

**PRINCE GEORGE'S COUNTY OFFICE OF ETHICS AND ACCOUNTABILITY  
BOARD OF ETHICS**

Board Meeting Minutes

**December 4, 2019**

*Present:* Cassandra Burckhalter (teleconference)  
Covette Rooney, Board Member (teleconference)  
Sharon Theodore-Lewis, Board Member (teleconference)

Robin Barnes-Shell, Esq., Executive Director  
Roslyn Walker, Compliance Officer  
LaShanda Whaley, Legal Counsel (teleconference)  
Lamont Judd, Investigator  
Jasmine Carter, Compliance Analyst

*Next meeting:* January 10, 2020 at 5:00 pm  
9201 Basil Court, Suite 155  
Largo, Maryland 20774

**OPEN SESSION**

**I. OPENING OF MEETING**

The Board Chair, Cassandra Burckhalter, opened the meeting at approximately 4:13 pm and welcomed all in attendance. There was a quorum present with three (3) Board Members. The meeting was held at the Office of Ethics and Accountability (OEA) located at 9201 Basil Court, Suite 155, Largo, Maryland.

**II. APPROVAL OF MEETING MINUTES**

Board Member Curtis Eugene was not in attendance at the present meeting, so the Board deferred adopting the September 13, 2019 and the October 25, 2019 Meeting Minutes.

**III. BOARD CHAIR REPORT**

None to report.

**IV. EXECUTIVE DIRECTOR REPORT**

The Executive Director provided the Board information regarding OEA's training efforts that included conducting four (4) New Employees Orientation Program trainings. The Board was provided an update on the compliance status of new County employees required

to take the Mandatory Ethics Training and the status of registered lobbyists, which were fifty-six (56) for calendar year 2019.

The Board was provided the ethics advice table for October and November, which summarized the informal ethics advice, information requests and legal advice provided by the Office of Ethics and Accountability.

The Board was updated on the status of legislative amendments that were passed by the County Council on November 20, 2019 and will go into effect on January 3, 2020.

## **V. Reading of Written Statement for Closing Meeting Under the Open Meeting Act**

At 4:23 pm, a motion was made by Board Chair Cassandra Burckhalter and seconded by Board Member Sharon Theodore-Lewis to close the open portion of the meeting to comply with a specific constitutional, statutory or judicially imposed requirement that prevents public disclosure about a particular proceeding or matter and to consult with legal counsel. The statement was read by the Board Chair Cassandra Burckhalter. The motion was approved by a vote of 3-0. The reason for closing the meeting, and the topics discussed with legal counsel involved among other matters, investigations in accordance with the State Government Article, §10-508(a). Those in attendance were as follows:

Cassandra Burckhalter, Board Chair (teleconference)

Curtis Eugene, Board Member (teleconference)

Sharon Theodore-Lewis, Board Member (teleconference)

Robin Barnes-Shell, Esq., Executive Director

Roslyn Walker, Compliance Officer

LaShanda Whaley, Legal Counsel (teleconference)

Lamont Judd, Investigator

Jasmine Carter, Compliance Analyst

## **CLOSED SESSION**

### **Investigation 20-107e**

The Board was provided a report on an investigation involving an allegation of Prestige of Office, Use of County Resources, and Conflict of Interest by a County employee that included recommendations related to personnel action and agency policy. The Board voted 3-0 there is a reasonable basis to believe a violation of the Prince George's County Code

of Ethics has occurred. The Board will reserve taking further action for thirty (30) to allow the agency to respond to the identified ethics violations.

### **Investigation 20-139e**

The Board was provided a report on an investigation involving an allegation of Prestige of Office, Use of Resources, Conflict of Interest, and Secondary Employment by a County employee. The Board voted 3-0 that there is a reasonable basis to believe a violation of the Prince George's County Code of Ethics has occurred and in lieu of a hearing accepts the actions taken by the agency as appropriate to address the violation.

### **Investigation 20-122e**

The Board was provided a report on an investigation that included recommendations involving an allegation of Solicitation of Funds by a County official. The Board voted 3-0 the individual(s) implicated in the investigation are not subject to the authority of the Prince George's County Code of Ethics and therefore, the matter falls outside the jurisdiction of the Board.

### **Financial Disclosure Statements**

The Board was provided information provided by the Exit Reports rendered by the Office of Audits and Investigations for four former agency directors. The Board voted 3-0 as follows:

20-0183 - waive the assessment of a late filing fee

20-0184 – waive the assessment of a late fee

20-0185 – not to assess a late fee

20-0316 – take no further action since a late fee was paid by the filer.

The Board further voted to send letters to Audits and Investigations of the Board's actions.

### **Ethics Advice 20-0171**

The Board was provided notice on a matter involving a Conflict of Interest involving a County employee based upon an Audits and Investigations Finding.

### **Ethics Advice 20-0152**

The Board was provided notice of a request for advice involving a Conflict of Interest involving a County employee.

The Board was provided updates on pending cases.

At the conclusion of all business, a motion was made to adjourn the meeting. The motion was approved 3-0. The meeting was adjourned at approximately 5:12 pm.