

# **BOWIE CITY ETHICS COMMISSION**

## **Minutes**

### **December 20, 2022 – Open Meeting**

A meeting of the Bowie City Ethics Commission was held on Tuesday, December 20, 2022 at Bowie City Hall and via Microsoft Teams. Commission members in attendance were Vince Canales, Alan Kolski, Karl Stehmer, and Daniel Thomas. Also in attendance was Assistant City Manager Daniel Mears, liaison to the Commission, Fred Sussman, Attorney to the Commission, and Carolyn Fifer, Assistant to the City Clerk. Commission Member Jay Fagan was not in attendance.

The meeting was called to order at 3:00 p.m. by Mr. Canales.

The Commission reviewed the minutes of the October 12, 2022 regular meeting. [Mr. Stehmer moved approval of the open meeting minutes and Mr. Thomas seconded. Motion passed 4-0.](#)

Carolyn Fifer, Assistant to the City Clerk provided an overview to the Commission of the changes to the rules and regulations for City Boards, Committees, and Commissions as adopted by the City Council in R-50-22. Changes included that Boards, Commissions, and Committees need to work with the Communications Department for any communications related items, that notice of the Board, Commission, and Committee meetings be posted on the City website at least 72 hours in advance of the meeting along with the agenda, and that potential members will be vetted by the Chairperson and staff liaison in addition to being interviewed by Council. Council will receive the applicants' materials and the recommendation of the Chairpersons and staff liaisons, and then would interview the applicant. If Council concurs, the appointment and swearing-in would occur at the next City Council Meeting.

The Commission reviewed the Lobbying Activity Report form and the Lobbyist Registration form. After discussion, there was consensus that these forms, as well as the FDS forms be consistent with the language pertaining to the acceptance of electronic signatures. Each of these would state near the signature line "If signing electronically, please add '/s/' or other indicia of electronic signature."

Mr. Mears led the Commission Members through the proposed changes to the cover letters for the staff, committee, and elected official Financial Disclosure Statements. Next, changes to the staff and committee Financial Disclosure Statement and the elected official Financial Disclosure Statement, which had the substantive changes to the organization of Schedule G. After discussion, there was consensus that the cover letter and FDS changes were acceptable.

The Commission discussed the need to meet in January to again update the FDS for elected officials to reflect the changes anticipated to be needed once the Ethics Ordinance is adopted by the City Council. There being no further business to come before the Commission

Mr. Stehmer moved to adjourn the meeting at 3:44 p.m. and Mr. Kolski seconded. Motion passed 4-0.

Daniel Mears  
Staff Liaison to the Ethics Commission