



THE PRINCE GEORGE'S COUNTY GOVERNMENT BOARD OF ETHICS

Tara H. Jackson
Acting County Executive

Todd M. Turner
Executive Director

Sharon Theodore-Lewis, Chair
Charlene Gallion, Member
Melanie Barr-Brooks, Member
Kara Hunt, Member

PRINCE GEORGE'S COUNTY BOARD OF ETHICS

Board Meeting Minutes February 19, 2025

Present: Sharon Theodore-Lewis, Board Chair (Microsoft Teams)
Charlene Gallion, Board Member (Microsoft Teams)
Melanie Barr-Brooks, Board Member (Microsoft Teams)
Kara Hunt, Board Member, (Microsoft Teams)

Todd M. Turner, Executive Director (Microsoft Teams)
Bamidele Alexander, Legal Counsel (Microsoft Teams)
Roslyn Walker, Compliance Officer (Microsoft Teams)
Garry Bourke, Investigator (Microsoft Teams)
Chelinda Bullock, Administrative Aide (Microsoft Teams)

OPEN SESSION

I. OPENING OF MEETING

The Board Chair Sharon Theodore-Lewis opened the Board of Ethics ("Board") meeting at approximately 5:10 pm and welcomed all in attendance. There was a quorum present with four (4) Board of Ethics Members ("Board Members") present at the start. The meeting was held virtually using Microsoft Teams.

II. GENERAL BUSINESS AND ADMINISTRATIVE MATTERS

The Agenda for February 19, 2025, was approved, by a vote of 4-0.

The Meeting Minutes for January 15, 2025, was approved with one edit, by a vote of 4-0.

III. BOARD CHAIR REPORT

The Board Chair conducted the election of the 2025 Chair (see Item V.)

IV. EXECUTIVE DIRECTOR REPORT

The Executive Director (ED) informed the Board of the following Office of Ethics and Accountability (OEA) compliance activities:

- OEA started the CY 2024 Financial Disclosure Statements (FDS) Agency/ Board/Commission compliance process and notifications were sent to County Employees/Officials, and Board Members.
- OEA will disseminate another Public Service Announcement (PSA) to County officials/employees regarding CY2024 Financial Disclosure Statements being available for submission.
- The final 2024 Lobbyist registrations were posted to OEA's website, provided to the Executive and Legislative Branches, and in Board backup.
- The Board was notified the 2025 Lobbyist's Annual registration process is underway; and all 2024 Annual Reports were due January 31, 2025, with one (1) late notice emailed.

The Executive Director informed the Board of the following items:

- OEA coordinated with the Office of Human Resources Management (OHRM) to provide the mandatory Annual Compliance Training to all County employees/officials to begin January 2025 and due June 30, 2025.
- The Board was notified that OEA received one (1) request from the Prince George's County Library System Board of Trustees for in-person ethics training.
- OEA submitted a Memo to the Chief Administrative Officer (CAO) regarding an update to 2014 Executive Order No. 13-2014 regarding additional FDS required filers (FY 2024/25 OEA Office Goal) – awaiting a response.
- The Board was advised of proposed County Council ethics legislation submitted to the State Ethics Commission for review and will be before the Commission at its March 27th meeting.
- OEA will continue to coordinate with the Office of Community Relations (OCR) regarding attending community events.
- The Board was advised that the FY2026 Proposed Budget will be submitted to the County Council by March 15th.
- The Board was advised that the vacant Compliance Analyst Position will be posted within the next couple of weeks.
- The Board was advised that an appointee to the Board is being considered by the County Council with a February 27th committee session and a March 11th public hearing scheduled.
- The Board was advised of potential changes to the OEA Ethics Hotline vendor.

Finally, the Board was provided the Ethics Advice Table for January 2025, which

summarized the informal ethics advice, information requests, and legal advice provided by OEA. Also, the Board was provided with a Case Status Report.

V. ELECTION OF BOARD CHAIR

The Board Chair announced the election of the Board of Ethics 2025 Board Chair. The Board elected Board Member Melanie Barr-Brooks, as Board Chair for the Board of Ethics, by a vote of 4-0 effective the March meeting.

VI. BOARD HEARING PROCEDURES DRAFT REVIEW

The Board reviewed the revised Board Hearing Rules of Procedures, provided edits, and discussed the adoption of the final draft at the next Board Meeting.

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

At 5:36 pm, a motion was made by Board Member Charlene Gallion and seconded by Board Chair-Elect 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 Board Chair Theodore-Lewis.

The motion was approved by a vote of 4-0. This meeting was closed under General Provisions Art. §3-305(b) for the following reasons: (2) To protect the privacy or reputation of individuals concerning a matter not related to public business, (7) To consult with counsel to obtain legal advice; and (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter.

Those in attendance were as follows:

Sharon Theodore-Lewis, Board Chair (Microsoft Teams)
Charlene Gallion, Board Member (Microsoft Teams)
Melanie Barr-Brooks, Board Member (Microsoft Teams)
Kara Hunt, Board Member (Microsoft Teams)

Todd M. Turner, Executive Director (Microsoft Teams)
Bamidele Alexander, Legal Counsel (Microsoft Teams)
Roslyn Walker, Compliance Officer (Microsoft Teams)
Chelinda Bullock, Administrative Aide (Microsoft Teams)
Garry Bourke, Investigator (Microsoft Teams)

VIII. CLOSED SESSION

The Board was informed there were no FDS Waivers and Late Payments, FDS Violations, and FDS Settlement Agreements.

Formal Advisory Opinion - OEA Case #25-0278e

The Board was informed of a Financial Disclosure Statement (FDS) exemption request by a County employee regarding the annual filing of FDS. The matter will come before the Board for review at the March meeting.

MPIA Requests - OEA Case #25-0281e

The Board was informed of a Media Maryland Public Information Act (MPIA) request received by OEA. OEA provided the publicly available Investigation Report under the Code.

Board Referrals:

Investigation - OEA Case #25-0034e

The Board was provided with the investigation involving a County official's residency. By a vote of 3-0-1, the Board found that the issues implicated in the investigation are not subject to the authority of the Prince George's County Code of Ethics. Therefore, this matter falls outside the jurisdiction of the Board.

Investigation - OEA Case #25-0159e

The Board was provided with the investigation involving allegations of Use of Prestige of Office & County Resources by a County employee engaging in political activity. By a vote of 4-0, the Board found there is a reasonable basis to believe a violation of the Prince George's County Code of Ethics has occurred. The Board will reserve taking further action for thirty (30) days to allow the agency to respond to the identified ethics violation.

Response to Recommendations:

Investigation - OEA Case #25-0087e

The Board was provided with an update on an investigation involving allegations that an employee held secondary employment in a municipal government in a similar position. The Board reserved taking further action and allowed the agency to respond to the identified ethics violation and agency action was initiated.

Investigation - OEA Case #25-0103e

The Board was provided with an update on an investigation involving allegations that an employee held secondary employment in a municipal government in a similar position. The Board reserved taking further action and allowed the agency to respond to the identified ethics violation and agency action was initiated.

ADJOURNMENT

At the conclusion of all business, a motion was made to adjourn the meeting at 6:10 pm. The motion was approved 4-0.

The next meeting of the Board will be Wednesday, March 12, 2025, at 5:00 pm.
