

CALVERT COUNTY ETHICS COMMISSION

P.O. Box 1104, Prince Frederick, Maryland 20678

Phone (410) 414-8079 | Fax (410) 535-5594 | Email calvertethics@gmail.com

FINANCIAL DISCLOSURE STATEMENT FOR EMPLOYEES AND APPOINTED OFFICIALS – FORM 1B

2022 Reporting Year: January – December 31 OR Termination Report date _____


Last date of employment or service (current year)

This financial disclosure statement describes all interests, related transactions, and matters required to be disclosed by the Calvert County Code of Ethics with respect to the period indicated and pertaining to the person filing the statement. The statement consists of this cover sheet (page 1), the checklist (page 2), and Schedules A through I. (pages 3-6)

Instructions:

- Complete pages 1 & 2 before completing any other pages.
- If all answers for A-I are "No" on page 2:
 - Sign and date at the bottom of page 2.If any answers for A-I are "Yes" on page 2:
 - Complete and submit Schedules A-I as required and attach any supporting documents, if needed.**NOTE: if you are listed as an owner of your primary residence you must answer "Yes" to question A and complete Schedule A.**
- Sign and date at the bottom of page 2.
- Return completed Financial Disclosure Statements to the Board of Calvert County Commissioners, Attention: Ashley Staples-Reid by mail to 175 Main Street Prince Frederick, MD 20678; by Fax to 410-535-5594; or by email to ashley.staples-reid@calvertcountymd.gov.

_____	_____	_____	_____	_____
Last Name	Middle	First Name		
_____	_____	_____	_____	_____
Mailing Address	City	State	Zip Code	
_____	_____	_____	_____	_____
Home Address (if different from above)	City	State	Zip Code	
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Owner of Home Address (If yes, you <u>must</u> complete Schedule A)	Email Address			

FOR EMPLOYEES:	
_____	_____
EMPLOYEE Department/Division	Position
FOR APPOINTED OFFICIALS:	
_____	List additional boards here
BOARD or Commission Name*	

STANDARDS OF CONDUCT: The Calvert County Code of Ethics Ordinance (Code) includes standards of conduct for elected officials, county employees, individuals appointed to county boards, commissions and committees and political candidates. The standards address disqualification from participation, prohibited secondary employment, prohibited ownership interests, misuse of position, prohibited solicitation and acceptance of gifts, misuse of confidential information, post-employment limitations, prohibited dealings with the County, and procurement specifications assistance restrictions. The Code provides for exceptions and exemptions under certain circumstances.

The Calvert County Code of Ethics can be viewed at <http://ecode360.com/15519458>

PRIVACY NOTICE: The Code requires the collection of this information, which will be used primarily for public disclosure and to determine compliance with the Ordinance. The information may be disclosed to any requesting person, including officials of State, local or federal government, who records their name and address and this record will be provided to the filer upon request. The subject has the right to amend, review, and correct the record as set forth in the Code. *Failure to file or to report information required by the Code can result in penalties including a late filing fee up to \$250, suspension, suspension of pay, termination or other disciplinary action, and a civil fine of up to \$2,500 per violation. Willful and false filing is subject to criminal penalty for perjury pursuant to Criminal Law Article §9-101, Annotated Code of Maryland.*

Instructions:

1. Complete pages 1 & 2 before completing any other pages.
2. If all answers for A-I are "No" on page 2:
 - iii. Sign and date at the bottom of page 2.
 If any answers for A-I are "Yes" on page 2:
 - iv. Complete and submit Schedules A-I as required and attach any supporting documents, if needed.

NOTE: if you are listed as an owner of your primary residence you must answer "Yes" to question A and complete Schedule A.
3. Sign and date at the bottom of page 2.
4. Return completed Financial Disclosure Statements to the Board of Calvert County Commissioners, Attention: Ashley Staples-Reid by mail to 175 Main Street Prince Frederick, MD 20678; by Fax to 410-535-5594; or by email to ashley.staples-reid@calvertcountymd.gov.

