

Baltimore City Ethics Board  
635 City Hall  
Baltimore, MD 21202  
September 8, 2021

**Minutes of the Meeting**

The Ethics Board met on September 8, 2021 at 2:30 p.m. by video conference call.

**Call to Order:** Chairman Stephan Fogleman called the Ethics Board meeting to order at 2:35 p.m. with a quorum present.

**Statement Concerning August'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 August 11, 2021 to enter into an administrative session at approximately 3:05 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 August 11, 2021 Public Meeting:** The Board approved the August 11, 2021 minutes with a vote of 3-0.

**Director's Update:** Director Hochstetler updated the Board on the staff's recent work:

- Ethics Training
  - August: 121 people enrolled in course
    - Deadline – 9/9/2021
  - September: 207 people enrolled in course
    - Deadline – 10/1/2021
  - 3 online training courses are scheduled for the coming months:
    - October (135 people registered so far)
    - November (20 people registered so far)
    - December (10 people registered so far)
- Director Hochstetler will provide a live training in September. Board staff will continue to provide live trainings upon request and as appropriate.

**Board Discussion:** Vice Chair Davis requested that Board staff provide a PDF copy of the training before the online ethics training.

- Help Desk
  - 82 help desk requests were received and resolved by the Board Staff in August.
    - 6 help desk requests were from lobbyists.
    - 10 help desk requests were concerning gift solicitations.
    - 7 help desk requests were concerning financial disclosure statements.
    - 29 help desk requests were ethics inquiries.
    - 26 help desk requests were concerning the ethics training.
    - 3 help desk requests were administrative (question about deadlines, forms, etc).
    - 1 help desk request was not within the Board's jurisdiction and was referred elsewhere.
  - 27 help desk requests received so far in September.
- Additional Ethics Requirements
  - Since the last Ethics Board meeting, Board staff have received:
    - 0 Pre-Appointment Disclosures
    - 1 Conflicts Affidavits
    - 3 Notices of Ethics Requirements
- Financial Disclosure Statements:
  - 16 outstanding filers
    - 6 board members
    - 10 employees

**Board Discussion:** Chair Fogleman suggested that Board staff send another late notice to the outstanding filers. Vice Chair Davis recommended that Board staff request that the outstanding filers provide an explanation as to why they have not filed their statements. Board member Hengerer recommended that Board staff send a late notice to each outstanding filer, copying their supervisor. Board staff explained that this was already done, but staff will reach out again.

- Lobbying
  - 1 lobbyist filed 1 semi-annual lobbying activity report 1 day late. Ethics Board staff charged the lobbyist a \$25 late fee. Deadline for payment is September 13, 2021.
    - Lobbyist paid fee on 9/8/2021.
- Gift Solicitation Reports (since last Ethics Board meeting)
  - 0 gift solicitation applications submitted to the Ethics Board.
  - 0 gift solicitation campaigns filed final reports.
  - 2 gift solicitation campaign filed interim reports.

**Board Discussion:** Director Hochstetler updated the Board members on the progress of the annual report, which Board staff hope to circulate for Board approval by the third week of September.

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

The public meeting adjourned at 2:49 pm.