

OFFICE OF ETHICS AND ACCOUNTABILITY - 104

MISSION AND SERVICES

Mission - The Office of Ethics and Accountability 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 -

- Administers public ethics laws
- Provides ethics training and advice to County employees
- Reviews financial disclosure and lobbying records
- Investigates alleged ethical violations

Strategic Focus in FY 2015 -

The agency's top priority in FY 2015 is to:

- Establish an electronic filing system for County government employee and elected/appointed official financial disclosure statements and lobbyist registrations/annual reports

FY 2015 BUDGET SUMMARY

The FY 2015 approved budget for the Office of Ethics and Accountability is \$564,900, an increase of \$255,100 or 82.3% over the FY 2014 budget.

Budgetary Changes -

FY 2014 BUDGET	\$309,800
Increase in compensation to fully fund four full-time and one part-time personnel	\$197,700
Fringe benefits increase due to the changes associated with staffing funding	\$41,400
Increase in operating due to operational contracts and actual costs	\$16,000
FY 2015 APPROVED BUDGET	\$564,900

SERVICE DELIVERY PLAN AND PERFORMANCE

GOAL 1 - To provide comprehensive intake, processing, investigation, management, and adjudication of allegations of waste, fraud, abuse and illegal acts in County government.

Objective 1.1 - Reduce the average length of time to resolve investigations of waste, fraud, abuse and illegal acts in County government.

Trend and Analysis - This agency launched in FY 2014, with no current or historical data available to document its performance.

Strategies to Accomplish the Objective -

- **Strategy 1.1.1** - Procure and begin utilization of case management software to administer the intake, processing and investigation of alleged ethical violations
- **Strategy 1.1.2** - Develop and codify standard operating procedures and privacy controls for the conduct of ethics investigations
- **Strategy 1.1.3** - Convene a quorum of board members for at least five meetings annually
- **Strategy 1.1.4** - Launch secure electronic portal to share comprehensive documentation and analysis of upcoming cases with board members in advance of meetings (in order to phase out current practice of printing and delivery of these materials via US Mail)
- **Strategy 1.1.5** - Provide training and continuing education for board members on current legal precedents and interpretations of County and State ethics law

OFFICE OF ETHICS AND ACCOUNTABILITY – 104 GENERAL FUND

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 - Increase the percentage of applicable County government employees and officials submitting completed and accurate financial disclosure statements.

Trend and Analysis - This agency launched in FY 2014, with no current or historical data available to document its performance.

Strategies to Accomplish the Objective -

- **Strategy 2.1.1** - Develop an electronic portal (with strong data standards and documentation submission requirements) for the filing of financial disclosure statements
- **Strategy 2.1.2** - Establish criteria for evaluating the completeness and accuracy of submissions

Objective 2.2 - Increase the percentage of lobbyists that file doing business activity disclosures and annual reports on time.

Trend and Analysis - This agency launched in FY 2014, with no current or historical data available to document its performance.

Strategies to Accomplish the Objective -

- **Strategy 2.2.1** - Develop an electronic portal (with strong data standards and documentation submission requirements) for the filing of lobbyist registrations and annual reports

GOAL 3 - To provide training, technical assistance and public education campaigns to ensure that County government services are delivered with integrity and according to the highest standards of professional conduct.

Objective 3.1 - Increase the percentage of County government executive leadership, division managers, ethics liaisons and new employees completing ethics training.

Trend and Analysis - This agency launched in FY 2014, with no current or historical data available to document its performance.

