

## FY2021 Informal Ethics Advice, Information Requests & Legal Reviews

Count	Date	Case	Source	Case Type	Issue	Opinion/Response
1	7/2020	21-0001	Employee	Gifts/Solicitation/ Fundraising.	Requests advice on whether police officer can obtain award from private organization and be spotlighted in article	Request rescinded
2	7/2020	21-0002	Employee	Secondary Employment	Requests legal review of secondary employment with State's Attorney's Office	No action taken
3	7/2020	21-0005	Employee	Conflicts of Interest	Request advice on behalf of employee who seeks to provide free notary services	Informal ethics advice rendered. DPIE needs to consult with the Office of Law and the Office of Human Resources Management before allowing employees to provide notary services even without charging a fee as this function may be considered as changing their work responsibilities.
4	7/2020	21-0006	Employee	Secondary Employment	Requests legal review of secondary employment with the Consumer Council	Agency approved - no conflicts present. Qualifiers added.
5	7/2020	21-0007	Employee	Secondary Employment	Requests legal review of secondary employment with Consumer Council	Agency approved - no conflicts present. Qualifiers added.
6	7/2020	21-0015	Employee	Secondary Employment	Requests legal review of secondary employment at tax consulting firm	Informal ethics advice rendered. Guidance provided to employee regarding the secondary employment request.
7	7/2020	21-0016	Required Filer	FDS	Requests advice related to disclosing gifts on FDS form	Informal ethics advice rendered. Employee provided requirements for designating travel expenses as gifts on FDS.
8	7/2020	21-0018	Required Filer	FDS	Requests advice related to Schedule B disclosure of interest in corporations	Informal ethics advice rendered. Explanation of legal requirements for completion of Schedule B provided.
9	7/2020	21-0019	Employee	Conflicts of interest	Requests advice related to a letter of support for an Arts & Humanities Council initiative	Informal ethics advice rendered. It is permissible to provide a letter of support for a grant the PAHC is requesting from the National Endowment for the Arts Our Town Grant Program.
10	7/2020	21-0039	Citizen	MPIA Request	Requests copy of records pertaining to case inquiry	Information provided.
11	8/2020	21-0026	Employee	Secondary Employment	Requests legal review of secondary employment at Modern Suppliers	Agency approved – no conflicts present. Qualifiers added.
12	8/2020	21-0030	Required Filer	FDS	Requests an amendment to 2019 FDS and advice related to disclosure of personal business interests	Informal ethics advice rendered. Official advised to disclose role with non-profit organization.
13	8/2020	21-0033	Citizen	Information Request	Requests information about use of public land for Alcoholics	Referred to MNCPPC

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					Anonymous meetings	
14	8/2020	21-0036	Board/Commission	Employee Relations	Requests advice pertaining to updated job description	Outside scope of ethics. Referred requestor to OHRM.
15	8/2020	21-0042	Agency	FDS	Request for OEA review of Appointee to Fire Commission	Legal review completed; no conflicts of interest present.
16	8/2020	21-0048	Employee	Gifts/Solicitation/Fundraising.	Requests advice related to soliciting gift certificates from business owners to distribute to County citizens	Administrative Procedure 153 provides guidance and standards concerning solicitation and Fundraising. Provided requestor is not targeting certain County vendors, donations of gift cards to be distributed County citizens in need is permissible.
17	8/2020	21-0049	Board/Commission	FDS	Requests legal review of prospective appointee to the Human Relations Commission	Legal review completed, no conflicts of interest present. Qualifiers added.
18	8/2020	21-0050	Board/Commission	FDS	Requests legal review of prospective appointee to the Washington Suburban Sanitary Commission	Legal review completed; no conflicts of interest present.
19	9/2020	21-0052	Employee	Secondary Employment	Requests advice related to secondary employment related to candidate for hire	If employee is hired as an employee of the County, then would be required to submit a Secondary Employment Request to OEA verifying approval from Department Head allowing the secondary employment.
20	9/2020	21-0054	Employee	Conflict of Interest	Requests advice related to being used as a reference for an interested party pursuing a request for proposal	Section 2-293(a)(c) of the Ethics Code provides that an employee is prohibited from giving endorsements. However, it is acceptable if DPIE has a policy in place that allows for an employee to give an endorsement for all vendors/clients.
21	8/2020	21-0055	Agency	FDS	Request for OEA review of Appointee to Fire Commission	Legal review completed; no conflicts of interest present
22	8/2020	21-0056	Agency	FDS	Request for OEA review of Appointee to Fire Commission	Legal review completed; no conflicts of interest present
23	9/2020	21-0057	Employee	Conflicts of interest	Behavioral Health Nurse requests advice related to offering private practice services to a client discharged from the County's health clinic	Pursuant to §2-293 Prestige of Office of the Ethics Code, "an official or employee may not intentionally use the prestige of his office for his own private gain or that of another." Under the Code an employee is not able to personally benefit from his or her position in the County.
24	9/2020	21-0058	Agency	FDS	Request for OEA review of Appointee to Housing Authority	Appointee reviewed – no conflicts of interest present
25	9/2020	21-0059	Agency	FDS	Request for OEA review of Appointee to Housing Authority	Appointee reviewed – no conflicts of interest present.

