



City of Rockville Ethics Commission

MINUTES

Meeting No. 23-1

February 8, 2023

6:30 p.m.

Virtual Meeting – Webex

Attendance:

Eugene Thirolf, Kevin Gash, Kevin Jenkins, Karyne Akhtar, Janice Frankle, Kris Dighe

City Staff: Ashley McFarland

- I. Convene
 - a. The meeting convened at 6:33 pm

- II. Approval of Agenda
 - a. Commissioner Jenkins moved that the agenda be approved. Commissioner Frankle seconded the motion. The motion was passed unanimously (6-0).

- III. Approval of Minutes February 8, 2023 meeting
 - a. Commissioner Dighe moved that the minutes be approved with amendments. Commissioner Frankle seconded the motion. The motion was passed unanimously (6-0).

- IV. Old/New Business
 - a. Future Meeting Dates: **As needed per the Staff Liaison.**
 - b. Financial Disclosure Cycle
 - **Review Google doc**
 - The Commission reviewed the google document version of the financial disclosure forms. It was agreed that Staff Liaison McFarland would alter last year's letter and remove the docuSign form and add the google doc. Individuals would still be able to use the PDF version of the form. The

letter would also be amended to direct individuals to Staff Liaison McFarland if they had difficulty with the forms.

- **Timeline**
 - Financial disclosure forms will be due in April.
 - Staff Liaison McFarland will send out two-month and one-month notices to all required to complete the form
- **Staff Liaison McFarland will report on the status of the filings in April**

c. Updates from November meeting

- **At the November meeting it was discussed that the board consider having an election for chair. This discussion was pushed back and will be considered again in April.**

d. May meeting

- **It was determined that the May meeting should be in hybrid form so that Commissioners can review the financial disclosure forms in person, if desired.**

V. Adjourn Meeting

a. Commissioner Dighe moved to adjourn the meeting. Commissioner Gash seconded the motion. The motion was passed unanimously (6 - 0).