

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

Board Meeting Minutes

July 13, 2021

Present: Cassandra Burckhalter, Board Chair (Microsoft Teams)
Curtis Eugene, Board Member (Microsoft Teams)
Charlene Gallion, Board Member (Microsoft Teams)
Melanie Barr-Brooks, Board Member (Microsoft Teams)
Sharon Theodore-Lewis (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: September 10, 2021
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 five (5) Board Members. The meeting was held via Microsoft Teams.

II. APPROVAL OF MEETING MINUTES

Five (5) Board of Ethics (Board) Members in attendance approved the Meeting Minutes for May 14, 2021, by a vote of 5-0.

III. BOARD CHAIR REPORT

None.

IV. EXECUTIVE DIRECTOR REPORT

The Executive Director informed the Board of the following Office of Ethics and Accountability compliance activities: to date, for Calendar Year 2021, there were forty-eight (48) active registered lobbyists representing ninety seven (97) employers under one hundred eighty (180) registrations; for Calendar Year 2021, two (2) termination notices and one (1) annual report was submitted; approximately for Calendar Year 2020 fourteen (14) designated FDS filers have not submitted and twenty-one (21) delinquent filers have submitted their FDS without remitting late fees. Thirty-five (35) late fees payments and eighteen (18) delinquent filers have remitted late fees.

The Executive Director informed the Board of OHRM's transition to using NEOGOV Learning Management System as the platform for the County's mandatory ethics trainings to be completed by June 30, 2022. As of June 2021, there were thirty-four (34) eLearning training participants and thirty-five (35) SAP Success Factors training participants. Board and Commission ethics training will continue using the Office of Information Technology's electronic training platform.

The Executive Director informed the Board of the Prince George's County Police Department's inquiry about the County's Ethics Code Secondary Employment requirements which requires some changes to the Ethics Code related to law enforcement secondary employment. The Board will be updated on the revisions as the County must send proposed amendments to the Code to the State Ethics Commission for approval.

The Board was provided the ethics advice tables for May and June, which summarized the informal ethics advice, information requests and legal advice provided by the Office of Ethics and Accountability.

V. READING OF WRITTEN STATEMENT FOR CLOSING MEETING UNDER THE OPEN MEETING ACT

At 5:15 pm, a motion was made by Board Chair Cassandra Burckhalter and seconded by Board Member Charlene Gallion 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 5-0. The reason for closing the meeting, and the topics discussed with legal counsel involved among other matters, investigations in accordance with the State Government Article, §10-508(a). Those in attendance were as follows:

Cassandra Burckhalter, Board Chair (Microsoft Teams)

Curtis Eugene, Board Member (Microsoft Teams)

Charlene Gallion, Board Member (Microsoft Teams)

Melanie Barr-Brooks, Board Member (Microsoft Teams)
Sharon Theodore-Lewis (Board Member (Microsoft Teams)

Gina Anderson-Ford (Public Information Specialist ((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

Investigation 21-0395

The Board was provided a report with recommendations on an investigation involving allegations of prohibited Conflicts of Interest. The Board voted 5-0, there is a reasonable basis for believing a violation has occurred, and the respondent will be afforded an opportunity for a hearing. The Board authorized the Office of Ethics and Accountability to notify the respondent accordingly.

Investigation 21-0369

The Board was provided a report with recommendations on an investigation involving an allegation of prohibited Secondary Employment. The Board voted 5-0, to deny the appeal and to uphold the findings of the legal audit. The Board authorized the Office of Ethics and Accountability to notify the respondent accordingly.

Investigation 21-0342

The Board was provided a report with recommendations on an investigation involving an allegation of prohibited Prestige of Office. The Board voted 5-0, there are insufficient facts upon which to base a determination of a violation and dismiss the complaint. The Board authorized the Office of Ethics and Accountability to notify the respondent accordingly.

Investigation 21-0259

The Board was provided a report with recommendations on an investigation involving an allegation of prohibited Prestige of Office and Solicitation. The Board voted 5-0, there is a reasonable basis to believe a violation has occurred in lieu of conducting a hearing, the Board accepts the actions taken by the agency as appropriate to address the violation. The Board authorized the Office of Ethics and Accountability to notify the respondent accordingly.

Investigations 21-0282

The Board was provided an update on an investigation involving an allegation of Prestige of Office involving a County employee's secondary employment. The Board will reserve

taking further action for thirty (30) days to allow the agency to respond to the identified ethics violation.

The Board was provided updates on pending cases.

At the conclusion of all business, a motion was made to adjourn the meeting at 8:07pm. The motion was approved 5-0.