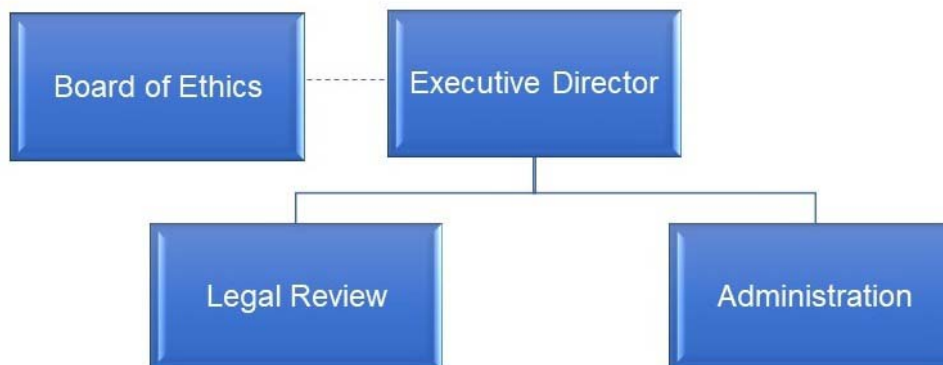


Office of Ethics and Accountability



MISSION AND SERVICES

The Office of Ethics and Accountability (OEA) enforces the Prince George's County Code of Ethics in order to ensure the ethical conduct of individuals who serve in County Government.

CORE SERVICES

- Administer public ethics laws
- Provide ethics training and advice to County employees
- Review financial disclosure and lobbying records
- Investigate alleged ethical violations and allegations of fraud, waste, abuse and illegal acts
- Provide administrative support to the County's Board of Ethics
- Provide analysis, reporting and recommendations to Executive and Legislative branches

FY 2024 KEY ACCOMPLISHMENTS

- Processed approximately 1,200 financial disclosure statements (FDS) for FY 2024 and ensured that approximately 99% of financial disclosures and 100% of lobbyist registration forms were processed via OEA's web portal. OEA expanded its audit efforts to include, in addition to the Schedule A (real property) audit, originally piloted in FY 2018, Schedule E (business entities employed with County) and Schedule H (other sources of income).
- Continued to partner with the Office of Human Resources Management to meet the objective of global ethics education for employees and officials by increasing the number of individuals trained to more than 6,000.
- Processed almost 500 requests for all OEA case types, including investigations, legal reviews, advisory opinions, ethics advice, information provision and waiver/exemptions. The Office has seen more than a 500% increase in cases since its establishment in 2014.
- Completed the required County Code OEA five-year quality assurance review.

STRATEGIC FOCUS AND INITIATIVES FOR FY 2025

The agency’s top priorities in FY 2025 is:

- Continue to maintain the County’s electronic filing/case management system that allows Prince Georgians, County government employees and elected/appointed officials 24/7/365 access to online filing of complaints, required financial disclosure statements and lobbyist registrations/annual reports. Efficiently investigated all complaints in accordance with applicable laws to ensure timely responses, analysis, reporting and recommendations to management.
- Initiate operation reviews to improve the efficiency of day-to-day governmental operations. Operation reviews provide management with an opportunity for feedback via recommendations and a goal to determine whether the internal controls are effective.
- Provide appropriate stakeholder and community communications and outreach to understand the mission and function of the OEA and Board of Ethics.

FY 2025 BUDGET SUMMARY

The FY 2025 proposed budget for the Office of Ethics and Accountability is \$1,144,200, a decrease of -\$5,400 or -0.5% below the FY 2024 approved budget.

