

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

Board Meeting Minutes

September 18, 2020

Present: Cassandra Burckhalter, Board Chair (teleconference)
Curtis Eugene, Board Member (teleconference)
Sharon Theodore-Lewis, Board Member (teleconference)

Robin Barnes-Shell, Esq., Executive Director (teleconference)
Roslyn Walker, Compliance Officer (teleconference)
Bamidele Alexander, Legal Counsel (teleconference)
Jasmine Carter, Compliance Analyst (teleconference)
Chelinda Bullock, Administrative Aide (teleconference)
Lamont Judd, Legal Investigator (teleconference)

Next meeting: October 9, 2020 at 5:00 pm
9201 Basil Court, Suite 155
Largo, Maryland 20774

OPEN SESSION

I. OPENING OF MEETING

The Board Chair, Cassandra Burckhalter, opened the meeting at approximately 5:00 pm and welcomed all in attendance. There was a quorum present with three (3) Board Members. The meeting was held by teleconference.

II. APPROVAL OF MEETING MINUTES

The three (3) Board of Ethics (Board) Members in attendance approved the June 26, 2020 Meeting Minutes by a vote of 3-0, with corrections. The Board of Ethics (Board) Members voted 3-0 to post the unapproved meeting minutes for May 8, 2020 due to a board member who is no longer on board.

III. BOARD CHAIR REPORT

The Board Chair, Cassandra Burckhalter inquired about the process of selecting Board members for the vacancies within the Board. Executive Director informed Board Chair there are two (2) vacancies that require appointment by the Office of the Executive.

IV. EXECUTIVE DIRECTOR REPORT

The Executive Director informed the Board of the Office of Ethics the following compliance activities: approximately twenty three (23) Board/Commission members completed a virtual ethics training; three (3) annual Lobbyist Reports have been completed; fifty-three (53) registered lobbyists are currently registered for 2020; there were eight hundred ninety-two (892) required financial disclosure statement filers with fifty-six (56) late filers and nine (9) nonfilers; and one hundred one (101) financial disclosure statement filers were identified with errors during audit.

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

The Board was informed of upcoming annual certification required by the State Ethics Commission in October and the legislative revisions to the Prince George's County to comply with the State's mandate.

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

At 5:27pm, a motion was made by Board Chair Cassandra Burckhalter and seconded by Board Member Sharon Theodore-Lewis 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. 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 (teleconference)
Curtis Eugene, Board Member (teleconference)
Sharon Theodore-Lewis, Board Member (teleconference)

Robin Barnes-Shell, Esq., Executive Director (teleconference)
Roslyn Walker, Compliance Officer (teleconference)
Bamidele Alexander, Legal Counsel (teleconference)
Jasmine Carter, Compliance Analyst (teleconference)
Chelinda Bullock, Administrative Aide (teleconference)
Lamont Judd, Investigator (teleconference)

CLOSED SESSION

Advisory Opinion 21-0040

The Board was provided information regarding a potential Conflict of Interest of an official serving on a nonprofit organization that receives County funding.

Advisory Opinion 21-0070

The Board was provided information regarding a potential Conflict of Interest of an official disclosing their role as broker with organizing a purchase of a property within the County.

Investigation 20-0461

The Board was informed of an investigation on Use of County Resources involving and employee abusing time by clocking in early to record overtime.

BOE Resolution

The Board approved a resolution allowing active duty military employees a grace period to file their Financial Disclosure Statement by a vote of 3-0.

BOE Resolution

The Board approved a resolution to exempt the representative of the Health Officer for Prince George's County serving as a Commissioner of the Commission for Animal Control with filing a Financial Disclosure Statement with the Board of Ethics by a vote of 3-0.

The Board was provided a waiver request for a late 2019 Financial Disclosure Statement submitted from a board member. The motion was denied, by a vote of 3-0.

At the conclusion of all business, a motion was made to adjourn the meeting. The motion was approved 3-0. The meeting was adjourned at approximately 5:48pm.