



ALVERT COUNTY ETHICS COMMISSION

Post Office Box 664
Dunkirk, Maryland 20754

MEMORANDUM

To: Employees and Appointees Covered by the Calvert County Ethics Ordinance

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

Subject: Annual Financial Disclosure Report Filing

Enclosed is an updated financial disclosure form for calendar year 2010. The form is 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 no later than Monday, January 31, 2011.**

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. Disclosure statements are available to the public.

The Ethics Commission has scheduled three question and answer sessions to assist employees and appointees with completion of the form. These are scheduled for:

January 10, 2011, Phillips House, 10:00 AM to 2:00 PM
January 17, 2011, Phillips House, 10:00 AM to 2:00 PM
January 24, 2011, Phillips House, 10:00 AM to 2:00 PM

The Phillips House is located behind the old library building in Prince Frederick across from the U. S. Post Office.

You may also email the Commission at calvertethicscommission@comcast.net with financial disclosure form questions.

Sheryl Jones Alu, Chairman ♦ Charles Bucy, Vice Chairman
Jacqueline Bradley, Member ♦ Marshall Coffman, Member ♦ Ronald Nahas, Member
Telephone (301) 580-5131 ♦ Email calvertethicscommission@comcast.net

The current Calvert County Ethics Ordinance (§ 41-7. B.) contains a provision that authorizes disciplinary or other appropriate personnel action, including suspension of compensation or termination for violating the Ethics Ordinance. Under this section, the violation can include failure to file, late filing or improper completion of a disclosure form. 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 2702, Prince Frederick, MD 20678.

Thank you for your prompt attention to this matter.