

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

Board Meeting Minutes

**September 10, 2021**

*Present:* Cassandra Burckhalter, Board Chair (Microsoft Teams)  
Charlene Gallion, Board Member (Microsoft Teams)  
Melanie Barr-Brooks, Board Member (Microsoft Teams)  
Sharon Theodore-Lewis (Board Member (Microsoft Teams)

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

*Next meeting:* October 8, 2021  
9201 Basil Court, Suite 155  
Largo, Maryland 20774

**OPEN SESSION**

**I. OPENING OF MEETING**

The Board Chair, Cassandra Burckhalter, opened the meeting at approximately 5:03 pm and welcomed all in attendance. There was a quorum present with four (4) Board Members. The meeting was held via Microsoft Teams.

**II. APPROVAL OF MEETING MINUTES**

Four (4) Board of Ethics (Board) Members in attendance approved the Meeting Minutes for July 13, 2021, by a vote of 4-0.

**III. BOARD CHAIR REPORT**

The Board Chair acknowledged Board Members availability during the summer recess to attend special meetings and adhere to meeting deadlines provided from the Office of Ethics and Accountability. The Board Chair acknowledged the phenomenal data within the Office of Ethics and Accountability CY2020/FY2021 Annual Report.

#### **IV. EXECUTIVE DIRECTOR REPORT**

The Executive Director informed the Board of the following Office of Ethics and Accountability compliance activities: to date, for Calendar Year 2021, there were fifty-three (53) active registered lobbyists representing one hundred five (105) employers under two hundred five (205) registrations; for Calendar Year 2021, two (2) termination notices and one (1) annual report was submitted; approximately for Calendar Year 2020 ten (10) designated Financial Disclosure Statement (FDS) filers have not submitted and twelve (12) delinquent filers have submitted their FDS without remitting late fees. Twenty-two (22) late fees payments remain outstanding and thirty-one (31) delinquent filers have remitted late fees.

The Executive Director informed the Board of the FY2020 ethics training period ending on June 30, 2021, and that approximately four thousand three hundred (4300) officials, employees and board/commission members completed the training. The Office of Human Resources Management conducted a mandatory ethics training campaign in Fall 2020 for County employees. As of July 2021, OHRM reported six (6) eLearning training participants and twenty (26) SAP Success Factors trainings participants completed online ethics trainings.

The Executive Director informed the Board of completion of the Annual Certification, which is required by the State Ethics Commission and of the County's proposed amendments to the Ethics Code regarding secondary employment to align law enforcement secondary employment with the County's Ethics Code.

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

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

At 5:30 pm, a motion was made by Board Member Sharon Theodore Lewis and seconded by Board Member Charlene Gallion 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 4-0. This meeting was closed under General Provisions Art. § 3-305(b) for the following reasons: (A) To protect the privacy or reputation of individuals concerning a matter not related to public business; (B) To consult with counsel to obtain legal advice; (C) To conduct or discuss an investigative proceeding on actual or possible criminal conduct. Those in attendance were as follows:

Cassandra Burckhalter, Board Chair (Microsoft Teams)  
Charlene Gallion, Board Member (Microsoft Teams)  
Melanie Barr-Brooks, Board Member (Microsoft Teams)  
Sharon Theodore-Lewis (Board Member (Microsoft Teams)

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

## **CLOSED SESSION**

### **Investigation 21-0395**

The Board voted 3-1 on reserving the publication of the Findings of Fact Conclusion of Order from a Board of Ethics hearing involving a County official until legal counsel provides further research on the matter.

### **Advisory Opinion 21-0369**

The Board was provided an update regarding compliance with an Advisory Opinion related to Secondary Employment involving a County employee. The Board authorized the Office of Ethics and Accountability to coordinate with the Board Chair to notify the respondent accordingly.

### **Advisory Opinion 22-0056**

The Board was notified of a pending board appointment by a County employee from the State of Maryland Appointments Office requesting review of the appointment. The Board voted 4-0, for OEA to ensure the correct safeguards were in place to address any potential conflicts of interest and to respond to the State.

### **Investigation 22-0019**

The Board was provided an investigation report with recommendations on an investigation involving allegations of Use of Resources/Secondary Employment. The Board voted 4-0, there were insufficient facts upon which to base a determination of a violation and dismissed the complaint.

### **Investigation 21-0347**

The Board was provided an investigation report with recommendations on an investigation involving an allegation of Prestige of Office. The Board voted 4-0, there were insufficient facts upon which to base a determination of a violation and dismissed the complaint.

**Investigation 21-0282**

The Board was provided a report with recommendations on an investigation involving an allegation of prohibited Prestige of Office. The Board voted 3-1 there is a reasonable basis to believe a violation has occurred and in lieu of conducting a hearing, the Board accepted the actions taken by the agency as appropriate to address the violation. The Board authorized the Office of Ethics and Accountability to notify the respondent accordingly.

The Board was provided updates on pending cases.

At the conclusion of all business, a motion was made to adjourn the meeting at 7:30 pm. The motion was approved 4-0.