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						Qualifiers added.
26	9/2020	21-0060	Agency	FDS	Request for OEA review of Appointee to Housing Authority	Appointee reviewed – no conflicts of interest present
27	9/2020	21-0061	Agency	FDS	Request for OEA review of Appointee to Housing Authority	Appointee reviewed – no conflicts of interest present
28	9/2020	21-0063	Employee	Conflicts of interest	Requests advice related to employer to paying legal fees as County expense	Informal ethics advice rendered. It is common custom/practice for employers to pay this fee on behalf of its attorneys.
29	9/2020	21-0064	Employee	Honorarium	Requests advice related to invitation to provide nonpartisan speech at university in official capacity	Pursuant to Ethics Code §2-293(e), an official may not accept an honorarium if the offering of the honorarium is in any way related to the individual's official position. Based on the facts provided that the speech would be in the individual's official capacity and the university would promote employee's title, official government picture, and position, the individual would not be able to take the honorarium.
30	9/2020	21-0067	Citizen	Information Request	Requests copy of County's mortgage foreclosure excess funds lists	Outside scope of ethics. Requestor referred to Office of Finance.
31	9/2020	21-0068	Former Employee	FDS	Requests copy of all prior FDS filings from tenure as former employee	Information provided. OEA maintains filers' FDS's for four years.
32	9/2020	21-0069	Agency	Gifts/Solicitation/ Fundraising.	Requests advice related to soliciting donations of food and money to support food basket program	Informal ethics advice provided. A previously issued Advisory Opinion on the same issue and a copy of Administrative Procedure 153 which provides guidance and standards concerning solicitation and fundraising were also provided.
33	9/2020	21-0073	Employee	Secondary Employment	Requests legal review of secondary employment as Instructor	Insufficient information. Handled under 21-0196.
34	9/2020	21-0074	Employee	Secondary Employment	Requests legal review of secondary employment as music & choir director for church	Agency approved - no conflicts present
35	9/2020	21-0075	Employee	Secondary Employment	Requests legal review of secondary employment as minister of music for church	Agency approved - no conflicts present
36	9/2020	21-0180	Employee	Secondary Employment	Requests legal review of secondary employment in training and instruction	Agency approved - no conflicts present

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37	9/2020	21-0181	Employee	Conflicts of interest	Requests advice related to serving as an election judge	Informal ethics advice rendered. PGC Everyone email was previously sent out on campaign activities. Counsel further advised if employee did choose to serve as an election judge, then ensure off work and not on County time with required approval from supervisor. Also, employee was advised to not use County resources or County title while serving as an election judge.
38	9/2020	21-0183	Agency	Political Activity	Requests advice on whether the Board of Elections may use the County's seal and CEX name on voter education campaign literature	Informal ethics advice rendered that use of the County seal is governed by the County Charter, but the Board of Elections may be able to identify the County by use of its seal when educating voters about how to vote. However, the use of the CEX name on the literature may not be permissible because it would diminish the nonpartisan position of the Board of Elections.
39	9/2020	21-0184	Agency	Political Activity	Requests advice related to use of Proud to Vote slogan	Informal ethics advice rendered that the slogan may be permissible as it is not procured by campaign funds of the CEX and the "Proud to" slogans have been developed by the County's PIO to generate citizen awareness of County services and events. The distribution of voter education information should be under the direction of the Board of Elections and can be posted on its website to avoid even an appearance of misuse of County resources or conflicts of interests.
40	9/2020	21-0185	Agency	Disclosure of Confidential Information	Requests advice related to use of nondisclosure agreements to protect confidentiality of board meetings and hearings	Informal ethics advice rendered. Employee advised to consult with OOL for specific language to incorporate into the document and advised to consider what appropriate actions may be taken for employees and officials with the caveat that contractors are not under the authority of the County's Ethics Code.

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41	9/2020	21-0186	Agency	Gifts/Solicitation/ Fundraising	Requests advice related to providing cash incentives for top performing inspectors in DPIE	Informal ethics advice rendered that the County may incentivize employee performance, but the payment of any cash incentives must come directly from the County.
42	10/2020	21-0187	Employee	Secondary Employment	Requests legal review of secondary employment at beauty salon	Agency approved – no conflicts of interest present
43	10/2020	21-0188	Employee	Secondary Employment	Requests legal review of secondary employment with a real estate group	Agency approved – no conflicts of interest present
44	10/2020	21-0189	Employee	Secondary Employment	Requests legal review of secondary employment for position on Art & Humanities Council	Agency approved. OEA reviewed, no conflicts of interest present.
45	10/2020	21-0190	Employee	Political Activity	Requests advice related to writing political editorials and articles in personal capacity	Employee may write articles for magazines on political matters of interest on employee's own time. However, if employee accepts compensation for articles, employee will be required to complete a secondary employment request. Also, Ethics Code Section 2-293(f) provides that an employee should not use his or her County title, County time or resources of the County for writing books and articles.
46	10/2020	21-0191	Employee	Gifts/Solicitation/ Fundraising.	Requests advice related to receipt of gift to promote One Maryland One Book reading program	The paperback book may be accepted based on its market value, which appears to be less than \$20 and based on the program's intent to pass it along once reading is completed. Designated filers are not required to report gifts under \$20 on their financial disclosure statements unless they receive a series of gifts totaling \$100 or more from any one person or entity.
47	10/2020	21-0192	Employee	Information Request	Requests assistance completing secondary employment request	OEA assisted employee with requirements for submitting secondary employment request forms.
48	10/2020	21-0195	Citizen	Information Request	Requests information regarding how to reopen a former case with the County government	Outside scope of ethics. Citizen referred to OOL.
49	10/2020	21-0196	Employee	Secondary Employment	Requests legal review of secondary employment with Law Enforcement Training Institute	Agency approved – no conflicts of interest present
50	10/2020	21-0202	Agency	Secondary Employment	Requests advice related to secondary employment in a temporary position	The employee resigned and request was withdrawn by the agency.

