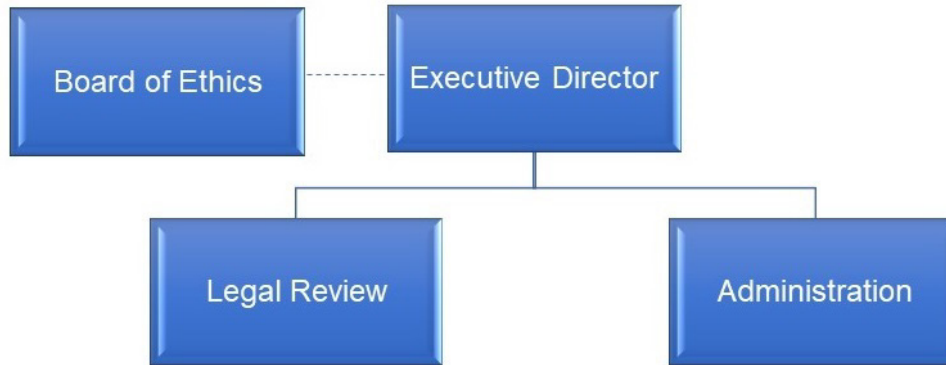


Office of Ethics and Accountability



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 2020 KEY ACCOMPLISHMENTS

- Processed approximately 1,100 Financial Disclosure Statements filed for the 2018 calendar year.
- Increased the number of individuals trained this compliance period to 6,158 and developed compliance reporting and procedures for the County's mandated ethics training.
- Processed over 400 requests for ethics advice, information provision or review, investigations and financial disclosure fee waivers.
- Initiated an online payment system for late fees and fines from designated filers of Financial Disclosure Statements and lobbyists.
- Provided 23 recommendations to Executive leadership. This is a 130% increase in recommendations, compared to 10 recommendations in FY 2018. The Office of Ethics and Accountability has made a total of 54 recommendations since Fiscal Year 2016, resulting in significant policy development and organizational changes.

STRATEGIC FOCUS AND INITIATIVES FOR FY 2021

The agency’s top priority in FY 2021 is:

- Continue to sustain and effectively administer 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, lobbyist registrations, annual reports as well as efficiently investigate all complaints in accordance with applicable laws to ensure timely responses, analysis, reporting and recommendations to management.

FY 2021 BUDGET SUMMARY

The FY 2021 approved budget for the Office of Ethics and Accountability is \$904,500, an increase of \$40,400 or 4.7% over the FY 2020 approved budget.

Expenditures by Fund Type

Fund Types	FY 2019 Actual		FY 2020 Budget		FY 2020 Estimate		FY 2021 Approved	
	Amount	% Total	Amount	% Total	Amount	% Total	Amount	% Total
General Fund	\$789,546	100.0%	\$864,100	100.0%	\$845,100	100.0%	\$904,500	100.0%
Total	\$789,546	100.0%	\$864,100	100.0%	\$845,100	100.0%	\$904,500	100.0%

Reconciliation from Prior Year

	Expenditures
FY 2020 Approved Budget	\$864,100
Increase Cost: Operating - Technology Cost Allocation — Increase in charges based on the new methodology to support anticipated countywide costs	\$23,500
Increase Cost: Compensation - Mandated Salary Requirements	13,600
Increase Cost: Fringe Benefits — Increase due to compensation adjustments and an increase in the fringe benefit rate from 28.6% to 28.7%	4,500
Decrease Cost: Operating — Decreases in contractual charges and printing; offset by an increase in pool car rental costs	(1,200)
FY 2021 Approved Budget	\$904,500

STAFF AND BUDGET RESOURCES

Authorized Positions	FY 2019 Budget	FY 2020 Budget	FY 2021 Approved	Change FY20-FY21
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 2021		
	Full Time	Part Time	Limited Term
Administrative Aide	1	0	0
Administrative Specialist	1	0	0
Attorney	1	0	0
Executive Director	1	0	0
Investigator	1	0	0
Quality Assurance Analyst	1	0	0
TOTAL	6	0	0

Expenditures by Category - General Fund

Category	FY 2019 Actual	FY 2020 Budget	FY 2020 Estimate	FY 2021 Approved	Change FY20-FY21	
					Amount (\$)	Percent (%)
Compensation	\$543,820	\$603,800	\$590,900	\$617,400	\$13,600	2.3%
Fringe Benefits	150,524	172,700	166,600	177,200	4,500	2.6%
Operating	95,203	87,600	87,600	109,900	22,300	25.5%
Capital Outlay	—	—	—	—	—	
SubTotal	\$789,546	\$864,100	\$845,100	\$904,500	\$40,400	4.7%
Recoveries	—	—	—	—	—	
Total	\$789,546	\$864,100	\$845,100	\$904,500	\$40,400	4.7%

In FY 2021, compensation expenditures increase by 2.3% over the FY 2020 budget due to the annualization of prior-year salary adjustments. Compensation costs include funding for six full time positions. Fringe benefit expenditures increase 2.6% over the FY 2020 budget. This is due to the minor increase in the fringe benefit rate and compensation adjustments.

