

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

Board Meeting Minutes

**January 14, 2022**

*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)  
Chelinda Bullock, Administrative Aide (Microsoft Teams)  
Jasmine Carter, Compliance Analyst (Microsoft Teams)

Barry L. Stanton, DCAO for Public Safety and Homeland  
Security, CEX

Calisa Smith, Special Assistant to the Chief  
Administrative Officer, CEX

*Next meeting:* February 11, 2022  
9201 Basil Court, Suite 155  
Largo, Maryland 20774

**OPEN SESSION**

**I. OPENING OF MEETING**

The Board Chair, Cassandra Burckhalter, opened the meeting at approximately 5:01 pm and welcomed all in attendance. There was a quorum present with four (4) Board Members. The meeting was held via Microsoft Teams.

**II. ELECTION OF BOARD CHAIR**

By a vote of 3-0, Cassandra Burckhalter was nominated as the Board Chair.

**III. GENERAL BUSINESS AND ADMINISTRATIVE MATTERS**

The County Executive Office (CEX) presented on the proposed legislation to allow law enforcement secondary employment by police officers with Prince George's County Ethics Code.

The four (4) Board of Ethics (Board) Members in attendance approved the agenda, by a vote of 4-0.

The four (4) Board of Ethics (Board) Members in attendance approved the Meeting Minutes for November 12, 2021, by a vote of 4-0.

The four (4) Board of Ethics (Board) Members in attendance adopted the proposed legislation to approve issuing the board regulations for standard operating procedures, by a vote of 4-0.

The four (4) Board of Ethics (Board) Members in attendance passed the resolution to support the County's proposed legislative changes to amend the existing Code of Ethics Rule 2-293 regarding the Public Safety Law Enforcement Secondary Employment, by a vote of 4-0.

#### **IV. BOARD CHAIR REPORT**

The Board Chair reminded board members of the Financial Disclosure Statement submission and the upcoming Mandatory Ethics Training.

#### **V. EXECUTIVE DIRECTOR REPORT**

The Executive Director informed the Board of the following Office of Ethics and Accountability compliance activities: to date, 2022 lobbyists registration compliance period began on January 1, 2022; for Calendar Year 2021, there were fifty-eight (58) active registered lobbyists and two hundred and twenty-nine (229) lobbyist registrations submitted under one-hundred twenty-five (125) unique employees; for Calendar Year 2021, three (3) termination notices and three (3) annual reports were submitted. In Calendar Year 2020, one (1) designated Financial Disclosure Statement (FDS) filer has not submitted their FDS and two (2) delinquent filers have submitted their FDS without remitting late fees. Delinquencies will be handled at settlement agreement meetings with employees and their agency management.

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-three (43) eLearning mandatory ethics trainings. New Ethics training compliance period for board/commission began January 1, 2022, affecting approximately 228 individuals.

The Board was provided the ethics advice table for December 2021, which summarized the informal ethics advice, information requests and legal advice provided by the Office of Ethics and Accountability.

The Executive Director informed the Board of the current government operations related to COVID-19.

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

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

At 5:57 pm, a motion was made by Board Member Cassandra Burckhalter 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)  
Chelinda Bullock, Administrative Aide (Microsoft Teams)  
Jasmine Carter, Compliance Analyst (Microsoft Teams)

### **CLOSED SESSION**

#### **Advisory Opinion 22-0131**

The Board approved by a vote of 4-0, the issuance of an Advisory Opinion regarding a conflict of interest or appearance thereof resulting from the appointment of an elected official of a municipality on a board.

#### **Advisory Opinion 22-0145**

The Board approved by a vote of 4-0, the issuance of an Advisory Opinion regarding a conflict of interest or appearance thereof resulting from an appointed official's personal business activity with a municipality whose elected official sits on the same board.

#### **Investigation 21-0051e**

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 was a reasonable basis for believing a violation has occurred. For one employee, the Board closed the matter based on the subject's separation from the County. The Board extended time for agency action related to the second employee.

**Investigation 21-0070**

The Board was informed the Office of Ethics and Accountability received a letter from the County's Office of Audits and Investigations regarding the official findings related to a closed ethics matter involving a former Council Member.

At the conclusion of all business, a motion was made to adjourn the meeting at 6:43 pm. The motion was approved 4-0.