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51	10/2020	21-0203	Employee	Gifts/Solicitation/ Fundraising	Request advice related to receipt of gift from citizen	Employees and public officials cannot accept any gift, no matter what the value, from a current vendor and/or a company seeking to do business with Prince George's County Government. This extends to customers or citizens of the County that employee provides services to as a part of their job.
52	11/2020	21-0206	Board/Commission	FDS	Requests to know if non-voting members of Revenue Authority should file an FDS	Non-voting members are not required to file by Executive Order.
53	11/2020	21-0207	Agency	FDS	Requests to know if Associate Director of OCR should be a required filer	Pursuant to Section 2-294(a)(4) "heads of all County Departments, agencies, and offices and their deputies or chief are required to file a financial disclosure statement. Determined that the Associate Director is not a required filer based on the functions of the position.
54	11/2020	21-0208	Employee	Secondary Employment	Requests legal review of secondary employment at Propel	Agency approved. OEA reviewed and no conflicts of interest present.
55	11/2020	21-0209	Employee	Gifts/Solicitation/ Fundraising	Requests advice related to the issuance of meal cards for Stand Up & Deliver Program	Informal ethics advice rendered. Administrative Procedure 153 addresses solicitation and fundraising and provides only gifts that promote the County's programs and benefits its citizens may be solicited. The \$5 meal cards to the youth are an extension of what the Stand Up and Deliver Program does to provide food, groceries and or prepared meals weekly to the seniors, families, and individual residents of the County. Therefore, it is acceptable for the Stand Up and Deliver program to distribute the gift cards as it is benefiting the youth of the County.
56	11/2020	21-0210	Employee	Conflicts of interest	Requests advice related to speaking engagement with company contracted with County	As a member of the panel, an employee can participate in their official capacity during County time, because the employee is not receiving compensation or an honorarium for participation. However, the employee cannot participate if receiving compensation or providing an endorsement.

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57	11/2020	21-0211	Agency	Gifts/Solicitation/ Fundraising.	Requests advice related to expansion of SYEP initiative	It is not an ethical violation for the SYEP program to partner with County Government vendors in addition to the County businesses that currently partner with the program to hire youth. The County Code of Ethics provides that people have a right to be assured that impartiality and independent judgment of public officials and employees will be maintained.
58	11/2020	21-0214	Employee	Secondary Employment	Requests legal review of secondary employment at food establishment	Agency approved. OEA reviewed and no conflicts of interest present.
59	11/2020	21-0217	Citizen	Information Request	Requests to know if locally elected officials are subject to County ordinances	The complainant was advised that each jurisdiction generally has their own code by which to abide. As such, complainant was further advised to contact the specific jurisdiction to answer the question.
60	11/2020	21-0221	Employee	Gifts/Solicitation/ Fundraising.	Requests advice related to volunteer gift exchange within agencies	Advice rendered that the Board of Ethics has exempted gifts of a reasonable amount, given by one official/employee to another. Employees/officials can give and receive gifts from other employees/officials (including gifts to and from superiors) for special occasions, such as: <ol style="list-style-type: none"> <li>1. Holidays</li> <li>2. Birthdays</li> <li>3. Baby Shower</li> <li>4. Special occasions</li> </ol>
61	11/2020	21-0222	Employee	Gifts/Solicitation/ Fundraising.	Requests advice related to gifts received outside of controlled donors	If a gift is provided, official must report it on annual Financial Disclosure Statement.
62	11/2020	21-0224	Citizen	MPIA Request	Requests release of public documents	MPIA Request forwarded to the OOL and FDS sent to requestor in compliance with the Code.
63	11/2020	21-0225	Citizen	MPIA Request	Requests release of public documents	MPIA Request forwarded to the OOL and FDS sent to requestor in compliance with the Code.
64	11/2020	21-0226	Agency	FDS	Request for OEA review of Appointee to DOC	Legal review complete with qualifiers added to put protocols in place for potential conflicts of interest present regarding appointee and familial relationships with employees of the Department.
65	12/2020	21-0227	Employee	Secondary Employment	Requests legal review of secondary employment on charter review committee	Agency approved – no conflicts of interest present

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66	12/2020	21-0228	Employee	Secondary Employment	Requests advice related to secondary employment on charter review committee	Employee should submit secondary employment request to CAO. There were no conflicts of interest present. Employee should not use employee's County title or County resources in the endeavor.
67	12/2020	21-0232	Agency	FDS	Request for OEA review of appointee to Board of Ethics	Agency approved – no conflicts of interest present
68	12/2020	21-0233	Agency	FDS	Request for OEA review of appointee to Board of Ethics	Agency approved – no conflicts of interest present
69	12/2020	21-0235	Employee	FDS	Request for OEA review of appointee to CEX	Legal review complete with no conflicts of interest present.
70	12/2020	21-0236	Citizen	Lobbying	Requests information pertaining to local lobbying law	One needs to meet the expenditure or compensation thresholds listed in Section 2-291(a)(9) in addition to engaging in lobbying activities to implicate the lobbying laws. Although virtual meetings are technically not “in the presence of” as defined by 2-291(a)(9)(A), virtual meetings are under strict scrutiny to uphold the integrity of the Ethics Code given the current business practices as a result of the pandemic. Lobbyists are still responsible for reporting all expenses for lobbying that fall under 2-295(G).
71	12/2020	21-0238	Employee	FDS	Requests advice related to disclosure of pension board membership on FDS	The Ethics Code does not provide that members of the Pension Board report on the FDS their service or membership on the board.
72	12/2020	21-0239	Employee	Secondary Employment	Requests legal review of secondary employment at the Foundation School	No action taken; Same request approved previously by OEA with no conflicts of interest present.
73	12/2020	21-0247	Agency	Conflicts of interest	To determine whether a public hearing is required to review potential conflicts of interest related to a ground lease transaction	Public hearing is required pursuant to Ethics Code Section 2-292(j).
74	1/2021	21-0243	Employee	Prestige of Office	Requests advice related to retrieving permits on behalf of personal acquaintance	Section 2-293(c) of the Prince George's County Code of Ethics, Use of Prestige of Office provides that “an official or employee may not intentionally use the prestige of his office for his own private gain or that of another.” It is an ethical violation for employee to pull permits for employee's friend.



