

VIRTUAL MEETING MINUTES

In attendance: Mark Graham, Michael Horlick (chair), T. Carter Ross (recordkeeper), Katie Siemon, David Sip. Staff: Nate Groenendyk, Laura Reams.

1. A quorum was noted and the meeting called to order at 5:00 p.m. by Chair Michael Horlick. An amendment to the agenda was made to discuss the revised financial form and guidance.

2. **Prior Meeting Minutes**

Minutes for the meeting of July 9, 2024, were approved on a voice vote.

3. **Review of Amended Financial Disclosures**

The commission reviewed amendments to previously filed required annual financial disclosures received by the meeting date.

- Councilmember Waszczak submitted a revised checklist and Schedule A in response to the Commission's questions. The new forms were reviewed and accepted as presented.
- Councilmember Sandino submitted two revised Schedule As for his 2023, 2022, and 2021 disclosures in response to the Commission's questions. He also provided a new Schedule A for a property in Chincoteague, Virginia. He also provided a new Schedule D for 2023 covering his spouse's employment. The new forms were reviewed and accepted as presented.

4. **Outstanding Campaign Finance Report**

Chair Horlick noted that he had met with Ms. Melendez-Rivera via Zoom and went over the concerns about prior submission. The commission reviewed the amended 2023 annual report from Ms. Melendez-Rivera and accepted it as presented.

5. **Financial Disclosure Form Guidance Discussion**

Recordkeeper Ross and Ms. Siemon provided an overview of the revised Financial Disclosure form for elected officials and its revised instructions. Ms. Siemon noted that particular attention was paid to the layout of the checklist to help avoid errant checks of the wrong schedule. Mr. Ross explained that the instructions were revised to include notes for each schedule, highlighting areas where information, for example about a business owned by the official, might need to be provided on multiple schedules. He also tried to provide examples of which schedules were most commonly required.

Ms. Siemon raised a question as to whether or not the form needed to be [Section 508](#)-compliant to ensure accessibility of the form for people with visual or other disabilities. Clerk Groenendyk noted that the city is expecting to ensure everything on its website, including these sorts of forms, are fully compliant going forward. Additional formatting will be done to make sure a printable version is available for those who do not chose to fill it out electronically.

Chair Horlick asked everyone to review the forms in detail and weigh in via email with any questions or concerns. Once that is complete, the City will share the form with the city attorney to ensure there are no concerns and then it can be formally adopted.

6. **Annual Certification, Annual Reports, and September Meeting**

Clerk Groenendyk noted that the state-mandated annual compliance certification is due in September. This covers both the elected officials' forms reviewed by the commission and forms from director-level city employees and from the Supervisors of the Board of Elections. He said that most of these have been received, and he expects the stragglers to be complete by the September

meeting. In discussion, it was confirmed that the commission does not review these forms in detail once the Clerk's Office confirms that all the required disclosures have been received.

He also noted that Annual Campaign Finance Reports are due on September 3 (the first Tuesday in September) from everyone with an open campaign finance account. The Clerk's Office will begin sending out reminders shortly.

7. New Business

No new business was presented to the Commission.

8. Adjournment

Absent an unanticipated need, the next Ethics Commission meeting will be held virtually at 5 p.m. on September 10, 2024, to discuss the state certification and annual campaign finance reports along with any other business that arises.

There being no further business, Chair Horlick adjourned the meeting at 5:30 p.m. on a voice vote.