

**Ethics Committee Meeting**  
**February 6, 2023**  
**Via Zoom**

**In Attendance:**

**Committee members:** Marc Efron, Lorie Mitchell

**Council members:** Susan Fattig (Council liaison), Katie Howard

**Village Manager:** Michael Silliman

7:00 pm. – A quorum was established and the meeting was called to order.

**First-order of business** – Upon a motion by Marc, which was seconded by Lorie, the Committee voted 2-0 to approve the December 5th meeting minutes.

**Second-order of business-** The Committee discussed an updated version of the COI questionnaire edited by the Village attorney, Ron Bolt. Marc noted that Ron’s change to question 8 was minor and made a motion to approve the revised form. Lorie seconded the motion. The Committee voted 2-0 to recommend the updated questionnaire to the Council.

**Third-order of business** - The Committee reviewed a proposed resolution to remove the notarization requirement on all Village Oaths of Office documents, with the exception of Council members, which Maryland law requires to be notarized. Marc confirmed that the new oaths would require a witness. The Committee agreed that eliminating the notary requirement would streamline the process by allowing the forms to be submitted electronically. Marc motioned to recommend the resolution to the Council, which Lorie seconded. The motion was approved 2-0. Lorie agreed to present the resolution, which will include the updated COI questionnaire, to the Council at their February 9th meeting.

**Fourth-order of business-** The Committee discussed modifying its Review Process SOP regarding the reporting of Conflicts of Interest as identified on the COI questionnaire. Previously, the Committee had agreed to report all disclosed conflicts to the Village Council. To better preserve individual privacy, the Committee voted 2-0 to report all conflicts to the Council chair, rather than the full Council. Marc made the initial motion, which Lorie seconded.

**New business/additional Committee discussion-** The Committee discussed the scheduling of future meetings and decided that meetings would be held less frequently, which aligns with the practices of other local ethics bodies. Lorie commented that such a change in scheduling could be appealing to a broader pool of future volunteers. Going forward, the Committee will work administratively via email and schedule meetings as required by the Maryland Open Meetings Act.

Marc made a motion to adjourn, which Lorie seconded, and the meeting was adjourned at 7:24 pm.