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						Also, per the Ethics Code, the employee is prohibited from using County resources, which would result in personal gain or ompensation or for any other personal matters and services. Therefore, employee cannot use County resources while on County time to pull permits for a friend.
75	1/2021	21-0244	Employee	Secondary Employment	Requests ethics advice related to utilizing a County vendor to distribute products for personal business if currently working with the vendor in County capacity	It is a conflicts of interest for an employee to utilize a County vendor to distribute products for employee's personal business when the employee currently works with the vendor on a County program. The employee's position with the County provides employee with a level of influence that proves to be a benefit for the County vendor. Also, it can be perceived that employee is receiving a personal benefit from the County vendor who would be distributing the employee's products, which can be linked with the distribution of food products through the StandUp and Deliver Program.
76	1/2021	21-0245	Employee	Secondary Employment	Requests advice related to whether a County school teacher needs to file secondary employment with OEA or with the state	Employees of the Prince George's County School System are not subject to the County's Ethics Code. The School Board is responsible for establishing its ethics code as governed under State law. The State Ethics Commission can provide more guidance in the event the General Counsel for the School Board does not render a clear response for the requestor.
77	1/2021	21-0246	Employee	Secondary Employment	Requests legal review of secondary employment at Revenue Authority	Agency approved – no conflicts of interest present
78	1/2021	21-0248	Board/Commission	Conflicts of interest	Requests advice related to providing consulting services for a development project	Request rescinded. Employee is no longer in need of advice regarding matter.
79	1/2021	21-0250	Employee	Conflicts of interest	Requests advice related to whether law firm can serve as legal counsel to the pension review board for the County.	The Official is subject to the Ethics Code and should request ethics advice from OEA in lieu of the spouse seeking the advice.
80	1/2021	21-0252	Agency	Legislative Comment	Review of HB 0292 - Public Ethics - Gifts and Lobbyist Registration (Public Integrity Act of 2021)	Legislative comments provided.

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81	1/2021	21-0253	Agency	Legislative Comment	Review of HB 0363 - Maryland Public Ethics Law - Retaliation for Reporting or Participating in Investigation - Prohibition	Legislative comments provided.
82	1/2021	21-0254	Agency	Legislative Comment	Review of HB 0285 - Workgroup on Statewide Vehicle Crash Data Collection and Reporting	Legislative comments provided.
83	1/2021	21-0255	Employee	Conflicts of interest	Requests ethics advice related to operating a private business	Reviewed. No action taken. Prior case 21-0244 reopened to resolve.
84	1/2021	21-0256	Board/Commission	Gifts/Solicitation/Fundraising.	Requests ethics advice related to gift for separating Board member	The RVA is permitted to give a gift to the separating member as it is for a special occasion. The Board of Ethics has exempted gifts of a reasonable amount, given by one employee or official to another.
85	1/2021	21-0257	Agency	FDS	Request for OEA review of appointee to DHCD	Legal review completed with no conflicts of interest present.
86	1/2021	21-0258	Employee	MPIA Request	Request for release of designated filer's FDS form	OEA provided A&I with a redacted copy of the former employees' Financial Disclosure Form (FDS), per request. The former employee was notified by mail of their FDS being provided, at the request of A&I.
87	1/2021	21-0260	Employee	Gifts/Solicitation/Fundraising.	Requests advice related to distribution of gift cards	The agency can give out gift cards in amounts larger than \$20.00 that are benefitting the citizens of Prince George's County. It needs to make sure it has proper safeguards in place if it is going to allow the fiscal agents or employees to buy merchandise in lieu of giving gift cards. It is important to have a written process in place to give clear guidance to the participating fiscal agents or employees. Make sure the agency identifies if the gift is being donated to the County for the benefit of the Prince George's County citizens. Also, the agency should make sure that employees who are participating are not deriving any type of benefit. It is important to have the proper protocols and safeguards in place to prevent any type of fraud or ethical conflicts of interest.

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88	1/2021	21-0262	Agency	Legislative Comment	Review of HB 0335 - Election Law Party and Elected Public Offices Prohibitions	Legislative comments provided.
89	1/2021	21-0263	Agency	Legislative Comment	Review of HB 0691 - Election Law Campaign Contributors Disclosure of Owning or Controlling Individual or Business Entity	Legislative comments provided.
90	1/2021	21-0268	Employee	Secondary Employment	Requests legal review of secondary employment at Arbonne	Legal review complete with no conflicts of interest present.
91	2/2021	21-0264	Agency	Conflicts of interest	Requests advice related to supervision of employee on a Board or Commission while supervisor is a voting member	County Code Section 2-290 declares that the people have a right to be assured that the impartiality and independent judgement of public officials and employees will be maintained.” Section 2-290 further provides that the trust and confidence in County officials or employees is “eroded when the conduct of the County's business is subject to improper influence and even the appearance of improper influence.” To avoid the appearance of a potential conflicts of interest it is recommended that employee not have the manager of the Boards and Commissions report directly to a supervisor that makes decisions for the Board and is a voting member of the Board.
92	2/2021	21-0265	Employee	Conflicts of interest	Requests advice related to Limited Term Grant Funded employees participation in youth forums that include compensation	The Prince George’s County Ethics Code applies to all County Employees; however, Grant Funded County Contractual Employees are not covered under the Ethics Code. Although contract employees are not covered under the Code, the agency can require the contract employee to complete ethics training for awareness. Recommended the employee to contact the State Ethics Commission as the Department of Social Services is a State Agency of which the employees are required to comply with the State Code of Ethics.

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93	2/2021	21-0266	Employee	Conflicts of interest	Requests advice related to Limited Term Grant Funded employees' participation in youth forums that include compensation – similar situation to 21-0265	The Prince George's County Ethics Code applies to all County Employees; however, Grant Funded County Contractual Employees are not covered under the Ethics Code. Although contract employees are not covered under the Code, the agency can require the contract employee to complete ethics training for awareness. Employee should contact the State Ethics Commission as the Department of Social Services is a State Agency of which the employees are required to comply with the State Code of Ethics.
94	2/2021	21-0269	Citizen	Information Request	Requests information for income relief assistance and unemployment insurance coverage	Outside of the scope of OEA. Soft referral to agency.
95	2/2021	21-0270	Citizen	Information Request	Requests information for income relief assistance and unemployment insurance coverage	Outside of the scope of OEA. Soft referral to agency.
96	2/2021	21-0271	Employee	Conflicts of interest	Requests advice related to spouse's membership on a Board that oversees a County pension fund	It is essential and important for Official to exercise due diligence to ensure not voting on any matters that involve spouse or spouse's firm that Official could potentially benefit from in any way. Although Official believes there is only a remote possibility that the County Council will have much, if any, role in managing any of the pension funds (other than one member of the Council being named to the board), it is incumbent of Official to disclose the relationship. Furthermore, Official has an affirmative duty to recuse self from the matter if there is any potential for a conflicts of interest to occur to avoid the appearance of impartiality and improper influence.
97	2/2021	21-0272	Citizen	Information Request	Inquiry into whether restaurant has been inspected by County agencies	Outside of the scope of OEA. Referral to appropriate agency.
98	2/2021	21-0274	Agency	Legislative Comment	Review of HB 0980 - Prince George's County - Public Ethics - Definition of Application PG 416-21	Legislative comment provided

