralegal on pages 2, 11, and 13. The Commission discussed page 11 of the form, specifically revolving loan. The Commission decided not to list Financial Disclosure forms online because it is not mandated, Dr. Kane noted that there have not been any requests for an ethics investigation in years.

Privacy of Sensitive, Identifying Information

The Commission may not provide public access to a person's home address, this information should be redacted from the Financial Disclosure form before it is shared. Under the Public Information Act the Commission is also not disclosing social security numbers and other such sensitive, identifying material. Mr. Tilghman again reminded Mrs. Nichols that if anyone wishes to view Financial Disclosure forms, home addresses and personal information must be redacted. Mr. Tilghman said that as a matter of policy, we do not need to disclose email address (or phone numbers). It was identified that the address on page 3 under the heading "Real Property" should also be redacted in the event anyone requests to see the form. Mr. Tilghman pointed out that page 13 has addresses of spouses that must be redacted. Mrs. Nichols said she'll make a

key/addendum to review for employees to know what needs to be redacted if someone asks to see the form. The Commission mused how to handle the addresses of candidates for public office since that information is typically public.

Files

It was discussed that all files are kept on paper, not electronically. The Commission discussed the possibility of scanning all paper files and keeping electronic files. It was noted that electronic files are preferred.

Further Changes to Financial Disclosure Form

Mr. Tilghman suggested that all personal information appear on a single page that could easily be removed rather than having to go through the entire form to black out and redact personal information. Mrs. Nichols offered to draft something up and send it to all Commission members. Dr. Carey made a motion to approve documents as amended with additional change of moving all addresses and personal identifying information to a single page for easy redaction, motion was seconded by Mrs. Pilchard, the motion carried. Dr. Carey clarified that all quasi-judicial committees, commissions, and boards must fill out the Financial Disclosure form in 2019.

Next Commission Meeting

Mrs. Pilchard asked if the Ethics Commission would need to meet again to approve the new draft or if consensus could be achieved through email, Mr. Tilghman said he'd like to meet again. The Commission discussed potential next meeting times to review draft changes, and settled on Thursday, November 29, 2018 at 10 a.m.

The Ethics Commission meeting was adjourned at 10:45 a.m.

Minutes Recorded By:



Laura Baasland, Mayor's Office Administrative Associate



Date Approved