

**BOARD OF ETHICS MEETING MINUTES
MONDAY, DECEMBER 21, 2020**

Public Meeting:

BOARD OF ETHICS MEMBERS IN ATTENDANCE VIA WEBEX:

Kitley Covill
Douglas French
Dennis Kremer
Walter Matystik
Brett Summers

ALSO IN ATTENDANCE: Associate County Attorney Justin Adin
Special Counsel – Steven G. Leventhal

ABSENT: Stuart Cotton

1. The meeting was called to order at 9:35 a.m.
2. The Board unanimously approved the Minutes of April 8, 2020 and November 10, 2020.
3. The Board unanimously approved today's Agenda.

4. OLD BUSINESS

4.1 The Board deferred discussion on the correspondence received on October 24, 2020 which was withdrawn.

4.2 Regarding the 2019 Financial Disclosures, the Board decided that another letter should be sent to those persons who have yet to file their disclosure statement with a deadline of January 15, 2021.

5. NEW BUSINESS

5.1 The Board invited Dr. Morash to speak on a personnel matter in Executive Session.

6. **EXECUTIVE SESSION:** The Board went into Executive Session at 9:43 a.m. to discuss item 5.1 above which involves a personnel matter regarding a complaint made against a County employee. During the Executive Session, Mr. Matystik had to leave early, so Kitley Covill ran the meeting. Dr. Morash was excused from the meeting at 10:29 a.m. The Board concluded their Executive Session at 11:20 a.m.

7. NEW BUSINESS (continued)

- 7.1 The Board discussed the possibility of having two Agendas, one for the public meeting and one for the Executive Session. The matter will be taken up for discussion at a later date.
- 7.2 The Board discussed best practices regarding confidential documents. Justin will possibly have a representative from the I/T Department discuss cybersecurity at our next meeting.

- 8.** The next Board of Ethics meeting will be on Friday, January 22, 2021 at 9:30 a.m. to be held virtually via WEBEX. Justin Adin will provide the WEBEX information.
- 9.** The meeting adjourned at 11:30 a.m.

Submitted by:

Ellen A. Trotta
Legal Secretary II
(Secretary to the Board of Ethics)