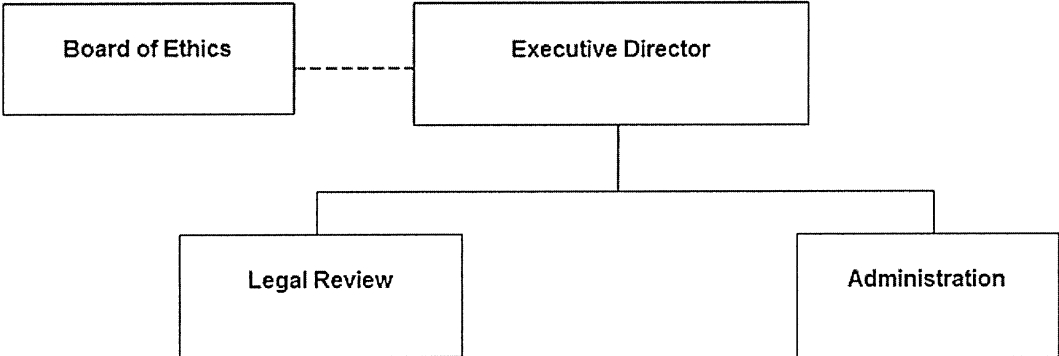
Strategies to Accomplish the Objective -

- **Strategy 3.1.1** - Develop targeted educational materials, training curricula, and marketing/outreach strategies to inform County government employees/officials of their ethical responsibilities

FY 2014 KEY ACCOMPLISHMENTS

- Launched anonymous, 24-hour hotline for reporting ethics violations.
- Updated financial disclosure statements to ensure conformance with prevailing regulations.
- Developed an ethics advisory opinion review process.
- Re-established monthly meeting schedule for the Board of Ethics.

ORGANIZATIONAL CHART

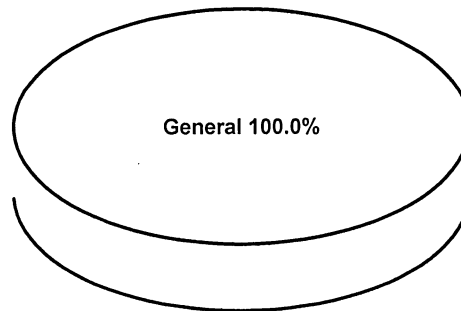


FUNDS SUMMARY

	FY2013 ACTUAL	FY2014 BUDGET	FY2014 ESTIMATED	FY2015 APPROVED	CHANGE FY14-FY15
TOTAL EXPENDITURES	\$ 4,500	\$ 309,800	\$ 324,900	\$ 564,900	82.3%
EXPENDITURE DETAIL					
Administration	4,500	309,800	324,900	564,900	82.3%
Recoveries	0	0	0	0	0%
TOTAL	\$ 4,500	\$ 309,800	\$ 324,900	\$ 564,900	82.3%
SOURCES OF FUNDS					
General Fund	\$ 4,500	\$ 309,800	\$ 324,900	\$ 564,900	82.3%
Other County Operating Funds:					
TOTAL	\$ 4,500	\$ 309,800	\$ 324,900	\$ 564,900	82.3%

