



CALVERT COUNTY ETHICS COMMISSION

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Board of Commissioners
Mark C. Cox Sr.
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MEETING NOTICE

The Calvert County Ethics Commission (CCEC) conducted an open meeting on **Tuesday, January 20, 2026**, at **5:30pm**, via Microsoft Teams.

Open Minutes

Roll Call

Present: John Traas, Chair

Jeremy Todzia, Vice Chair

Neil Reichenberg, Secretary

Staff: Emily Shrieves, Constituent Services Specialist, Office of the County Administrator

Todd Pounds, Counsel for Ethics Commission

General Business & Administrative Matters

1. Call to order – determine quorum
 - a. Meeting called to order by Chair John Traas at 5:39 PM.
2. Approve open agenda for January 20, 2026
 - a. Neil Reichenberg motioned to approve the agenda as presented. Jeremy Todzia seconded. Motion passed unanimously.
3. Review and approve open minutes from December 18, 2025, meeting
 - a. Neil Reichenberg motioned to approve the minutes as amended. Jeremy Todzia seconded. Motion passed unanimously.

Old/Unfinished Business

1. 2025 Reporting Period Financial Disclosure Statement (FDS) Development
 - a. Colin Robins, Enterprise Applications Manager with the Department of Technology Services, updated Ethics Members on progress with Financial Disclosure Statement Development, which was complete. Emily Shrieves informed the Commission that 2025 Reporting Period Financial Disclosure Statements would be released to employees, appointees, and elected officials/candidates on January 30, 2026. No further action required.
2. Financial Disclosure Forms 2025 Exempt Positions
 - a. The Department of Public Works submitted four exemption request forms for various positions within Public Works divisions. The Commission had no concerns about the Public Works requests. John Traas motioned to approve the PW exemption requests as presented. Neil Reichenberg seconded. Motion passed unanimously.
 - b. Jeremy Todzia reviewed the current master list of all County positions and their exemption statuses and had concerns about why some positions may be exempt. Members agreed by consensus to review these positions during the February meeting.
3. FY27 Budget Request
 - a. John Traas requested to get an update on the status of the Ethics Commission's fiscal year (FY) 2027 budget. Emily Shrieves reported that she spoke with the Budget division and they would not have updates on "non-county agency" budgets until March. This will be kept as a standing item for monitoring until the budget is adopted. No further action required.
 - b. As part of the discussion, the Commission requested monthly spending updates on the current

◆ John Traas, Chair ◆ Jeremy Todzia, Vice Chair ◆ Neil Reichenberg, Secretary ◆

◆ Email calvertethics@gmail.com ◆

- fiscal year's budget. It will be a standing item on the Commission's agenda moving forward.
4. Next Month Meeting Date Discussion
 - a. Members agreed by consensus to meet next on February 19, 2026 at 5:30 PM.

New Business

1. Procurement Division Request: Review of Conflict of Interest Certification
 - a. Kelly Miller, Deputy Director of Operations for the Department of Finance & Budget, requested the Commission to review its draft Conflict of Interest Certification form. Jeremy Todzia recommended that under "Do not have a family member (spouse, child, sibling, parent, or in-law) with an ownership interest in any vendor's business;" that the Ethics Code's definition of a Qualified Relative be cited. Recommended revision was "Do not have a qualified family member (see Ethics Code (§ 41-2 definition of "Qualified Relative") with an ownership interest in any vendor's business". Neil Reichenberg motioned to approve the Certification as amended with putting in the citation to the definition of a family member. John Traas seconded. Motion passed unanimously.
 - b. Emily Shrieves to forward the revised form to John Traas to send to Kelly Miller.

Public Comment

No public comment.

Adjourn to Executive Session

Closed to the public pursuant to General Provisions Article §3-305 of the Annotated Code of Maryland:.

3-305(b)(1)(ii) – To discuss personnel matters that affect one or more specific individuals. John Traas motioned to move into executive session; Neil Reichenberg seconded. Motion passed unanimously. Commission ended open session and entered closed session at 6:21 PM pursuant to General Provisions Article §3-305 of the Annotated Code of Maryland **3-305(b)(1)(ii)**, to discuss personnel matters that affect one or more individuals.

Minutes to be adopted during next meeting.

Transcribed by: Emily Shrieves, Constituent Services Specialist, Office of the County Administrator