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99	2/2021	21-0275	Agency	Legislative Comment	Review of HB 1066 - Local Public Campaign Financing - Expansion to Additional Offices	Legislative comment provided
100	2/2021	21-0276	Agency	Legislative Comment	Review of HB 1098 - Elected Officials State Owned Electric Vehicle Charging Stations Reimbursement	Legislative comment provided
101	2/2021	21-0277	Agency	Legislative Comment	Review of HB 1229 - Public Ethics - Local Officials - Electronic Filing of Financial Disclosure Statements	Legislative comment provided
102	2/2021	21-0278	Employee	Secondary Employment	Requests legal review of secondary employment at Prince George's County Community College	Reviewed. No action taken. Supervisor signed prior approval for secondary employment.
103	2/2021	21-0279	Employee	Secondary Employment	Requests legal review of secondary employment at Town of Bladensburg	Agency approved. OEA reviewed and no conflicts of interest present. Qualifying language included on the secondary employment request.
104	2/2021	21-0280	Employee	Secondary Employment	Requests legal review of secondary employment as a consultant	Agency approved – no conflicts present. Qualifiers added.
105	2/2021	21-0283	Employee	FDS	Request for OEA review of appointee to OHS	Legal review complete with no conflicts of interest present. Appointee submitted to OEA a secondary employment request form with a signed approval with qualifiers from supervisor.
106	2/2021	21-0286	Citizen	Information Request	Alleges unfair scheduling of COVID vaccine recipients, not according to Maryland guidelines	Information provided
107	2/2021	21-0287	Citizen	Information Request	Request for homeless assistance	Information provided
108	2/2021	21-0288	Citizen	Information Request	Alleges unfair scheduling of COVID vaccine recipients, not according to Maryland guidelines	Information provided
109	2/2021	21-0289	Agency	FDS	Request for advice related to review of appointee to CCL	Employee was advised to affirm if there are no changes to packet since September 2020. Recommended for employee to sign the package again.
110	2/2021	21-0290	Employee	Secondary Employment	Requests legal review of secondary employment at the ARC of PGC	Legal review complete with no conflicts of interest present. The following safeguards were put in place for employee: 1. Employee will not appear before the Prince George's County Council, on behalf of the ARC of Prince George's County, while serving as a member of the Board; 2. When serving on the Board, employee

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111	2/2021	21-0291	Agency	Gifts/Solicitation/ Fundraising.	Requests advice related to donation of food for Stand Up & Deliver program	Section 2-293 (d) of the Ethics Code provides that an official or employee may not solicit gifts. However, there is an exception to this rule for "meals and beverages consumed in the presence of the donor or sponsoring entity." In this case, the donor would like to donate meals to vaccination staff and volunteers. There must be someone present from the controlled donor's business if meals will be donated to County Staff in addition to the volunteers.
112	2/2021	21-0292	Employee	Gifts/Solicitation/ Fundraising.	Requests advice related to receipt of donation of bicycle helmets	Administrative Procedure 153 provides guidance and standards concerning solicitation and fundraising in the County. Section 2-293(d) of the Ethics Code further provides" an official or employee may not solicit any gift. In addition, an official or employee may not directly solicit or facilitate the solicitation of a gift, on behalf of another person, from an individual regulated lobbyist." There is no solicitation on the County's behalf in this matter. The donation of the helmets to the County will benefit the public, and the County may accept the donation from the local business.
113	2/2021	21-0293	Employee	Secondary Employment	Requests legal review of secondary employment at University of Florida	Agency approved - no conflicts present. Qualifiers added.
114	2/2021	21-0294	Board/Com mission	FDS	Request for OEA review of Appointee to Fire Commission	Legal review completed with no conflicts of interest present.
115	2/2021	21-0295	Board/Com mission	FDS	Request for OEA review of Appointee to Fire Commission	Legal review completed with no conflicts of interest present.
116	2/2021	21-0296	Board/Com mission	FDS	Request for OEA review of Appointee to Fire Commission	Legal review completed with no conflicts of interest present.
117	2/2021	21-0297	Board/Com mission	FDS	Request for OEA review of Appointee to Fire Commission	Legal review completed with no conflicts of interest present.
118	2/2021	21-0298	Board/Com mission	FDS	Request for OEA review of Appointee to Fire Commission	Legal review completed with no conflicts of interest present.

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119	3/2021	21-0300	Citizen	Information Request	Requests access to public records related to environmental hazards in DC metro area	Information provided on appropriate agency to contact
120	3/2021	21-0302	Employee	Secondary Employment	Requests advice related to secondary employment as consultant with nonprofit	Informal ethics advice rendered
121	3/2021	21-0305	Employee	Prestige of Office	Requests advice related to providing a testimonial for publication of book	County Ethics Code Section 2-293(c) Use of Prestige of Office provides that “an official or employee may not intentionally use the prestige of his office for his own private gain or that of another.” Therefore, the employee should not use employee’s official title when writing the testimonial.
122	3/2021	21-0306	Board/Commission	Gifts/Solicitation/Fundraising.	Requests advice related to donating PPE to staff	The Board of Elections falls under the jurisdiction of the Maryland State Ethics Commission and not OEA. However, the employee should contact the Prince George’s County Office of Law regarding board member’s inquiry of giving away/distributing a surplus of County supplies, the PPE (hand sanitizer) to employees or a charitable organization. The Office of Law should be able to render the employee legal advice regarding the expired/expiring PPE.
123	3/2021	21-0310	Employee	Secondary Employment	Requests legal review of secondary employment at early childhood center	Agency approved – no conflicts of interest present
124	3/2021	21-0313	Citizen	Information Request	Prospective buyer requests information related to sale and oversight of public property	OEA contacted the citizen and advised them to contact the Town Commissioner and Maryland State’s Attorney’s Office regarding the matter.
125	3/2021	21-0314	Employee	Secondary Employment	Requests advice related to position on nonprofit while working for SAO	Pursuant to the Ethics Code the definition of a County employee does not include an employee of the State’s Attorney Office. Therefore, requestor would need to send an inquiry to the Maryland State Ethics Commission.
126	3/2021	21-0315	Board/Commission	Secondary Employment	Requests advice related to secondary employment at MNCPPC	Advice rendered. Discussed with employee and all steps were taken to proceed with position.

