



## THE PRINCE GEORGE'S COUNTY GOVERNMENT BOARD OF ETHICS

Angela D. Alsobrooks  
County Executive

Todd M. Turner  
Executive Director

Cassandra Burckhalter, Chair  
Charlene Gallion, Member  
Melanie Barr-Brooks, Member  
Sharon Theodore-Lewis, Member

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

#### Board Meeting Minutes March 13, 2024

*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)

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

*Next meeting:* Wednesday, April 10, 2024 (Virtual)  
9201 Basil Court, Suite 155  
Largo, Maryland 20774

### OPEN SESSION

#### I. OPENING OF MEETING

The Board Chair Cassandra Burckhalter opened the Board of Ethics ("Board") meeting at approximately 5:00 pm and welcomed all in attendance. There was a quorum present with four (4) Board of Ethics Members ("Board Members"). The meeting was held virtually using Microsoft Teams.

## **II. GENERAL BUSINESS AND ADMINISTRATIVE MATTERS**

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

The Meeting Minutes for February 21, 2024, were approved with noted edits, by a vote of 4-0.

## **III. BOARD CHAIR REPORT**

None.

## **IV. EXECUTIVE DIRECTOR REPORT**

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

- OEA is sending notifications to County employees/officials and Board/Commission members to submit their 2023 Financial Disclosure Statements (FDS); to be submitted by April 30, 2024.
- OEA sent a Public Service Announcement (PSA) on March 4, 2024, to County officials/employees to start submitting their FDS and will send additional announcements during April.
- OEA continues to complete the Annual Report reviews for 2023 registered Lobbyists, that were due by January 31, 2024; there are two (2) outstanding and eight (8) late reports out of over 380 filed reports as of the Board meeting.
- The February 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 will provide ethics training to the Office of Human Rights Commission on April 22, 2024.
- OEA coordinated with the Office of Human Resources Management (OHRM) to provide the Annual Mandatory Compliance Training to all County employees/officials, including on ethical behavior; to be completed by May 31, 2024.
- OEA provided an update on the legislation to the Executive branch related to Bi-County Board and Commissions FDS filing requirements for consideration in the 2024 Maryland General Assembly session (per the 2023 Annual Report).
- OEA is coordinating with the Office of Law (OOL) to update Executive Order No. 13-2014 regarding additional FDS required filers; a draft document prepared and an additional meeting to be held in March 2024.
- OEA is coordinating with the Office of Central Services (OCS) on the Scope of Work and vendor solicitation for the County Code required 5-year Quality Assurance Review. OEA received two (2) responses from County-based minority

businesses and conducted interviews. OEA is working with OCS to finalize selection and contract and the Review is expected to be completed by the end of the fiscal year - June 30, 2024.

- OEA submitted the 1<sup>st</sup> round of budget questions to the Office of Management and Budget (OMB), which are due to Council staff on March 18, 2024. The Council staff level meeting will be held on March 25, 2024.
- OEA will continue to coordinate with the Office of Community Relations (OCR) on attending community events. OEA met with OCR staff on March 6, 2024, to discuss the appropriate community events to attend in 2024.
- OEA attended one (1) virtual community event on February 28, 2024, and will attend one (1) in-person community event at the Camp Springs Civic Association on March 14, 2024.
- OEA informed the Board the office refresh is continuing, and OEA is still working with OCS to complete it.
- OEA notified the Board of Ethics members to complete their Financial Disclosure Statement.

Finally, the Board was provided the Ethics Advice Table for February 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 5:19 pm, a motion was made by Board Chair Burckhalter and seconded by Board Member 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 Board Chair 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: (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:

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)

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

## **VI. CLOSED SESSION**

The Board was informed there were no Formal Advisory Opinions to review.

The Board was informed of an update on two (2) outstanding annual reports and waiver requests.

### **FDS Late Fee Waiver Requests and Settlement Agreements and Orders - 24-0218**

The Board was informed the County employee did not file their 2022 FDS by the deadline and requested a waiver of appeal of the late fee of \$112.00. The Board voted 3-1 to grant the waiver request and accept the Settlement Agreement and Order.

### **Investigation 24-0048e**

The Board was provided an update on an investigation involving allegations of Use of County Resources related to a County employee using a County computer.

### **Investigation 23-0247e**

The Board was provided an update on an investigation involving allegations of a Conflict of Interest related to a County employee holding multiple positions in the County.

## **VII. ADJOURNMENT**

At the conclusion of all business, a motion was made to adjourn the meeting at 6:03 pm. The motion was approved 4-0.

The next meeting of the Board will be Wednesday, April 10, 2024, at 5:00 pm.