	YES	NO
I would like to be notified of someone looks at my form		
A. Do you have 30% or greater interest (as an owner or tenant by the entity, including time shares) in real property in Maryland or in any other state or country? – Ethics Code 41-15.B.3.a.ix. <i>NOTE: This question includes your primary residence</i> (If "Yes," complete Schedule A)		
B. Did you have any interest of 30% or greater in any corporations, partnerships, limited liability partnerships (LLP) or limited liability companies (LLC) during the reporting period whether or not the entity did business with Calvert County? – Ethics Code 41-15.B.3.a.viii. <i>i.e. Do you own a business, or part of a business, not as a sole proprietorship?</i> (If "Yes," complete Schedule B)		
C. Do you have an interest of 30% or greater in any non-corporate business entity (a sole proprietorship) that did business with Calvert County during the reporting period? – Ethics Code 41-15.B.3.a.vii. <i>i.e. Do you own a business, or part of a business, as a sole proprietorship?</i> (If "Yes," complete Schedule C)		
D. During this reporting period, did you receive any gift(s), directly or indirectly, in excess value of \$20 or a series of gifts from the same donor with a cumulative value of \$100 or more from a person or entity who: 1) did business with Calvert County; 2) engaged in an activity that was regulated or controlled by Calvert County; or 3) was a regulated lobbyist? (<i>Gifts received from a member of the official's or employees' immediate family, another child, or a parent of the individual, do not need to be disclosed.</i>) – Ethics Code 41-15.B.3.a.vi. <i>NOTE: Gifts which are personal in nature (birthday, or holiday) do not apply.</i> (If "Yes," complete Schedule D)		
E. During the reporting period, did you or any qualified relatives hold any office or directorship with an entity that did business with Calvert County? – Ethics Code 41-15.B.3.a. viii. (If "Yes," complete Schedule E)		
F. <i>Not applicable for employees or appointed officials – continue to question below</i>		
G. During the reporting period, were any qualified relatives employed by Calvert County in any capacity? – Ethics Code 41-15.B.3.a.iv. (If "Yes," complete Schedule G)		
H. During the reporting period, did you or any qualified relatives receive any earned income from an entity (including other employment) other than Calvert County? FOR APPOINTED OFFICIALS: <i>this includes your primary employment</i> FOR EMPLOYEES: <i>this includes other/secondary employment</i> NOTE: <i>Qualified relative's employment or business ownership does <u>not</u> need to be disclosed unless the place of employment or the business entity has contracts with Calvert County or is subject to regulation by Calvert County.</i> (If "Yes," complete Schedule H)		
I. Is there any additional information or interest you would like to disclose, such as fees from third parties, interest, or situations that may be or give the appearance of a conflict of interest? – Ethics Code 41-15.B.3.a.x.&xi (If "Yes," complete Schedule I)		

I hereby make oath or affirm under the penalties of perjury that the contents of this financial disclosure statement, including the Schedules attached hereto, are complete, true, and correct to the best of my knowledge, information, and belief.

Signature of Person Filing

Date

FOR INTERNAL USE ONLY:

- New Hire or Appointee
 Annual Requirement

_____ 1st Reviewer Initials
 _____ 2nd Reviewer Initials

_____ Date Received

Schedules A & B

If you answered **YES** to question “A” on page 2 – continue below

Schedule A – Real Property Interests

(Calvert County Ethics Code 41-15.B. 3. A. ix.)

1. Address or legal description of property? _____

Mailing Address (No PO Box) _____ City _____ State _____ Zip Code _____

2. If the property was acquired **during this reporting period**, what date was the property acquired? _____
 If this property was **NOT** acquired during this reporting period **skip questions 3 through 7**

3. Is this your primary residence? Yes No

IF NOT PRIMARY – What kind of property is it? Improved Commercial Improved Residential Unimproved (vacant lot)

4. Which manner do you hold the interest?
 Solely - *One owner*
 Jointly - *Jointly – two or more owners*
 Tenants by the Entirety - *A method in which married couples can hold the title to a property. In order for one spouse to modify his or her interest in the property in any way, the consent of both spouses is required by tenants by the entirety. It also provides that when one spouse passes away, the surviving spouse gains full ownership of the property.*

Please provide name(s) of other owners: _____

5. How was the property acquired? (Ex: purchase, gift, inheritance, etc.) _____

6. From who was the property acquired? (Name of individual or entity from whom you purchased or inherited the property or who gifted the property to you.) _____

7. Have you transferred any interest in this property during the reporting period? Yes No
 If “Yes” – to whom? _____ How Much _____ %

Please use an additional Schedule A for each property which applies.

If you answered **YES** to question B on page 2 – continue below

Schedule B – Interests in Corporations and Partnerships

(Calvert County Ethics Code 41-15 B. 3. a. viii.)