Operating expenditures have a net increase of 25.5% over the FY 2020 budget due to an increase in OIT charges and pool car rental costs, offset by reductions in contractual charges and printing.

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 2025 Target	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected	Trend
50	50	85	106	100	↔

Trend and Analysis

It was noted previously, less complex investigations were being completed well within the 60-day Service Level Agreement (SLA). The outcome measure is a composite of all agency investigation types; some of which took as little as 5 days, while the more complex were completed within the sixty (60) day level, but reflects the actual agency investigative workload.

Performance Measures

Measure Name	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Resources (Input)					
Staff	5	6	6	6	6
Workload, Demand and Production (Output)					
Cases received (any type)	251	200	400	500	600
Ethics violation allegations referred to the Board of Ethics	12	18	38	48	57
Case investigated by the Office of Ethics and Accountability (OEA)	141	33	37	45	54
Cases referred to another agency	110	154	109	135	162
Hearings conducted by the Board of Ethics	n/a	0	0	1	1
Efficiency					
Agency actions taken/implemented in response to OEA recommendations	n/a	9	23	30	36
Quality					
Allegations substantiated or deemed non-compliant	n/a	2	13	16	20
Impact (Outcome)					
Days to close-out a case	36	50	85	106	43
OEA reports with recommendation made	n/a	10	23	30	36

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

FY 2025 Target	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected	Trend
41	10	23	30	36	n/a

Trend and Analysis

The agency conducted investigation and operation reviews making 23 recommendations to the CAO in FY 2019. This is a 130% increase in recommendations, compared to ten recommendations in FY 2018. These recommendations have resulted in significant policy development and organizational changes.

Performance Measures

See Table 1.1 above.

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 towards County government.

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

FY 2025 Target	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected	Trend
100	16	7	100	100	n/a

Trend and Analysis

There was an increase in the number of registered lobbyist during FY 2019 which impacted the overall workload. The agency provided guidance to the Board of Ethics in enforcement actions involving delinquent reporting of lobbyists. Continued oversight and monitoring by the agency will assist in the enforcement efforts, lobbyist interactions and providing technical assistance.

Performance Measures

Measure Name	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Resources (Input)					
Compliance staff	1	2	2	2	2
Workload, Demand and Production (Output)					
Financial disclosure statements processed	988	1,000	1,132	1,000	1,000
Financial disclosure late fee waivers processed	45	56	11	10	10
Financial disclosure late fee waivers granted	41	54	8	7	7
Registered lobbyists processed	50	60	45	60	60
Lobbyist reports processed	107	180	122	180	180
Financial disclosure statements fully reviewed in compliance with Section 2-292	n/a	1,046	889	950	950

Performance Measures *(continued)*

Measure Name	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Requested financial disclosure statement exemptions processed	n/a	2	0	0	0
Requested financial disclosure statements exemptions granted	n/a	1	0	0	0
Secondary employment legal reviews	n/a	34	71	89	107
Quality					
Financial disclosure statement audit letters sent as a result of targeted audit review	n/a	28	28	100	100
Agency follow-ups as a result of secondary employment legal reviews	n/a	0	38	48	58
Impact (Outcome)					
Financial disclosure statement corrections made or explanations sent as a result of audit letters sent	n/a	16	7	100	100
Corrections to secondary employment requests as a result of agency follow-up	n/a	n/a	32	40	49

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

FY 2025 Target	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected	Trend
107	n/a	32	40	49	n/a

Trend and Analysis

In April 2017, the County implemented a new administrative procedure, clarifying what qualified as secondary employment which required officials and employees to obtain requisite approval prior to engaging in employment outside of the County government. The office is also responsible for reviewing secondary employment requests and enforcing the County's Administrative Procedure on secondary employment. The office continues to provide guidance to all County employees and all Board and Commission members. The number of secondary employment requests are projected to increase by 20% in 2020, and again thru 2025.

Performance Measures

See Table 2.1 above.