

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

**Board Meeting Minutes
November 4, 2022**

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

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

Next meeting: January 13, 2023 (Virtual)
9201 Basil Court, Suite 155
Largo, Maryland 20774

OPEN SESSION

I. OPENING OF MEETING

The Board Chair, Cassandra Burckhalter, opened the meeting at approximately 5:04 pm and welcomed all in attendance. There was a quorum present with four (4) Board Members. The meeting was held in-person and virtual, Microsoft Teams.

II. GENERAL BUSINESS AND ADMINISTRATIVE MATTERS

The four (4) Board of Ethics (Board) Members in attendance approved the agenda, by a vote of 4-0.

The four (4) Board of Ethics (Board) Members in attendance approved the Meeting Minutes for October 21, 2022, with one (1) edit, by a vote of 4-0.

III. BOARD CHAIR REPORT

In recognition and appreciation of Robin Barnes-Shell, the Chair and board members thanked her for 8 years of dedicated service to the Prince George's County Board of Ethics.

IV. EXECUTIVE DIRECTOR REPORT

The Executive Director informed the Board of the following Office of Ethics and Accountability (OEA) compliance activities: to date, there were seven (7) board removal letters pertaining to delinquent non-filers who filed late, without payment of late fees for Financial Disclosure Statements, with a total of nine (9) board removal letters for Financial Disclosure Statements; and fifty-nine (59) registered lobbyist registrations and one (1) terminated.

The Executive Director informed the Board that the Office of Human Resources Management (OHRM) will continue to collaborate with OEA to provide zoom meetings to conduct Ethics trainings to Board and Commissions.

The Executive Director informed the Board that the lobbyist registrations were updated on the OEA webpage.

The Executive Director informed the Board that the vacant Investigation II position in OEA will be advertised and available for viewing on various platforms.

The Executive Director informed the Board OEA needs a paralegal to assist the legal counsel.

The Executive Director informed the Board of the Open Meetings Act related to the Maryland Public Information Act (MPIA) requests.

The Board was provided the ethics advice table for October 2022, which summarized the informal ethics advice, information requests and legal advice provided by OEA.

The Board was provided with a case status report and updates on pending cases.

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

At 5:28 pm, 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 4-0. This meeting was closed under General Provisions Art. § 3-305(b) for the following reasons: (A) To protect the privacy or reputation of individuals concerning a matter not related to public business; (B) To consult with counsel to obtain legal advice; (C) To conduct or discuss an investigative proceeding on actual or possible criminal conduct. Those in attendance were as follows:

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

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

VI. CLOSED SESSION

Investigation 23-0112

The Board was provided an update with an investigation involving allegations regarding a Conflict of Interest of a County employee engaging in business ventures in the County. The Board voted to 4-0, to defer further action pending advice from OEA.

Lobbyist 22-0404

The Board was notified a lobbyist was non-compliant with submitting lobbyist registrations and annual reports. The Board voted 4-0, to provide further action against the lobbyist engaging in lobbyist activities in Prince George's County.

New Case Update

The Board was informed of one (1) new case related to alleged Misuse of County Resources.

VII. ADJOURNMENT

At the conclusion of all business, a motion was made to adjourn the meeting at 6:11pm. The motion was approved 4-0.