

VIRTUAL MEETING MINUTES

In attendance: Mark Graham, Michael Horlick (chair), T. Carter Ross (recordkeeper), Katie Siemon, David Sip. Staff: Nate Groenendyk, Laura Reams. Guests: Monica Gorman, Jeff Siemon, Claire Tombes, Maximiliano Vasquez, "S W"

1. A quorum was noted and the meeting called to order at 4:58 p.m. by Chair Michael Horlick. Chair Horlick asked for a motion to amend the evening's agenda to remove the closed session noting that it did not appear to be necessary. The amended agenda adopted without objection.
2. **Prior Meeting Minutes**
Minutes for the meeting of May 21, 2024, were approved on a voice vote.
3. **Review of Amended Financial Disclosures**
The commission reviewed amendments to previously filed required annual financial disclosures received by the meeting date.
 - Councilmember Sandino submitted an amendment to his 2022 disclosure noting ownership of an additional property. The new Schedule A was reviewed and the commission questioned if the response to Question 9 (who the interest in the property was acquired from) was sufficient. In discussion, it was determined that the names of the people (not simply their relationship to him) should be listed. It was also noted that because the property was acquired in August 2021, an amendment to his 2022 filing (covering the year 2021) was likely also appropriate. A question arose about whether or not amendments to prior-year financial disclosures needed to be notarized. In discussion, it was noted that the typical practice of the commission is to accept amendments and corrections without requiring resubmission of the full disclosure form or notarization. It was determined that despite the unusual nature of this amendment, based upon prior practice, the amendment did not require a new notarized cover sheet.
 - Councilmember Strab's 2023 disclosure was amended to address questions about the checklist and Schedule A raised during previous review. The commission accepted the amendments.
 - It was noted that Councilmember McClellan satisfactorily clarified his previously filed 2023 Schedule H and the commission felt no further amendment was needed
 - Mayor Croslin provided an updated checklist indicating that Schedules D, J, and K were not required to be submitted. The commission accepted the revised checklist.
4. **Review of 2023 Financial Disclosures**
The commission reviewed 2023 financial disclosures received since the previous commission meeting date.
 - For Councilmember Solomon's 2023 report, it was noted that Schedule C was marked "yes" on the form, but "no" on the checklist. No information was provided on Schedule C. The commission would like confirmation that Schedule C need not be completed.
 - For Councilmember Waszczak's 2023 report, it was noted that Schedule F was filed, but not indicated on the checklist. In addition, on the Schedule A covering the apartment rented through February 2023, the only portions directly related to rental properties for a tenant at Questions 1, 2, and 4; the additional information need not be reported. The commission asked

that the councilmember revise the checklist and, if she wishes, revisit the one Schedule A.

- For Councilmember Sandino's 2023 report, it was noted that both Schedule As, Question 9, did not specify by name the family members who the property was acquired from. It was also noted that the form was not notarized. The commission needs both Schedule As to be amended and the form notarized.

Reports were noted as outstanding for Councilmembers Haba and Schaible. Clerk Groenendyk noted that Councilmember Schaible had an appointment to file his form on June 12. The City Clerk's office will send emails on behalf of the Commission following up regarding the commission's questions and the outstanding reports. In the case of Councilmember Sandino, a letter will be sent to address the questions and concerns.

5. **New Business**

Recordkeeper Ross noted that the annual financial disclosure review process highlighted the need to again review the city's instructions for completion of the financial disclosure forms. The text of the forms is largely required to match the state's proscribed wording and per prior guidance from the city attorney, few modifications can be made to it. The commission had several years ago put together some guidance, but changes in the state law and additions of several new schedules have made that outdated. He suggested the commission review the current forms and revise its guidance with an eye toward addressing some common points of confusion. Ms. Siemon expressed interest in joining in that effort. Deputy City Administrator Reams noted that the [City of Laural's Ethics Commission](#)'s instructions were a good model to review as part of that process. The commission will begin drafting a new FAQ or similar document for consideration at a future meeting.

6. **Adjournment**

Absent an unanticipated need, the next Ethics Commission meeting will be held virtually at 5 p.m. on July 9, 2024.

There being no further business, Chair Horlick adjourned the meeting at 5:34 p.m. on a voice vote.