Count	Date	Case	Source	Case Type	Issue	Opinion/Response
127	3/2021	21-0316	Employee	Secondary Employment	Requests advice related to secondary employment as a 1000-hour employee at Fire/EMS	Advice rendered. Employees are required to submit secondary employment requests with agency approval to OEA.
128	3/2021	21-0317	Employee	Secondary Employment	Requests advice related to secondary employment in Calvert County	The Ethics Code restricts secondary employment by employees and officials of the County. For purposes of the Ethics Code, employee's County position is viewed as primary employment and all other employment is considered secondary employment. Therefore, employee is required to submit a secondary employment request form with agency approval to OEA.
129	3/2021	21-0318	Citizen	Information Request	Requests information pertaining to affidavits for state senator's office	Information provided.
130	3/2021	21-0321	Employee	Secondary Employment	Requests advice related to secondary employment approval process in police department	Law enforcement secondary employment is reviewed and approved in accordance with the Police Department's General Orders. Legal Counsel officer to seek guidance on issue from Police Department Inspector General.
131	3/2021	21-0322	Employee	Secondary Employment	Requests legal review of secondary employment with U.S. Army Reserves	Pursuant to the County Ethics Code the employee is not required to file a secondary employment request for work with the United States Reserves. However, employee should communicate any information regarding tenure with the United States Reserves with the Director of the agency.
132	3/2021	21-0323	Former Employee	Information Request	Requests information related to placing a notice on personnel record of former manager and requests own unredacted personnel record	Information provided on how to contact the appropriate agency.



Count	Date	Case	Source	Case Type	Issue	Opinion/Response
133	3/2021	21-0325	Employee	Secondary Employment	Requests advice related to secondary employment while owning a business	The County Ethics Code restricts secondary employment by employees and officials of the County. For purposes of the County's Ethics Code, employee's County position is viewed as primary employment and all other employment is considered secondary employment. Ownership of a business would be considered secondary employment. Therefore, employee is required to submit a secondary employment request form to the Office of Ethics and Accountability (OEA).
134	3/2021	21-0326	Employee	Secondary Employment	Requests advice related to secondary employment as a part time counselor	Pursuant to the County Ethics Code the definition of a county employee does not include an employee of the County Health Department. Therefore, the employee of the Health Department would need to send an inquiry to the Maryland State Ethics Commission.
135	3/2021	21-0327	Employee	Secondary Employment	Requests legal review of secondary employment at N Street Village	Pursuant to the County Ethics Code the definition of a County employee does not include an employee of the County Health Department. Therefore, the employee of the Health Department would need to submit her secondary employment request to the Maryland State Ethics Commission.
136	3/2021	21-0328	Citizen	Information Request	Requests agency contact information related to arrest of County employee	OEA referred the matter to the Directors of the Office of Law, Office of Human Resources Management and the employee's assigned agency.

Count	Date	Case	Source	Case Type	Issue	Opinion/Response
137	3/2021	21-0329	Agency	Gifts/Solicitation/ Fundraising	Requests advice related to soliciting and donating funds for emergency purposes to an employee	Generally, County employees are prohibited from soliciting any gifts in accordance with §2-293(d)(1) of the County's Code of Ethics. However, the Board of Ethics passed a resolution on December 21, 2017 that allows employees and officials to give and receive gifts from other employees and officials including gifts to superior and from superiors for special occasions, such as, holidays, birthdays, baby showers, and retirement. Moreover, the gift must be purely personal and private in nature, not detrimental to the impartiality of the employee/official.
138	3/2021	21-0330	Citizen	Information Request	Requests assistance with an MVLS client for their consumer legal issues	The citizen was notified that the matter is outside of the agency's purview.
139	3/2021	21-0331	Employee	Prestige of Office	Requests advice related to providing an endorsement of a vendor	County Ethics Code §2-293(c) Use of Prestige of Office provides that "an official or employee may not intentionally use the prestige of his office for his own private gain or that of another." Therefore, employees are prohibited from giving endorsements.
140	3/2021	21-0335	Employee	Secondary Employment	Requests legal review of secondary employment at City of Bowie	Insufficient information.
141	4/2021	21-0337	Employee	Secondary Employment	Requests legal review of secondary employment.	Insufficient information.
142	4/2021	21-0338	Employee	Secondary Employment	Requests legal review of secondary employment at international professional association	Agency approved. OEA reviewed, no conflicts of interest present
143	4/2021	21-0340	Employee	Secondary Employment	Requests legal review of secondary employment at Bar Association	Agency approved. OEA reviewed, no conflicts of interest present
144	4/2021	21-0341	Employee	Secondary Employment	Requests advice related to appeal of denial of secondary employment	Employee must follow the appellate process for law enforcement secondary employment provided in the General Orders. Legal Counsel advised employee to contact the Inspector General.
145	4/2021	21-0343	Citizen	Information Request	Requests information related to language within Code of Ethics pertaining to prohibited conduct and interest.	Information provided.