Expenditures by Fund Type

Fund Types	FY 2023 Actual		FY 2024 Budget		FY 2024 Estimate		FY 2025 Proposed	
	Amount	% Total	Amount	% Total	Amount	% Total	Amount	% Total
General Fund	\$1,008,074	100.0%	\$1,149,600	100.0%	\$1,098,900	100.0%	\$1,144,200	100.0%
Total	\$1,008,074	100.0%	\$1,149,600	100.0%	\$1,098,900	100.0%	\$1,144,200	100.0%

Reconciliation from Prior Year

	Expenditures
FY 2024 Approved Budget	\$1,149,600
Increase Cost: Fringe Benefits — Increase in the fringe benefit rate from 33.5% to 36.1% to align with projected costs	\$22,000
Increase Cost: Compensation - Mandated Salary Requirements — Annualization of FY 2024 salary adjustments offset by a decrease in compensation due to filling a vacancy at a lower salary	5,400
Increase Cost: Technology Cost Allocation — Increase in OIT charges based on anticipated countywide costs for technology	3,500
Increase Cost: Compensation - Overtime — Additional funding for overtime to support operational needs	2,000
Increase Cost: Operating — Net operating increase (training, postage, advertising, miscellaneous) to meet operational needs	1,700
Decrease Cost: Operating — Removal of funding for the mandated quality review contract as well as software costs	(40,000)
FY 2025 Proposed Budget	\$1,144,200

STAFF AND BUDGET RESOURCES

Authorized Positions	FY 2023 Budget	FY 2024 Budget	FY 2025 Proposed	Change FY24-FY25
General Fund				
Full Time - Civilian	6	6	6	0
Full Time - Sworn	0	0	0	0
Subtotal - FT	6	6	6	0
Part Time	0	0	0	0
Limited Term	0	0	0	0
TOTAL				
Full Time - Civilian	6	6	6	0
Full Time - Sworn	0	0	0	0
Subtotal - FT	6	6	6	0
Part Time	0	0	0	0
Limited Term	0	0	0	0

Positions By Classification	FY 2025		
	Full Time	Part Time	Limited Term
Administrative Aide	1	0	0
Administrative Specialist	1	0	0
Attorney	1	0	0
Compliance Specialist	1	0	0
Executive Director	1	0	0
Investigator	1	0	0
TOTAL	6	0	0

Expenditures by Category - General Fund

Category	FY 2023 Actual	FY 2024 Budget	FY 2024 Estimate	FY 2025 Proposed	Change FY24-FY25	
					Amount (\$)	Percent (%)
Compensation	\$615,276	\$740,400	\$703,000	\$747,800	\$7,400	1.0%
Fringe Benefits	190,646	248,000	246,500	270,000	22,000	8.9%
Operating	202,152	161,200	149,400	126,400	(34,800)	-21.6%
Capital Outlay	—	—	—	—	—	
SubTotal	\$1,008,074	\$1,149,600	\$1,098,900	\$1,144,200	\$(5,400)	-0.5%
Recoveries	—	—	—	—	—	
Total	\$1,008,074	\$1,149,600	\$1,098,900	\$1,144,200	\$(5,400)	-0.5%

In FY 2025, compensation expenditures increase 1.0% over the FY 2024 budget due to the annualization of FY 2024 salary adjustments. These costs were offset by a decrease in compensation due to filling a vacancy at a lower salary. Compensation costs include funding for six full time positions. Fringe benefit expenditures increase by 8.9% over the FY 2024 budget to align with the projected costs.

Operating expenditures decrease -21.6% below the FY 2024 budget due to the removal of the quality review contract that occurs once every four years and software costs. Funding continues for the case management software, training and supplies to support organizational activities.

SERVICE DELIVERY PLAN AND PERFORMANCE

Goal 1 — To provide comprehensive intake, processing, investigation, management, adjudication, analysis, reporting of allegations of waste, fraud, abuse and illegal acts in County government and make necessary recommendations to executive and legislative officials to promote efficiency and accountability.

Objective 1.1 — Maintain length of time to resolve investigations of waste, fraud, abuse and illegal acts in County government at less than 60 days.

