

Baltimore City Ethics Board  
635 City Hall  
Baltimore, MD 21202  
November 17, 2021

**Minutes of the Meeting**

The Ethics Board met on November 17, 2021 at 10:00 a.m. by conference call.

**Call to Order:** Chairman Stephan Fogleman called the Ethics Board meeting to order at 10:06 a.m. with a quorum present.

**Statement Concerning October's Administrative Session and Potential Administrative Session:** Chair Fogleman read the following statement:

Per the Open Meetings Act, the Board discloses that it adjourned its virtual open meeting on October 13, 2021 to enter into an administrative session at approximately 3:38 pm. All Board members were present. Members discussed administrative matters including complaints.

The Board may need to close some or all of this meeting to preserve the confidentiality mandated by the Ethics Code or as otherwise authorized by the State Open Meetings Act. Likewise, upon adjournment of the Open Session, the Board may reconvene for an Administrative Session to discuss non-public, administrative functions of the Board.

**Approval of Written Minutes for October 13, 2021 Public Meeting:** The Board approved the October 13, 2021 minutes with a vote of 3-0.

**Director's Update:** Director Hochstetler and Executive Assistant Ford updated the Board on the staff's recent work:

- Ethics Training
  - October: 120 people completed training
  - November (131 people enrolled)
    - Deadline – November 30, 2021
  - December (129 people registered so far)
  - January (12 people registered so far)
  - February (3 people registered so far)
  - Total FY22 attendees: 438
  
- Help Desk
  - 57 help desk requests were received and resolved by the Ethics Board Staff in October.
    - 1 help desk request was from a lobbyist.

- 3 help desk requests were concerning gift solicitations.
    - 12 help desk requests were concerning financial disclosure statements.
    - 17 help desk requests were ethics inquiries.
    - 16 help desk requests were concerning the Ethics Training.
    - 1 help desk request was administrative (question about deadlines, forms, etc).
    - 7 help desk requests were not within the Board’s jurisdiction and were referred elsewhere.
  - 31 help desk requests received so far in November.
  - Total FY22 requests: 346
- Additional Ethics Requirements
    - Since the last Ethics Board meeting, Board staff have received:
      - 0 Pre-Appointment Disclosures
      - 0 Conflicts Affidavits
      - 5 Notices of Ethics Requirements
  - Financial Disclosure Statements:
    - 8 outstanding filers recommended for suspension
      - 6 board members
        - 1 board member has since filed.
      - 2 employees
  - Gift Solicitation Reports (since last Ethics Board meeting)
    - 0 gift solicitation applications submitted to the Ethics Board.
    - 1 gift solicitation campaign filed final report.
    - 6 gift solicitation campaigns filed interim reports.

**Recap – Office of Council President (OCP) – Holiday Toy Drive Gift Solicitation:** Director Hochstetler shared with the Board additional information about the solicitation campaign’s fiscal sponsor.

**Charitable/Governmental Solicitation Conversation:** Director Hochstetler explained that the staff revised the Charitable/Governmental Gift Solicitation Activity Report Form to include the fiscal sponsor’s signature, as required by R 06.26.01 of the Ethics Law. Director Hochstetler also updated the Board on the staff’s collaboration with the Baltimore Civic Fund to ensure that all relevant Baltimore Civic Fund City fundraising campaign accounts have a waiver from the Ethics Board.

**Move to Administrative Session:** Board members elected to move to an Administrative Session.

The public meeting adjourned at 10:15 am.