

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

Board Meeting Minutes

**March 11, 2022**

*Present:* Cassandra Burckhalter, Board Chair (Microsoft Teams)  
Charlene Gallion, Board Member (Microsoft Teams) Melanie  
Barr-Brooks, Board Member (Microsoft Teams)  
Curtis Eugene, 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)  
Lamont Judd, Investigator (Microsoft Teams)  
Jasmine Carter, Compliance Analyst (Microsoft Teams)

*Next meeting:* April 8, 2022  
9201 Basil Court, Suite 155  
Largo, Maryland 20774

**OPEN SESSION**

**I. OPENING OF MEETING**

The Board Chair, Cassandra Burckhalter, opened the meeting at approximately 5:02pm and welcomed all in attendance. There was a quorum present with five (5) Board Members. The meeting was held via Microsoft Teams.

**II. GENERAL BUSINESS AND ADMINISTRATIVE MATTERS**

The five (5) Board of Ethics (Board) Members in attendance approved the agenda, by a vote of 3-0.

The three (3) Board of Ethics (Board) Members in attendance approved the Meeting Minutes for February 11, 2022, by a vote of 3-0. The other two (2) board members abstained from voting.

### **III. BOARD CHAIR REPORT**

The Board Chair informed Board Member Charlene Gallion she may have to conduct the Board of Ethics Meeting due to a medical emergency.

### **IV. EXECUTIVE DIRECTOR REPORT**

The Executive Director informed the Board of the following Office of Ethics and Accountability compliance activities: the 2022 lobbyists registration compliance period began on January 1, 2022; for Calendar Year 2021, there were two-hundred twenty-eight (228) annual reports processed; and three (3) lobbyists are under internal review for failure to register in advance in 2021. The 2021 FDS submission of two hundred eight (208) were submitted, six hundred thirty-six (636) forms have not been submitted; and the filing deadline for all designated filers is April 30, 2022.

The Executive Director informed the Board that the Office of Human Resources Management (OHRM) is conducting a mandatory training campaign for all County employees with seventy-two percent (72%) in compliance, including the ethics trainings. New Ethics training compliance period for board/commission began January 1, 2022, affecting approximately two hundred twenty-eight (228) individuals due on June 31, 2022.

The Executive Director informed the Board that the Office of Ethics and Accountability Legal Counsel (Administrator Procedure Coordinator) will begin revisions to the Administrative Procedure 152 (Secondary Employment) and Administrative Procedure 153 (Solicitation and Fundraising).

The Executive Director informed the Board of the current State mandated changes of updating the Ethics Code and Salesforce.

The Executive Director informed the Board of the Police Oversight Board requesting advice regarding submissions of Financial Disclosure Statements (FDS).

The Board was provided the ethics advice table for February 2022, which summarized the informal ethics advice, information requests and legal advice provided by the Office of Ethics and Accountability.

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 5:15 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 5-0. 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 (Microsoft Teams)  
Charlene Gallion, Board Member (Microsoft Teams)  
Melanie Barr-Brooks, Board Member (Microsoft Teams)  
Curtis Eugene, 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)  
Lamont Judd, Investigator (Microsoft Teams) (Microsoft Teams)  
Chelinda Bullock, Administrative Aide (Microsoft Teams)  
Jasmine Carter, Compliance Analyst (Microsoft Teams)

Brad Frome, Lobbyist (Microsoft Teams)

## **CLOSED SESSION**

### **Lobbyist Waiver Request 22-0354**

By a vote of 5-0, the Board approved a waiver of late fees for a registered lobbyist.

### **Lobbyist Waiver Request 22-0342**

By a vote of 5-0, the Board approved a waiver of late fees for a registered lobbyist.

### **Review of Delinquent Annual Lobbyist Report**

The Board approved (3-0) issuance of letter to lobbyist regarding outstanding late fees.

At the conclusion of all business, a motion was made to adjourn the meeting at 6:09pm. The motion was approved 5-0.