FY 2029 Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Projected	Trend
60	30	83	75	60	↑

Trend and Analysis

OEA did not have the capacity to review and process cases/conduct investigations in accordance with the agency's imposed timeline as a result of vacancies in two essential positions. Office personnel went down to four for five months and only reached full capacity in September 2023. Subsequently, for FY 2024 and FY 2025, OEA anticipates a downward trend in its impact measure due to having a fully staffed office.

Performance Measures

Measure Name	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Projected
Resources (Input)					
Staff	6	6	5	6	6
Workload, Demand and Production (Output)					
Cases received (any type)	442	502	434	450	450
Ethics violation allegations referred to the Board of Ethics	10	9	3	5	5
Cases investigated by the Office of Ethics and Accountability (OEA)	8	24	35	40	40
Cases referred to another agency	82	98	107	110	115
Hearings conducted by the Board of Ethics	1	1	1	1	1
Efficiency					
Agency actions taken/implemented in response to OEA recommendations	18	29	22	25	28
Quality					
Allegations substantiated or deemed non-compliant	6	2	3	3	4
Impact (Outcome)					
Days to close-out a case	33	30	83	75	60

Objective 1.2 — Ensure OEA provides recommendations to CAO to resolve problems or deficiencies pursuant to Section 2-305.

FY 2029 Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Projected	Trend
40	43	22	30	35	↔

Trend and Analysis

The Office of Ethics and Accountability has experienced growth from its inception in Fiscal Years 2014-2022. As a result of OEA's education and training campaigns, the Office is seeing a slight dip in the amount of incoming cases. Given the ongoing expansion of the Office, there will likely be an increase in the number of cases of all types in the upcoming years. The Office will continue its Ethics and Compliance education to ensure accountability.

Performance Measures

Measure Name	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Projected
Impact (Outcome)					
OEA reports with recommendations made	30	43	22	30	35

Goal 2 — To promote disclosure of the outside business and monetary interests of County government employees/officials and real-time notice of lobbying activity directed toward County government.

Objective 2.1 — Reduce the number of post-audit actions on financial disclosure statements.

FY 2029 Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Projected	Trend
50	90	80	75	70	↓

Trend and Analysis

The number of post-audit actions on financial disclosure statements is expected to slightly decrease year over year from prior year performance, in accordance with the objective. However, the scope of compliance audits continue to increase even when filers improve overall reporting accuracies.

Performance Measures

Measure Name	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Projected
Resources (Input)					
Compliance staff	2	2	3	3	3
Workload, Demand and Production (Output)					
Financial disclosure statements processed	892	883	999	1,000	1,100
Financial disclosure late fee waivers processed	26	26	16	20	20
Financial disclosure late fee waivers granted	26	23	14	15	15

Performance Measures *(continued)*

Measure Name	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Projected
Registered lobbyists processed	55	60	76	80	85
Lobbyist reports processed	206	241	276	276	300
Financial disclosure statements fully reviewed in compliance with Section 2-292	892	883	999	925	975
Requested financial disclosure statement exemptions processed	1	0	0	0	0
Requested financial disclosure statements exemptions granted	1	0	0	0	0
Secondary employment legal reviews	54	72	90	95	95
Quality					
Financial disclosure statement audit letters sent as a result of targeted audit review	101	83	70	90	90
Agency follow-ups as a result of secondary employment legal reviews	10	0	1	2	2
Impact (Outcome)					
Financial disclosure statement corrections made or explanations sent as a result of audit letters sent	99	90	80	75	70

Objective 2.2 — Ensure legal audit of all secondary employment requests and their compliance with County Ethics Code conflict of interest prohibition.

FY 2029 Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Projected	Trend
150	65	90	95	100	↑

Trend and Analysis

OEA predicts an upward trend of secondary employment requests and legal audits due to the ongoing public service announcements created by OEA, and also with the pending changes in anticipated overall leadership changes throughout the County.

Performance Measures

Measure Name	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Projected
Impact (Outcome)					
Corrections to secondary employment requests as a result of agency follow-up	54	60	90	95	100

