

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

Board Meeting Minutes

October 23, 2020

Present: Cassandra Burckhalter, Board Chair (teleconference)
Curtis Eugene, Board Member (teleconference)
Sharon Theodore-Lewis, Board Member (teleconference)

Robin Barnes-Shell, Esq., Executive Director (teleconference)
Roslyn Walker, Compliance Officer (teleconference)
Bamidele Alexander, Legal Counsel (teleconference)
Jasmine Carter, Compliance Analyst (teleconference)
Chelinda Bullock, Administrative Aide (teleconference)
Lamont Judd, Legal Investigator (teleconference)

Next meeting: November 20, 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 5:00 pm and welcomed all in attendance. There was a quorum present with three (3) Board Members. Board Member Curtis Eugene's daughter was present and departed the meeting at 5:06pm. The meeting was held by teleconference.

II. APPROVAL OF MEETING MINUTES

The three (3) Board of Ethics (Board) Members in attendance approved the September 18, 2020 Meeting Minutes by a vote of 3-0, with corrections.

III. BOARD CHAIR REPORT

The Board Chair, Cassandra Burckhalter inquired about receiving board minutes for review ten (10) days before the next board meeting. The Executive Director informed the Board about the outstanding job the staff is currently performing an indicated she would try to make the minutes available sooner but noted the challenges associated with

prioritizing the board minutes with the completion of investigation reports and other compliance documents for the Board's review.

IV. EXECUTIVE DIRECTOR REPORT

The Executive Director informed the Board of the following Office of Ethics and Accountability compliance activities: approximately two hundred sixty-five (265) individuals were trained online for FY20; two thousand seven hundred sixteen (2,716) were trained online, and eighty-eight (88) in-person for FY21, totaling three thousand thirty-nine (3,039) for ethics training compliance period; three (3) annual Lobbyist Reports have been completed and fifty five (55) registered lobbyists are currently registered for CY20; fourteen (14) late financial disclosure filers with four (4) nonfilers; and two (2) financial disclosure statement filers remain outstanding from the compliance audit.

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

The Board was informed of the Annual Certification filed with the State Ethics Commission with legislative revisions to Prince George's County to comply with the State's mandate.

The Board was informed a plaque was ordered for former Board Chair, The Honorable Covette Rooney, for her tenure on the board.

V. READING OF WRITTEN STATEMENT FOR CLOSING MEETING UNDER THE OPEN MEETING ACT

At 5:14pm, a motion was made by Board Chair Cassandra Burckhalter and seconded by Board Member Curtis Eugene 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 (teleconference)

Roslyn Walker, Compliance Officer (teleconference)
Bamidele Alexander, Legal Counsel (teleconference)
Jasmine Carter, Compliance Analyst (teleconference)
Chelinda Bullock, Administrative Aide (teleconference)
Lamont Judd, Investigator (teleconference)

CLOSED SESSION

Advisory Opinion 21-0040

The Board discussed a potential Conflict of Interest of a department awarding grants to a nonprofit organization. The Board approved the issuance of an advisory opinion with noted revisions, by a vote of 3-0.

Advisory Opinion 21-0070

The Board discussed a potential Conflict of Interest of a County official of the official's business activity in real property transactions within the County. The Board approved the issuance of an advisory opinion with noted revisions, by a vote of 3-0.

Investigation 20-0461

The Board was provided a report with recommendations on an investigation involving an allegation of Use of County Resources involving an employee abusing time by clocking in early to record overtime. The Board voted 3-0 that there were insufficient facts upon which to base a determination of a violation and dismissed the complaint.

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 6:30pm.