

WASHINGTON SUBURBAN SANITARY COMMISSION

BOARD OF ETHICS

OPEN SESSION MINUTES

Wednesday, December 11, 2024  
Commissioners' Conference Room  
Laurel, Maryland

The Board of Ethics ("Board") met in person to conduct an Open Session pursuant to Maryland Code Annotated, General Provisions Article, Title 3, Open Meetings Act, § 3-305(b)(13).

Chair Pruden called the meeting to order at 1:34 p.m. with the following members present:

George Pruden II, Chair  
Steven Hausman, Member  
Jeffrey Hysen, Member  
Chandria Slaughter, Alternate Member

Also present:

Angelique Dorsey White, Ethics Officer  
Amanda Conn, General Counsel  
Latonya Allen, Administrative Assistant.

**Open Session**

**Approval of Open Session Minutes – November 13, 2024**

The Board reviewed the draft Open Session Minutes from the November 13, 2024 meeting.

On motion of Dr. Hausman and seconded by Mr. Hysen, three members of the Board (Hausman, Hysen, and Pruden) voted to approve the November Open Session Minutes.

**Matters of Discussion**

**2025 Board Meeting Dates - Proposed**

The Board discussed the 2025 Board meeting schedule. They agreed to continue meeting the second Wednesday of each month. The meetings will be held in person, with the option of members with any scheduling conflicts to join remotely.

On motion of Dr. Hausman and seconded by Mr. Hysen, three members of the Board (Hausman, Hysen, and Pruden) voted to approve the 2025 Board of Ethics meeting schedule.

**Ethics Program Monthly Report / Ethics Spotlight**

Ms. Dorsey White provided an update on Ethics Office activities for November 2024. She reported that she provided ethics training to 16 new employees. She also shared that the Ethics Office provided guidance on 20 matters. The categories that received the most inquiries were Training and Outside Employment / Interests.

Ms. Dorsey White informed the Board that the annual ethics training was launched on November 1, 2024, with a completion due date of December 6, 2024. As of the meeting date, approximately 50 employees had not taken the training. She will continue to follow-up with the outstanding employees.

**Proposed Changes to the Code of Ethics Chapter 1.70.330**

Ms. Dorsey White provided an overview of proposed changes to Code Chapter 1.70.330 – Who must file financial disclosure statements. She explained that WSSC Water implemented new pay schedules in October 2024, including adding a separate pay scale for engineering positions. Ms. Dorsey White stated that, under the previous pay schedule, there were approximately 800 employees who file financial disclosures and approximately 900 who submit conflict of interest statements. She proposes to establish a minimum filing level of 16 for all pay schedules. This level will capture Section Managers and above across pay schedules and should reduce the number of financial disclosure filers.

General Counsel Amanda Conn stated that claims agents in the General Counsel's Office (GCO) are now on the union pay schedule, as well as some employees in finance, customer care, and communications. She inquired whether union pay grades were considered in the proposed changes to the Code. Ms. Dorsey White replied that her proposed changes do not include provisions for union personnel because she was unaware of the change in these positions. Ms. Conn stated that the job descriptions for the affected positions would need to be reviewed along with the collective bargaining agreement. Because the proposed changes must be presented at January's Commission meeting to allow a vote at the February meeting, Ms. Conn recommended that the Board approve the current proposed changes and revisit changes for the bargaining units at a future time. Ms. Conn stated that GCO will also review the proposed changes for legal sufficiency.

On motion of Dr. Hausman and seconded by Mr. Hysen, three members of the Board (Hausman, Hysen, and Pruden) voted to approve the proposed changes to Code Chapter 1.70.330, with authority for the Ethics Officer and General Counsel to make any changes necessary to conform with collective bargaining agreements.

**Delinquent Financial Disclosure Filer(s)**

Ms. Allen reported that there were no delinquent financial disclosure filers.

**Closed Session Approval**

Chair Pruden stated that he had reviewed and approved the closing statement.

At 2:01 p.m., on motion of Dr. Hausman and seconded by Mr. Hysen, three members of the Board (Hausman, Hysen, and Pruden) voted to conduct a Closed Session pursuant to Maryland Code Annotated, General Provisions Article, Title 3, Open Meetings Act, § 3-305(b)(13) to approve November 13, 2024 Closed Session Minutes; General Provisions Article § 3-305(b)(1)(ii) to discuss a personnel matter that affects one or more specific individuals; and General Provisions Article § 3-305(b)(7) to consult with counsel to obtain legal advice regarding a Personnel Matter and Potential Complaints/Legal Investigations.

**Attendees:** Chair George Pruden; Member Steven Hausman; Member Jeffrey Hysen; and Alternate Member Chandria Slaughter. Staff present: Ethics Officer Angelique Dorsey White; General Counsel Amanda Conn; and Administrative Assistant Latonya Allen.

**Closed Session**

**Approval of Closed Session Minutes – November 13, 2024**

The Board reviewed the draft Closed Session Minutes from the November 13, 2024 meeting.

On motion of Mr. Hysen and seconded by Dr. Hausman, three members of the Board (Hysen, Hausman, and Pruden) voted to approve the November Closed Session Minutes.

**Personnel Matter**

The Board discussed a personnel matter.

**Potential Complaints**

**PC2024-19**

Ms. Dorsey White provided an update on this matter.

**Legal Investigations**

There were no updates on legal investigations.

**Adjournment**

On motion of Dr. Hausman and seconded by Mr. Hysen, three members of the Board (Hausman, Hysen, and Pruden) voted to adjourn the meeting at 3:04 p.m.



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Angelique Dorsey White, Esq.  
Ethics Officer