



## CALVERT COUNTY ETHICS COMMISSION

Post Office Box 1104  
Prince Frederick, Maryland 20678

January 31, 2012

### MEMORANDUM

To: Elected Officials, Appointed Officials, Employees and Other Appointees Covered by  
The Calvert County Ethics Ordinance

From: Maureen Frederick  
Administrative Aide  
On Behalf of the Calvert County Ethics Commission

Subject: Annual Financial Disclosure Report Filing

Enclosed is an updated financial disclosure form for calendar year 2011. The Ethics Commission decided it was necessary to proceed with the financial disclosure requirements of the current code. We shared our concerns with Terry Shannon, County Administrator, who recognizes the time it may take to complete the actions remaining to adopt and implement the pending revisions to the Ethics Code. The Commission expects that by next year, the Code revisions and implementing instructions will be in place that will simplify the filing requirements for many employees.

This year's form is essentially the same as last year's. Please answer the questions and, as necessary, the corresponding section of the separate Schedule page. **Return the form, with any attachments, to Maureen Frederick in the Board of Calvert County Commissioners' office, 175 Main Street, Prince Frederick, MD 20678 no later than Friday, March 16, 2012.**

This Financial Disclosure Statement describes all interests, transactions and matters required to be disclosed by the Calvert County Ethics Law throughout the annual reporting period. The disclosure is required so that any conflicts of interest that might impact on the conduct of County business are identified and addressed before problems arise. Completed disclosure statements are available to the public for review.

The Ethics Commission is available to answer questions or to assist officials, employees and appointees with completion of the form. Any questions may be sent (preferably) by e-mail to [calvertethics@gmail.com](mailto:calvertethics@gmail.com) or by letter to the above address.

It is important that the disclosure forms be submitted by the deadline. Failure to file the disclosure form, filing it late or improper completion of a disclosure form can be a violation of

Jacqueline Bradley, Chairman ♦ Charles Bucy, Vice Chairman  
Marshall Coffman, Member ♦ Bruce Henkelman, Member ♦ Ronald Nahas, Member  
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the Ethics Code. Section 41-7.B. of the current Calvert County Ethics Code authorizes disciplinary or other appropriate personnel action, including suspension of compensation or termination for violating the Ethics Ordinance. In the past, it has been necessary to repeatedly follow up and make several attempts for a small number of resistant or procrastinating filers. Please be aware that the Commission intends this year to recommend discipline or other appropriate action, if a filer does not comply or is unreasonably late in doing so.

If during the course of your service with the County you have a question about a conflict of interest, potential conflict of interest or acceptance of a gift, you may request in writing an advisory opinion from the Calvert County Ethics Commission. Submit your request to Calvert County Ethics Commission, P.O. Box 1104, Prince Frederick, MD 20678 or by e-mail to [calvertethics@gmail.com](mailto:calvertethics@gmail.com).

Thank you for your prompt attention to this matter.

Attachment: 2011 Financial Disclosure Form