



**THE PRINCE GEORGE'S COUNTY GOVERNMENT  
OFFICE OF ETHICS AND ACCOUNTABILITY**

Angela D. Alsobrooks  
County Executive

Todd M. Turner  
Executive Director

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

**Board Meeting Minutes  
January 13, 2023**

*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)  
Mickei Milton, Board Member – Arrived at 5:05 (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)

*Next meeting:* Wednesday, February 8, 2023 (Virtual)  
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 virtual using Microsoft Teams.

**II. GENERAL BUSINESS AND ADMINISTRATIVE MATTERS**

The four (4) Board of Ethics (Board) Members in attendance virtually 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 4, 2022, with one (1) edit, by a vote of 4-0.

### **III. BOARD CHAIR REPORT**

The Board Chair welcomed the Office of Ethics and Accountability (OEA) new Executive Director, Todd M. Turner. The Board Chair notified the board members the Board of Ethics Meetings will be on the 2<sup>nd</sup> Wednesday of each month, beginning February 2023; each board member birthday will be recognized going forward; and requested the new board member Milton to provide feedback related to the Board Manual Draft before the next Board Meeting, scheduled in February 2023.

### **IV. ELECTION OF BOARD CHAIR FOR 2023**

By a vote of 5-0, the Board of Ethics members elected Cassandra Burckhalter to be Board Chair for the Board of Ethics for calendar year 2023.

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

The Executive Director informed the Board of the following Office of Ethics and Accountability (OEA) compliance activities: to date, there were four (4) Board and Commission Financial Disclosure Statement (FDS) waiver requests; and the updated lobbyists registrations will be posted to OEA's webpage at the end of the month.

The Executive Director informed the Board that the Office of Information and Technology (OIT) is currently in progress with securing an account for the Boards and Commissions members to take Ethics training online.

The Executive Director informed the Board that the OEA is working with the County Administration with outreach education related to social media and Public Service Announcements (PSA).

The Executive Director informed the Board of an update related to the FY2024 Budget process with the Office of Management and Budget (OMB).

The Executive Director informed the Board that the vacant Investigation II applications were received and being reviewed; and the vacant Compliance Analyst position will be advertised soon on various platforms.

The Executive Director informed the Board that the OEA would like to recognize special occasions related to the board members.

The Executive Director informed the Board that the upcoming County Executive Budget Listening Session on January 26<sup>th</sup> is available for board members to attend.

The Executive Director informed the Board that the OEA staff will be participating in an upcoming Job Fair on January 31<sup>st</sup> given by Prince George's County Office of Human Resources Management.

The Board was provided the ethics advice table for November 2022 and December 2022, which summarized the informal ethics advice, information requests and legal advice provided by OEA. The also 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 5:42 pm, a motion was made by Board Chair Burckhalter and seconded by Board Member Barr-Brooks 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 Burckhalter. The motion was approved by a vote of 5-0. 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)  
Mickey Milton, 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)

## **VII. CLOSED SESSION**

### **Investigation 23-0076e**

The Board was provided an update with an investigation involving allegations regarding the Use of County Resources of a County employee engaging in unauthorized Secondary Employment in the County. The Board voted 5-0, that there is a reasonable basis to

believe a violation has occurred but in lieu of conducting a hearing, the Board accepts the actions taken by the agency as appropriate to address the violation.

#### **Lobbyist 22-0404**

The Board was notified a lobbyist filed all required registrations and paid all fines. A notification was sent to the lobbyist notifying them of compliance.

#### **Financial Disclosures Statements (FDS)**

The Board was informed a Public Service Announcement (PSA) will be sent this month to required filers.

#### **Pending Case Update**

The Board was informed of two (2) pending cases related to an alleged Misuse of County Resources and Secondary Employment.

#### **New Case Update**

The Board was informed of two (2) new cases related to an alleged Conflict of Interest and Post Employment.

### **VIII. ADJOURNMENT**

At the conclusion of all business, a motion was made to adjourn the meeting at 5:54pm. The motion was approved 5-0.

The next meeting of the Board will be Wednesday February 8<sup>th</sup> at 5:00 pm.