



City of Rockville Ethics Commission

Minutes

Black-Eyed Susan Conference Room

Meeting No. 20-1

Monday, January 6, 2020 at 6:30 PM

Commissioners Present: Eugene Thirolf, Janice Frankle, Kris Dighe, Kevin Jenkins

City Staff : Marlaine White

- I. Convene
- II. Approval of Agenda
Commissioner Jenkins moved that the agenda be approved. The motion was seconded by Commissioner Frankle and passed unanimously (4-0).
- III. Approval of Minutes
Minutes from December 19, 2019 - Commissioner Dighe moved that the minutes from the December 19, 2019 meeting be approved. The motion was seconded by Commissioner Jenkins and passed (4-0).
- IV. Old/New Business
 - Future Meeting Dates: March 18, 2020; April 22, 2020
 - Update and Discussion of Presentation to Mayor and Council: Chair Thirolf discussed the plan for the Commission's presentation to Mayor and Council at the Mayor and Council meeting following the Ethics Commission meeting. Chair Thirolf stated that he will introduce the members of the Commission. He will then briefly discuss the purpose and policy behind the Commission, the Ordinance, and amendments to the Ordinance. He will then cover the highlights of the proposed amendments to the Ordinance. He asked that the Commissioners feel free to join the discussion with Mayor and Council at any time during the presentation and feel free to assist him in answering any questions from Mayor and Council. Commissioner Frankle pointed out a typo to be changed in Section 16-46 and that Section 16-26 need to be changed to gender-neutral.
- V. Update and Discussion on Ethics Training for Boards and Commissions:
The Commission discussed upcoming Ethics training to the City's Boards and Commissions. Staff had provided the Commission electronic copies of the latest set of the Ethics training slide presentation from John Brown in HR. The Commission reaffirmed that the most efficient way to accomplish Ethics training of the Boards and Commissions is to email the Ethics training slide presentation to all Board and Commission members, and have the Chair of each Board and

Commission certify that each member has completed review of the Ethics training slide presentation. Chair Thirolf will draft an email letter to be sent to the Board and Commission Chairs and the respective Staff Liaisons. The draft letter will be reviewed and finalized by the Commission at the February 2020 meeting. The email letter will describe the process and the Chairs' responsibility for ensuring member review of the training packet and will indicate that the Commission can provide in-person training to a Board or Commission upon request. Chair Thirolf asked that Staff email him a reminder to have the draft email letter prepared for the Commission's February 2020 meeting.

VI. Adjournment

A motion to adjourn the meeting was made by Commissioner Dighe. The motion was seconded by Commissioner Jenkins and passed unanimously (4-0).