

Minutes for Takoma Park Ethics Commission Meeting, March 17, 2022, on Zoom

Commissioners Bravin, Cochran (chair), Hahn, Mulé, and Murphy; Clerk, Jessie Carpenter

Absent: Commissioners Katz and Lezaja

Minutes adopted May 19, 2022

Start Time: 7:05 PM

The agenda for this meeting was:

- (1) Commission Elections – a Vice Chair and two co-Secretaries were elected.
- (2) Discuss the six forms Jessie sent to the Commissioners – send her any comments by April 1st.
- (3) Open Meetings Act training for Commissioners ([link](#)) – send certificate of completion to Jessie
- (4) Takoma Park online COVID-19 vaccine attestation form ([link](#))
- (5) Old Business- Councilmember Kovar question
- (6) Meeting schedule- next meeting is Thursday, May 19, 2022, at 6:45 PM.

- (1) Commission Elections** – Commissioner Bravin was elected as Vice Chair. Commissioner Murphy was elected Co-Secretary, and Commissioner Mulé was elected Co-Secretary.
- (2) Ethics Forms** - Jessie is open to Commissioner’s comments on how to improve all six forms. The financial disclosure form, for the prior year, needs to be completed by each candidate and elected official by April 30th. Jessie would like to make an online version of this form. She will reach out to nearby clerks to ask if they have an online version and can share their current forms. If Commissioners have recommendations by April 1, 2022, email Jessie directly. Commissioners agreed the forms can be reviewed at a later meeting. Jessie said it would also be helpful if the Commission could develop guidance or frequently asked questions for staff that address the code of conduct and the ethics ordinance. Jessie will send the Commission an email with some initial topic ideas.
- (3) Open Meetings Act Training** - At least three Commissioners must take this training. The training site says it takes about 1.5 hours. If you take the training, send Jessie the certificate of completion.
- (4) COVID-19 Vaccine Attestation** – All City of Takoma Park staff and committee members must complete the attestation. Meetings can still be hybrid, with Commissioners in person and on Zoom.
- (5) Councilmember Kovar Question** – Jessie said she could contact Councilmember Kovar to ask him to submit a written request to her so she could send it to the Commission. Commissioner Bravin will send Jessie a draft email for Councilmember Kovar that references the request procedures.
- (6) Meeting Schedule** - Commissioners discussed how the third Thursday of the month at 6:45 PM was a time when all Commissioners should be available. The next Commission meeting will be Thursday, May 19, 2022, at 6:45 PM. The agenda will focus on reviewing financial disclosure forms. Jessie recommended the Commission consider a meeting with the Board of Elections and, separately, with the City Attorney. Jessie asked the Commissioner to send her all approved meeting minutes.

Chair Cochran moved to end the meeting at 8:04 PM. It was seconded and unanimously agreed to.

End Time: 8:04 PM

Submitted by Mike Mulé.