

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

Board Meeting Minutes

May 13, 2022

Present: Cassandra Burckhalter, Board Chair (Microsoft Teams)
Charlene Gallion, Board Member (Microsoft Teams)
Melanie Barr-Brooks, Board Member (Microsoft Teams)

Robin Barnes-Shell, Esq., Executive Director (Microsoft Teams)
Bamidele Alexander, Legal Counsel (Microsoft Teams)
Roslyn Walker, Compliance Officer (Microsoft Teams)
Chelinda Bullock, Administrative Aide (Microsoft Teams)

Next meeting: June 10, 2022
9201 Basil Court, Suite 155
Largo, Maryland 20774

OPEN SESSION

I. OPENING OF MEETING

The Board Chair, Cassandra Burckhalter, opened the meeting at approximately 5:03 pm and welcomed all in attendance. There was a quorum present with three (3) Board Members. The meeting was held via Microsoft Teams.

II. GENERAL BUSINESS AND ADMINISTRATIVE MATTERS

The three (3) Board of Ethics (Board) Members in attendance approved the agenda by a vote of 3-0.

The three (3) Board of Ethics (Board) Members in attendance approved the Meeting Minutes for April 8, 2022 by a vote of 3-0.

III. BOARD CHAIR REPORT

The Board Chair informed Board Members that the Office of Ethics Accountability (OEA) will be conducting a virtual Mandatory Ethics Training for the board members at the June 10, 2022 board meeting.

IV. EXECUTIVE DIRECTOR REPORT

The Executive Director informed the Board of the following Office of Ethics and Accountability compliance activities: to date, eight hundred forty-one (841) designated filers submitted Financial Disclosure Statements and forty-eight (48) outstanding Financial Disclosure Statements; continued lobbyist registrations are being received and reviewed; and of the one-hundred seven (107) audited secondary employment requests, eighty-seven (87) are in compliance and twenty (20) are undergoing further review.

The Executive Director informed the Board that the Office of the Ethics and Accountability (OEA) will collaborate with boards and commissions to conduct ethics trainings via Zoom and Microsoft Teams.

The Executive Director informed the Board of her intention to transfer to another position in the County government during the next fiscal year.

The Executive Director informed the Board of the status with the County Council of the approved legislative changes by the State Ethics Commission's to the County's Code of Ethics that establishes perimeters for law enforcement secondary employment for which the Board will issue regulations.

The Executive Director informed the Board of the newly appointed Council Member, Johnathan Medlock's resignation from the Revenue Authority and advisement to obtain secondary employment approval from the Council Administrator as part of his serving out the term of the former Council Member for Councilmanic District 6.

The Executive Director informed the Board that the Office of Ethics and Accountability's Legal Counsel has been designated as the Administrator Procedure Coordinator and has commenced revisions to Administrative Procedure 152 for Secondary Employment as part of the County Executive's Office County-wide updating of administrative procedures. The Board voted 3-0 to approve the updates to Administrative Procedure 152.

The Board was provided the ethics advice table for April 2022, which summarized the informal ethics advice, information requests and legal advice provided by the Office of Ethics and Accountability.

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 MEETING ACT

At 5:27 pm, a motion was made by Board Chair Cassandra Burckhalter and seconded by Board Member Melanie 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 Cassandra Burckhalter. 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: (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)

Robin Barnes-Shell, Esq., Executive Director (Microsoft Teams)
Bamidele Alexander, Legal Counsel (Microsoft Teams)
Roslyn Walker, Compliance Officer (Microsoft Teams)
Chelinda Bullock, Administrative Aide (Microsoft Teams)

CLOSED SESSION

Advisory Opinion 22-0360e

The Board was provided an update regarding post-employment of a former Prince George's County employee. The Board voted 3-0, to approve the post-employment.

Investigation 22-0407e

The Board was provided a report with recommendations on an investigation involving allegations of Use of Prestige of Office and Use of County Resources related to a County official. The Board voted 3-0, there were insufficient facts upon which to base a determination of a violation and dismissed the complaint.

Investigation 22-0093e

The Board was provided a report with recommendations on an investigation involving allegations of Use of Resources and Secondary Employment related to a County employee. The Board voted 3-0, there is a reasonable basis to believe a violation has occurred and in lieu of conducting a hearing, the Board accepted the actions taken by the agency as appropriate to address the violation.

Lobbyist 22-0404

The Board was updated on a lobbyist's noncompliance related to submitting lobbyist registrations and annual reports. The Board voted 3-0 to defer any further action pending the lobbyist engages in any prohibited lobbyist activities in Prince George's County.

At the conclusion of all business, a motion was made to adjourn the meeting at 6:21pm. The motion was approved 3-0.