

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

Board Meeting Minutes

November 12, 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)

Next meeting: January 14, 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 5:00 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

The four (4) Board of Ethics (Board) Members in attendance approved the Meeting Minutes for September 23, 2021, by a vote of 3-0 and one (1) abstain, with three (3) edits noted. The four (4) Board of Ethics (Board) Members in attendance approved the Meeting Minutes for October 8, 2021, by a vote of 3-0 and one (1) abstain, with one (1) edit noted. One Member abstained because she was not in attendance at the meeting for which the minutes were taken.

III. BOARD CHAIR REPORT

The Board Chair acknowledged the Office of Ethics and Accountability staff for their productivity.

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-seven (57) active registered lobbyists and two hundred and twenty-seven (227) lobbyist registrations submitted; for Calendar Year 2021, three (3) termination notices and three (3) annual reports were submitted. In Calendar Year 2020, there were four (4) designated Financial Disclosure Statement (FDS) filers that have not submitted their FDS's and four (4) delinquent filers have submitted their FDS without remitting late fees. Two (2) delinquent filers who previously submitted late fee waiver requests to the Board have remitted their Board-approved reduced late fees; and forty-two (42) delinquent filers have remitted late fees.

The Executive Director informed the Board that the Office of Human Resources Management (OHRM) is conducting a mandatory training campaign for all County employees and reported completion of forty-one (41) eLearning mandatory ethics trainings. Ethics training was provided for fifteen (15) board members of the Commission for Individuals with Disabilities.

The Executive Director informed and provided the Board with a proposed draft policy for the process of issuing Board regulations.

The Executive Director informed the Board that the State Ethics Commission approved the County's proposed amendments to the County's Ethics Code for secondary employment related to law enforcement. The Executive Director informed the Board that the County Executive's Office will determine how to move forward with presenting proposed legislation to the County Council and will seek Board approval for issuance of regulations to implement the amendments to the Ethics Code.

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

The Board was provided with a case status report and updates on pending cases.

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

At 6:18 pm, a motion was made by Board Member 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 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)

CLOSED SESSION

Investigation 21-0395

The Board was provided an update on compliance with the Findings of Fact, Conclusion and Order from the Board of Ethics hearing involving a County official. By a vote of 4-0, the Board authorized the Office of the Ethics and Accountability to issue correspondence to the official to close out the matter based on the official's resignation from County office.

Investigation 21-0059e

The Board was provided a report with recommendations on an investigation involving allegations of disclosing confidential information. The Board voted 4-0, there are insufficient facts upon which to base a determination of a violation and dismissed the complaint

Investigation 21-0402e

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

Investigation 21-0051e (2 cases)

The Board was provided a report with recommendations on an investigation involving allegations of Conflict of Interest, Use of Resources and Secondary Employment related to two employees. The Board voted 4-0, 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) days to allow the agency to respond to the identified ethics violations.

Advisory Opinion 22-0131

The Board was notified of a request for an Advisory Opinion related to a board appointment.

At the conclusion of all business, a motion was made to adjourn the meeting at 7:15 pm.
The motion was approved 4-0.