Count	Date	Case	Source	Case Type	Issue	Opinion/Response
146	4/2021	21-0344	Citizen	Information Request	Requests information on OEA process to submit ethics complaint	Information provided.
147	4/2021	21-0345	Employee	Secondary Employment	Requests advice related to secondary employment on HOA board	Legal Counsel advised officer to review AP 152 and to seek guidance on issue from Police Department Inspector General.
148	4/2021	21-0348	Employee	Secondary Employment	Requests legal review of secondary employment at an automotive repair shop	Agency approved. OEA reviewed, no conflicts of interest present
149	4/2021	21-0349	Employee	Secondary Employment	Requests legal review of secondary employment at University of Maryland Fire Institute	Agency approved. OEA reviewed, no conflicts of interest present.
150	4/2021	21-0350	Employee	Secondary Employment	Requests legal review of secondary employment at Clarion Events, Inc	Agency approved. OEA reviewed, no conflicts of interest present.
151	4/2021	21-0351	Employee	Secondary Employment	Requests legal review of secondary employment at Traditions Training Inc	Agency approved. OEA reviewed, no conflicts of interest present.
152	4/2021	21-0352	Employee	Secondary Employment	Requests legal review of secondary employment at Tete's Butter Company	Agency approved. OEA reviewed, no conflicts of interest present
153	4/2021	21-0353	Employee	Secondary Employment	Requests legal review of secondary employment at Public Health Impact, LLC	Insufficient Information.
154	4/2021	21-0354	Employee	Conflicts of interest	Requests advice related to pursuing nomination for biography award	If nomination is based on employee's career accomplishments, then it is permissible for employee to move forward with the nomination. However, if employee is being asked to join the board for the organization employee will have to complete a secondary employment request.
155	4/2021	21-0355	Citizen	Political Activity	Requests advice related to campaign finance laws	Employee referred to Board of Elections to address campaign finance issue.
156	4/2021	21-0356	Employee	Secondary Employment	Requests legal review of secondary employment at Cigar Lounge	Agency approved. OEA reviewed, no conflicts of interest present
157	4/2021	21-0357	Employee	Secondary Employment	Requests legal review of secondary employment at real estate company	Agency approved. OEA reviewed, no conflicts of interest present. All requested qualifiers added.
158	4/2021	21-0359	Citizen	Information Request	Requests information related to municipal audits	Citizen was informed by email that OEA does not audit municipalities. The complainant was referred to A&I and the Maryland State Prosecutor's Office for assistance.
159	4/2021	21-0360	Employee	Secondary Employment	Requests legal review of secondary employment at health & weight loss company	Agency approved. OEA reviewed, no conflicts of interest present. All requested qualifiers added.

Count	Date	Case	Source	Case Type	Issue	Opinion/Response
160	4/2021	21-0361	Employee	Secondary Employment	Requests legal review of secondary employment at travel agency	Agency approved. OEA reviewed, no conflicts of interest present. All requested qualifiers added.
161	4/2021	21-0362	Employee	Post- Employment	Requests advice related to post- employment with contractor the employee served on the contract review board with for County bus operations	Insufficient Information.
162	4/2021	21-0363	Employee	Secondary Employment	Requests legal review of secondary employment at Democratic Central Committee	Insufficient Information.
163	4/2021	21-0364	Agency	Information Request	Requests clarity on process to submit package of State FDS filings for MNCPPC Commissioners	OEA confirmed the process with the Planning Boards' Attorney to ensure submissions are received by OEA once forwarded to the office of the CAO.
164	4/2021	21-0365	Employee	Secondary Employment	Requests legal review of secondary employment at New Canaan Baptist Church	No action taken by OEA. Employee has submitted secondary employment request and received agency approval previously.
165	4/2021	21-0366	Employee	Secondary Employment	Requests legal review of secondary employment at First Baptist Church of Glenarden	No action taken by OEA. Employee has submitted secondary employment request and received agency approval previously.
166	5/2021	21-0368	Agency	Gifts/Solicitation/Fundraising	Requests advice related to use of donated gift cards for the purpose of purchasing food for citizens	Legal Counsel advised that it is permissible to give out gift cards in amounts larger than \$20.00 that are benefitting the citizens of Prince George's County. Also, employee advised that it is important to have the proper protocols and safeguards in place to prevent any type of fraud or ethical conflicts of interest if employee is going to allow the fiscal agents or employees to buy merchandise in lieu of giving gift cards.
167	5/2021	21-0369	Employee	Secondary Employment	Requests legal review for secondary employment at real estate brokerage	The employee was advised that the request for secondary employment is not permissible. Employee must work for either Prince George's County which is the primary employer or work for the brokerage firm. Employee is not able to work both jobs at the same time due to a conflict. Employee appealed to Board of Ethics and the appeal was denied.

Count	Date	Case	Source	Case Type	Issue	Opinion/Response
168	5/2021	21-0370	Employee	Secondary Employment	Requests legal review for secondary employment at Advent Comics	Insufficient Information.
169	5/2021	21-0374	Employee	Lobbying	Requests advice related to inadvertent engagement with lobbyists involved in County energy projects	Lobbying is communicating in the presence of a County official or employee with the intent to influence any official action of that official or employee; or engaging in activities having the express purpose of soliciting others to communicate with a County official or employee with the intent to influence that official or employee. One must register if engaged in lobbying or procurement lobbying. Also, remember any type of procurement lobbying with vendors should consult with OCS.
170	5/2021	21-0375	Employee	FDS	Request for OEA review of Appointee to PGPD	Legal review completed. No conflicts of interest present to hinder appointment.
171	5/2021	21-0376	Employee	FDS	Request for OEA review of Appointee to Citizen Complaint Oversight Panel	Legal review completed. No conflicts of interest present to hinder appointment.
172	5/2021	21-0388	Board/Commission	FDS	Request for OEA review of Appointee to Revenue Authority	Legal review completed. No conflicts of interest present to hinder appointment.
173	5/2021	21-0389	Board/Commission	FDS	Request for OEA review of Appointee to Commission for Common Ownership Communities	Legal review completed. No conflicts of interest present to hinder appointment.
174	5/2021	21-0390	Employee	FDS	Request for OEA review of Appointee to Citizen Complaint Oversight Panel	Legal review completed. No conflicts of interest present to hinder appointment.
175	5/2021	21-0391	Employee	FDS	Request for OEA review of Appointee to Citizen Complaint Oversight Panel	Legal review completed. No conflicts of interest present to hinder appointment.
176	5/2021	21-0392	Board/Commission	FDS	Request for OEA review of Appointee to Commission for Common Ownership Communities	Legal review completed. No conflicts of interest present to hinder appointment.
177	5/2021	21-0393	Board/Commission	FDS	Request for OEA review of Appointee to Commission for Common Ownership Communities	Legal s of interest present to hinder appointment.
178	5/2021	21-0394	Board/Commission	FDS	Request for OEA review of Appointee to Commission for Common Ownership Communities	Legal review completed. No conflicts of interest present to hinder appointment.
179	5/2021	21-0397	Board/Commission	FDS	Request for OEA review of Appointee to SWAC	Legal review completed. No conflicts of interest present to hinder appointment.