FY2015 SOURCES OF FUNDS

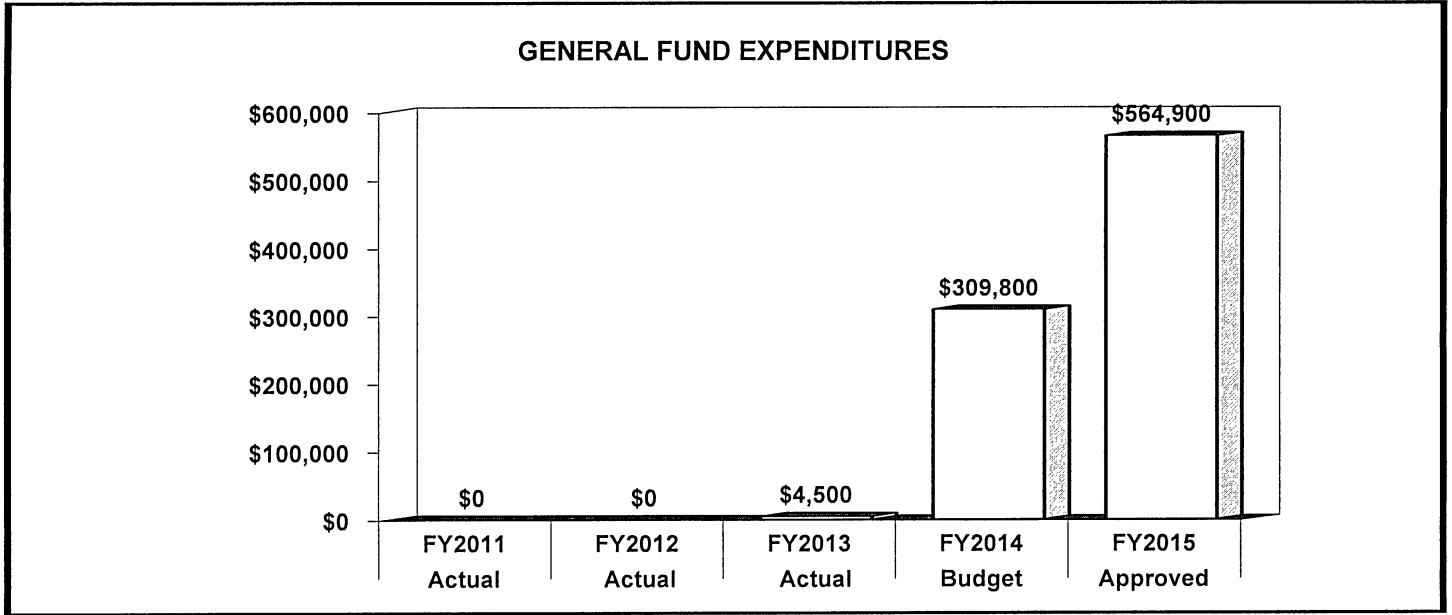
This agency's funding is derived solely from the County's General Fund.



