



THE PRINCE GEORGE'S COUNTY GOVERNMENT BOARD OF ETHICS

Tara H. Jackson
Acting County Executive

Todd M. Turner
Executive Director

Sharon Theodore-Lewis, Chair
Charlene Gallion, Member
Melanie Barr-Brooks, Member
Kara Hunt, Member

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

Board Meeting Minutes November 13, 2024

Present: Sharon Theodore-Lewis, Board Chair (Microsoft Teams)
Charlene Gallion, Board Member (Microsoft Teams)
Kara Hunt, Board Member (Microsoft Teams)

Todd M. Turner, Executive Director (Microsoft Teams)
Bamidele Alexander, Legal Counsel (Microsoft Teams)
Roslyn Walker, Compliance Officer (Microsoft Teams)
Kathleen Ibeh, Compliance Analyst (Microsoft Teams)
Garry Bourke, Investigator (Microsoft Teams)
Chelinda Bullock, Administrative Aide (Microsoft Teams)

Absent: Melanie Barr-Brooks, Board Member

OPEN SESSION

I. OPENING OF MEETING

The Board Chair Sharon Theodore-Lewis opened the Board of Ethics ("Board") meeting at approximately 5:03 pm and welcomed all in attendance. There was a quorum present with three (3) Board of Ethics Members ("Board Members") present at the start. The meeting was held virtually using Microsoft Teams.

II. GENERAL BUSINESS AND ADMINISTRATIVE MATTERS

The Agenda for November 13, 2024, was approved, by a vote of 3-0, with one (1) edit.

The Meeting Minutes for October 9, 2024, was approved, by a vote of 3-0.

III. BOARD CHAIR REPORT

None to report.

IV. EXECUTIVE DIRECTOR REPORT

The Executive Director informed the Board of the following Office of Ethics and Accountability (OEA) compliance activities:

- OEA is continuing the 2023 Financial Disclosure Statements (FDS) Agency/Board/Commission compliance process and preparing for the start of the CY2024 FDS period begins January 2025.
- The September 2024 lobbyists registrations were posted to OEA's website and provided to the Executive and Legislative Branch and in Board backup.
- The Board was notified the Lobbyist's Annual Reports are due January 31, 2025, and notifications will be provided in December.

The Executive Director informed the Board of the following items:

- OEA coordinated with the Office of Human Resources Management (OHRM) to provide the mandatory Annual Compliance Training to all County employees/officials to begin January 2025.
- OEA received two (2) requests for ethics training for the Prince George's County Memorial Library System and County Council with both to be scheduled.
- OEA submitted a Memo to the Chief Administrative Officer (CAO) regarding an update to 2014 Executive Order No. 13-2014 regarding additional FDS required filers (FY 2024/25 OEA Office Goal).
- OEA will continue to coordinate with the Office of Community Relations (OCR) regarding attending community events and will participate with the Foods and Friends on November 25, 2024, for their Thanksgiving meal distribution set up.
- OEA staff attended the FY 2026 Budget School and submitted the proposed budget in November 2024.

Finally, the Board was provided the Ethics Advice Table for October 2024, which summarized the informal ethics advice, information requests, and legal advice provided by OEA. Also, the Board was provided with a Case Status Report and FDS Late Fee Waivers.

V. BOARD HEARING PROCEDURE DRAFT REVIEW

OEA provided the Board with the revised Board Hearing Procedures for the Board's discussion and review. The Board decided to hold the time until their January 2025 meeting.

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

At 5:29 pm, a motion was made by Board Chair Theodore-Lewis and seconded by Board Member 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 Board Chair Theodore-Lewis.

The motion was approved by a vote of 3-0. This meeting was closed under General Provisions Art. §3-305(b) for the following reasons: (2) To protect the privacy or reputation of individuals concerning a matter not related to public business, (7) To consult with counsel to obtain legal advice; and (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter.

Those in attendance were as follows:

Sharon Theodore-Lewis, Board Chair (Microsoft Teams)
Charlene Gallion, Board Member (Microsoft Teams)
Kara Hunt, Board Member (Microsoft Teams)

Todd M. Turner, Executive Director (Microsoft Teams)
Bamidele Alexander, Legal Counsel (Microsoft Teams)
Roslyn Walker, Compliance Officer (Microsoft Teams)
Chelinda Bullock, Administrative Aide (Microsoft Teams)
Kathleen Ibeh, Compliance Analyst (Microsoft Teams)
Garry Bourke, Investigator (Microsoft Teams)

VII. CLOSED SESSION

The Board was informed there were no Late Fee Waivers for Lobbyists to review or FDS Violations and FDS settlement conferences were scheduled.

The Board was informed of the influx of MPIA requests received, but not related to OEA or ethics matters.

Investigation 24-0194

The Board was provided with an update on an investigation involving allegations of the Use of County Resources by a County official using County funds for political events. By a vote of 3-0, the Board found that there were insufficient facts upon which to base a determination of a violation and dismissed the complaint.

Investigation 25-0034e

The Board was provided with an update on an investigation involving allegations of a County official. By a vote of 3-0, to hold a discussion of allegation for the next Board Meeting scheduled on January 8, 2025, due to lack of quorum (one Board Member needs to abstain).

Investigation 25-0103e

The Board was provided with an update on an investigation involving allegations of the Conflict of Interest – Secondary Employment by a County employee holding a position in a municipal government similar to their current position. By a vote of 3-0, the Board found that there was a reasonable basis to believe a violation of the Prince George's County Code of Ethics had occurred. The Board will reserve taking further action for thirty (30) days to allow the agency to respond to the identified ethics violation.

Investigation 24-0345e

The Board was provided with an update on an investigation involving allegations that County officials failed to report gifts. At its meeting on October 13th, by a vote of 4-0, the Board found that there was a reasonable basis to believe a violation had occurred and reserved taking further action for thirty (30) days to allow the officials to respond to the identified ethics violation. The Board 3-0 voted to accept the actions taken by the officials as appropriate to address the violation.

Investigation(s) 25-0004, 25-0026, 25-0028, 25-0048, and 25-0051

The Board was provided with an update on an investigation involving multiple allegations of the Use of County Resources by a County official, and constituting fraud, waste, and abuse of County resources. The Board found insufficient facts to determine a violation and dismissed the complaint but made recommendations. The agency's response to recommendations was provided.

Investigation 25-0019e

The Board was provided with an update on an investigation involving allegations of the Use of County Resources by a County official may constitute fraud, waste, and abuse of County resources. At its meeting on October 13th, by a vote of 4-0, the Board found insufficient facts to determine a violation and dismissed the complaint but made recommendations. The agency's response to recommendations was provided.

VIII. ADJOURNMENT

At the conclusion of all business, a motion was made to adjourn the meeting at 6:35 pm. The motion was approved 3-0.

The next meeting of the Board will be Wednesday, January 8, 2024, at 5:00 pm.