Count	Date	Case	Source	Case Type	Issue	Opinion/Response
180	5/2021	21-0398	Board/Commission	FDS	Request for OEA review of Appointee to SWAC	Legal review completed. No conflicts of interest present to hinder appointment.
181	5/2021	21-0399	Board/Commission	FDS	Request for OEA review of Appointee to SWAC	Legal review completed. No conflicts of interest present to hinder appointment.
182	5/2021	21-0401	Employee	Secondary Employment	Requests legal review for secondary employment as concierge	Agency approved no conflicts present.
183	5/2021	21-0405	Employee	Secondary Employment	Requests advice related to secondary employment with State Senator	A Senate employee needs to submit a secondary employment request to the Maryland State Ethics Commission. The State Ethics Commission will advise as to whether there is a potential conflicts of interest with the Senate employee accepting the Constituent Services Aide position with the County as a 1,000-hour employee.
184	5/2021	21-0406	Employee	Secondary Employment	Requests advice related to secondary employment with Board of Directors of the Maryland Environment Service (MES)	It is not permissible for employee to serve on the MES Board of Directors.
185	5/2021	21-0407	Employee	Secondary Employment	Requests advice related to secondary employment as an elected officeholder	Request rescinded.
186	5/2021	21-0409	Employee	Gifts/Solicitation/Fundraising.	Requests advice related to providing monetary incentives for County survey participation	The County Ethics Code does not prohibit LMD from providing gift cards to County residents as an incentive to encourage participation in taking the survey. However, County employees are not allowed to accept the gift cards from LMD, because it creates an appearance of a conflicts of interest. Thus, it is essential that employee make it clear that County employees who participate in taking the survey are ineligible to receive a gift card.
187	5/2021	21-0411	Agency	Gifts/Solicitation/Fundraising.	Requests advice related to receipt of donation for photograph frames	Request rescinded.
188	5/2021	21-0412	Employee	Secondary Employment	Requests legal review of secondary employment at Nuisance Abatement Hearing Board	Agency approved – no conflicts present.
189	5/2021	21-0415	Employee	Secondary Employment	Requests legal review of secondary employment at Friendly Tavern	Reviewed. Agency approved – no conflicts present.

Count	Date	Case	Source	Case Type	Issue	Opinion/Response
190	5/2021	21-0417	Employee	FDS	Requests advice related to disclosures on FDS form	Case linked with 21-0426 Appointment Package with all inquiries addressed during review for conflicts of interest.
191	5/2021	21-0418	Employee	Secondary Employment	Requests legal review of secondary employment at Capital One	Reviewed. Agency approved – no conflicts present.
192	5/2021	21-0419	Employee	Secondary Employment	Requests legal review of secondary employment at USPS	Agency approved; OEA reviewed – no conflicts of interest present. Employee has resigned from position as well.
193	5/2021	21-0422	Employee	Secondary Employment	Requests legal review of secondary employment at nonprofit	Insufficient Information.
194	6/2021	21-0423	Citizen	Information Request	Requests information related to paying citation for MD State Motor Vehicle Administration	Referred requestor. Outside of the scope of OEA.
195	6/2021	21-0426	Employee	FDS	Request for OEA review of Appointee to DOE	Legal review completed. No conflict of interest present to hinder appointment.
196	6/2021	21-0427	Citizen	Information Request	Requests information related to vendor management	Referred requestor. Outside of the scope of OEA.
197	6/2021	21-0431	Employee	Conflicts of interest	Requests advice related to participation on grant review panel	Request rescinded.
198	6/2021	21-0433	Citizen	Information Request	Requests information on A Father's Place program in Prince George's County	Information provided.
199	6/2021	21-0434	Employee	Secondary Employment	Requests legal review of secondary employment at mental health awareness nonprofit	Agency approved – no conflicts present. Qualifiers added.
200	6/2021	21-0435	Employee	Secondary Employment	Requests legal review of secondary employment at organic skin care company	Agency approved – no conflicts present. Qualifiers added.
201	6/2021	21-0436	Employee	Conflicts of interest	Requests advice related to secondary employment as a notary	Employee not able to work as a notary during official work hours or use County resources while performing notary services. Employee is required to file secondary employment request with OEA and the appointing authority of agency must sign approval.
202	6/2021	21-0437	Citizen	Information Request	Requests information related to return to worksite during COVID pandemic	Information provided.
203	6/2021	21-0438	Employee	Secondary Employment	Requests legal review of secondary employment	Insufficient information.
204	6/2021	21-0439	Former Employee	MPIA Request	Request for release of designated filer's FDS form	Information provided.
205	6/2021	21-0440	Former Employee	MPIA Request	Request for release of designated filer's FDS form	Information provided.
206	6/2021	21-0441	Former Employee	MPIA Request	Request for release of designated filer's FDS form	Information provided.

Count	Date	Case	Source	Case Type	Issue	Opinion/Response
207	6/2021	21-0442	Citizen	Information Request	Requests information related to running for elected office to become Councilmember	OEA notified the citizen to contact the Prince George's County Board of Elections for information regarding running for political office.