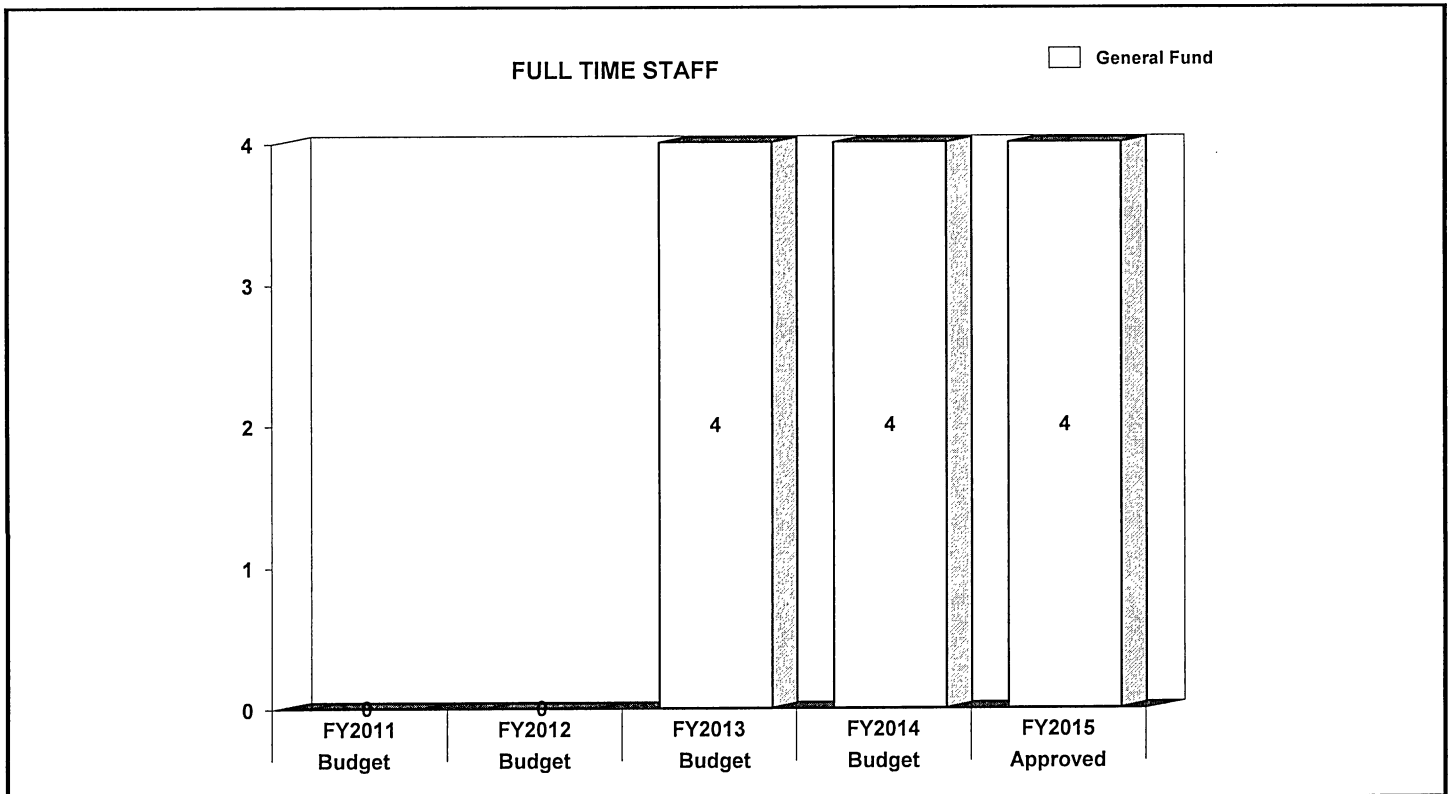
STAFF SUMMARY

	FY2013 BUDGET	FY2014 BUDGET	FY2015 APPROVED	CHANGE FY14-FY15
GENERAL FUND STAFF				
Full Time - Civilian	4	4	4	0
Full Time - Sworn	0	0	0	0
Part Time	0	0	1	1
Limited Term	0	0	0	0
OTHER STAFF				
Full Time - Civilian				
Full Time - Sworn				
Part Time				
Limited Term Grant Funded				
TOTAL				
Full Time - Civilian	4	4	4	0
Full Time - Sworn	0	0	0	0
Part Time	0	0	1	1
Limited Term	0	0	0	0

POSITIONS BY CATEGORY	FULL TIME	PART TIME	LIMITED TERM
Administrative Aide	1	0	0
Executive Director	1	0	0
Investigator	0	1	0
Attorney	1	0	0
Administrative Specialist	1	0	0
TOTAL	4	1	0



The FY 2015 approved budget is 82.3% over the FY 2014 budget. The increase is due to full year funding of the staff complement and organizational requirements necessary to meet the mission of the agency.



The agency's full-time staffing complement remains the same from FY 2014 to FY 2015.

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GENERAL FUND

	FY2013 ACTUAL	FY2014 BUDGET	FY2014 ESTIMATED	FY2015 APPROVED	CHANGE FY14-FY15
EXPENDITURE SUMMARY					
Compensation	\$ 0	\$ 221,000	\$ 230,000	\$ 418,700	89.5%
Fringe Benefits	0	54,500	56,800	95,900	76%
Operating Expenses	4,500	34,300	38,100	50,300	46.6%
Capital Outlay	0	0	0	0	0%
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	\$ 4,500	\$ 309,800	\$ 324,900	\$ 564,900	82.3%
Recoveries	0	0	0	0	0%
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TOTAL	\$ 4,500	\$ 309,800	\$ 324,900	\$ 564,900	82.3%
STAFF					
Full Time - Civilian	-	4	-	4	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	1	100%
Limited Term	-	0	-	0	0%

In FY 2015, compensation expenditures increase by 89.5% over the FY 2014 budget due to full year funding of the complement of four full-time and one part-time employees. Fringe benefits associated with this full complement increase 76%.

Operating expenditures increase 46.6% due to the new hotline and other operational needs to perform the mandated requirements of this agency.

MAJOR OPERATING EXPENDITURES FY2015	
General and Administrative	\$ 19,300
Contracts	
Training	\$ 7,300
Operating and Office Supplies	\$ 5,000
Vehicle and Heavy Equip Main.	\$ 4,500
Office Automation	\$ 4,100

