

Baltimore City Ethics Board  
635 City Hall  
Baltimore, MD 21202  
January 12, 2022

**Minutes of the Meeting**

The Ethics Board met on January 12, 2022 at 2:30 pm by conference call.

**Call to Order:** Chairman Stephan Fogleman called the Ethics Board meeting to order at 2:35<sup>1</sup> pm with all members present.

**Statement Concerning December'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 December 15, 2021 to enter into an administrative session at approximately 2:47 am. 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 December 15, 2021 Public Meeting:** The Board approved the December 15, 2021 minutes with a vote of 4-0.

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

- Ethics Training
  - December (145 people enrolled) – The Department of Human Resources has not yet confirmed who completed the course.
  - January (24 people enrolled)
  - February (11 people registered so far)
  - **Total FY22 attendees: 580 (as of December 1, 2021)**
- Help Desk
  - 74 help desk requests were received and resolved by the Ethics Board staff in November.
    - 8 help desk requests were from lobbyists.
    - 2 help desk requests were concerning gift solicitations.

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<sup>1</sup> The Ethics Board public meeting began at 2:37 pm, although Chair Fogleman stated that it was 2:35 pm.

- 19 help desk requests were concerning financial disclosure statements.
    - 20 help desk requests were ethics inquiries.
    - 22 help desk requests were concerning the Ethics Training.
    - 1 help desk request was administrative (question about deadlines, forms, etc).
    - 2 help desk requests were not within the Board’s jurisdiction and were referred elsewhere.
  - 42 help desk requests received so far in January.
  - **Total FY22 requests: 508**
- Additional Ethics Requirements
  - Since the last Ethics Board meeting, Board staff have received:
    - 0 Pre-Appointment Disclosures
    - 1 Conflicts Affidavit
    - 8 Notices of Ethics Requirements
- Financial Disclosure Statements:
  - All filing entities provided a list of their 2022 required filers to the Ethics Board.
  - Ethics Board staff submitted a list of all 2022 filers to the Department of Human Resources to identify excluded filers.
  - 3 elected officials filed annual financial disclosure statements (deadline – January 31, 2022).
  - Board staff intend explore how to integrate the financial disclosure filing process into Workday.
- Lobbying
  - 182 lobbyist registrations in 2021
  - 73 annual reports filed (deadline - January 31, 2022)
    - 2 registrations terminated prior to July 1, 2021 (annual report not required)
- Gift Solicitation Reports (since last Ethics Board meeting)
  - 0 gift solicitation applications submitted to the Ethics Board.
  - 1 gift solicitation campaign filed final report (pending fiscal sponsor’s signature)
  - 1 gift solicitation campaign filed interim report.
    - 1 past gift solicitation campaign has yet to submit the interim report with the fiscal sponsor’s signature.
  - **FY22 Active Campaigns: 9**
  - **FY22 Expired Campaigns: 5**

**Board Discussion:** Vice Chair Davis asked Board staff if they intend to update the Ethics Training. Director Hochstetler stated that the training has received positive feedback on its survey and that some participants have requested more hypothetical scenarios in the training, which Board staff may provide. Executive Assistant Ford explained that staff frequently update the Ethics Training based on participants' suggestions, such as when the Board added subtitles to the videos and provided a downloadable PDF of the presentation.

Member Sampson proposed publishing a list of frequent errors that City public servants make, such as mistakes on the financial disclosure statement. Board staff agreed to create a page on the Ethics Board's website for frequently asked questions.

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

The public meeting adjourned at 2:48 pm.