



THE PRINCE GEORGE'S COUNTY GOVERNMENT BOARD OF ETHICS

Angela D. Alsobrooks
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 September 11, 2024

Present: Sharon Theodore-Lewis, Board Chair (Microsoft Teams)
Charlene Gallion, Board Member (Microsoft Teams) Melanie
Barr-Brooks, Board Member (Microsoft Teams joined @ 5:21pm)
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)

OPEN SESSION

I. OPENING OF MEETING

The Board Chair Sharon Theodore-Lewis opened the Board of Ethics ("Board") meeting at approximately 5:01 pm and welcomed all in attendance. There was a quorum present with three (3) Board of Ethics Members ("Board Members") present at the start and joined by a fourth member. The meeting was held virtually using Microsoft Teams.

II. GENERAL BUSINESS AND ADMINISTRATIVE MATTERS

The three (3) Board Members in attendance virtually approved the Agenda, by a vote of 3-0.

The Meeting Minutes for August 29, 2024, were approved, by a vote of 3-0.

The Meeting Minutes for June 12, 2024, were approved with noted edits, by a vote of 4-0.

III. BOARD CHAIR REPORT

The Chair welcomed the new board member, Kara Hunt.

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 filing process and has sent updated memoranda to each Agency/Board/Commission, and settlement agreements conferences are in the process.
- The August 2024 lobbyists registrations were posted to OEA's website and provided to the Executive and Legislative Branch and in Board backup.

The Executive Director informed the Board of the following items:

- OEA coordinated with the Office of Human Resources Management (OHRM) to provide the annual Mandatory Compliance Training to all County employees/officials to begin January 1st, 2025.
- OEA received a request for ethics training for the Prince George's County Memorial Library System and the training will be scheduled once the new board members have been appointed; and the County Executive Office requested Political Activity Training.
- OEA met with the Office of Law (OOL) and Office of the County Executive (CEX) on May 3rd to update Executive Order No. 13-2014; expected revisions to be completed by September for FDS required filers.
- OEA notified the Board that the Quality Assurance Review was completed on June 30th and posted to the County's webpage and copies will be forwarded to the Board.
- OEA notified the Board the OEA/BOE Annual Report was completed and posted to the County's webpage and copies will be forwarded to the County Executive, County Council, and Board of Ethics Members.
- OEA notified the Board that OEA will be reviewing the Board Hearing Procedures, adopted in 2020, and will require the Board's input.
- OEA will continue to coordinate with the Office of Community Relations (OCR) regarding attending community events for the balance of the year and OEA attended the National Night Out on August 6th.
- OEA notified the Board that OEA's summer youth attended the National Night Event on August 6th.
- OEA notified the Board that OEA will be working on drafting a Records Retention Policy; the draft Records Retention Policy in 2015 was adopted.
- OEA notified the Board that OEA will be sending the annual certification to the State Ethics Commission on October 1st.

- The Executive Director thanked Chelinda Bullock for coordinating the Board Recognition Event for Former Board Member and Chair Cassandra Burckhalter.

Finally, the Board was provided the Ethics Advice Table for June and July 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 updates on pending cases.

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

At 5:32 pm, a motion was made by Board Chair Theodore-Lewis and seconded by Board Member Hunt 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 4-0. 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)
Melanie Barr-Brooks, 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)
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VI. CLOSED SESSION

The Board was informed there were no FDS Violations/Settlement Agreements or Late Fee Waivers for Lobbyists to review and that one (1) Maryland Public Information Act (MPIA) request was received related to a Board hearing case.

Investigation 24-0263e

The Board was provided with an update on an investigation involving allegations of the Use of County Resources by two (2) County employees misusing County vehicle and gas usage. The Board voted, 4-0, that there are insufficient facts upon which to base a determination of a violation and to dismiss the complaint.

VII. ADJOURNMENT

At the conclusion of all business, a motion was made to adjourn the meeting at 5:55 pm. The motion was approved 4-0.

The next meeting of the Board will be Wednesday, October 9, 2024, at 5:00 pm.