1. What is the complete name of the entity? (Do not identify by trading symbol.)
 Name: _____
 Address: _____

2. Did you **acquire** an interest in the entity during the reporting period? Yes No
 If “yes” – **If “no” skip a, b, c**

a. In what month was the interest acquired? _____

b. How was the interest in the entity acquired? (Ex: purchase, gift, will, etc.)? _____

c. From whom did you acquire the interest in the entity? _____

3. Have you **transferred** any interest in this property during the reporting period? Yes No
 If “yes” – **If “no” skip a, b**

a. What portion of the interest was transferred? _____

b. To whom did you transfer your interest in the entity? _____

Please use an additional Schedule B for each and every business which applies.

Schedules C & D

If you answered **YES** to question C on page 2 – continue below

Schedule C – Interests in Non-Corporate Business Entities doing business with the County

(Calvert County Ethics Code 41-15 B. 3. a. vii.)

1. What is the complete name and address of the principal office of the business entity?

Name: _____

Address: _____

2. Did you acquire an interest in the entity during the reporting period?

Yes

No

If “yes” – **If “no” skip a, b**

a. In what month was the interest acquired? _____

b. From whom did you acquire the interest in the entity? _____

3. Have you transferred any interest in this property during the reporting period?

Yes

No

If “yes” – **If “no” skip a, b**

a. What portion of the interest was transferred? _____

b. To whom did you transfer your interest in the entity? _____

Please use an additional Schedule C for each and every business which applies.

If you answered **YES** to question D on page 2 – continue below

Schedule D – Gifts

(Calvert County Ethics Code 41-15 A. d.)

1. Who gave you the gift? _____

2. What was the gift? (example – gift card – store or restaurant, theatre tickets, event tickets, book)

3. What was the value of gift? (if actual value is unknown, please estimate) _____

4. If you declined the gift, but the gift was given to someone else at your direction, list the identity of the recipient of the gift.

Please use an additional Schedule D for each and every gift which applies.

Schedules E & G

If you answered **YES** to question E on page 2 – continue below

Schedule E – Officers, Directorships, Salaried Employees, and Similar Interests

(Calvert County Ethics Code 41-15 A. e.)

1. What is the name and address of the business entity?
Name: _____
Address: _____
2. Who is the individual who held the position or interest? Self Spouse Dependent Child
If spouse or dependent child, list name: _____
3. What is the title of the office or position held? (Example: limited partner, director, treasurer, chair of the board of trustees, etc.)

4. What year did the position begin? _____
5. With what county agency or agencies did the business entity do business? _____
6. What was the nature of the business?
(Ex: regulated by your agency, registered under lobbying law, or involved with sales/contracts with the County) _____

Please use an additional Schedule E for each and every business which applies.

If you answered **YES** to question G on page 2 – continue below

Schedule G – Family members employed by the County

(Calvert County Ethics Code 41-15 A. g.)

1. What is the name and relationship of the qualified relative employed by the County?
Name: _____
Relationship: _____
2. What department or agency employed the qualified relative? _____
3. What is the title of your qualified relative's position? _____

Please use an additional Schedule G for each and every family member which applies.

Schedules H & I

If you answered **YES** to question H on page 2 – continue below

Schedule H – Employment

(Calvert County Ethics Code 41-15 B. 3. a. v.)

FOR APPOINTED OFFICIALS: this includes your primary employment

FOR EMPLOYEES: this includes your other/secondary employment

NOTE: Qualified relative's employment or business ownership does **not** need to be disclosed unless the place of employment or the business entity has contracts with Calvert County or is subject to regulation by Calvert County.

If, during the reporting period, you or a qualified relative had employment from which you or they earned income. If yes, list the relation, name, and address of the employment.

Name: _____ Relation: Self Spouse Dependent Child

Company (volunteer) or department (employee) _____

COUNTY EMPLOYEES ONLY:

a. What is your position or job title? _____

b. Who was the Calvert County approving authority for other employment? _____

c. Employer Name: _____

Address: _____

Please use an additional Schedule H for each and every business which applies

If you answered **YES** to question I on page 2 – continue below

Schedule I – Other

(Calvert County Ethics Code 41-15 A. i.)

Is there any additional information or interest you would like to disclose? *Please provide the information here.* (Fees received from third parties; Any interest or situations that might raise a conflict of interest, the appearance of a conflict of interest or the potential for either.)