



## THE PRINCE GEORGE'S COUNTY GOVERNMENT BOARD OF ETHICS

Angela D. Alsobrooks  
County Executive

Todd M. Turner  
Executive Director

Cassandra Burckhalter, Chair  
Charlene Gallion, Member  
Melanie Barr-Brooks, Member  
Mickei Milton, Member  
Sharon Theodore-Lewis, Member

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

#### Board Meeting Minutes October 11, 2023

*Present:* Cassandra Burckhalter, Board Chair (Microsoft Teams)  
Charlene Gallion, Board Member (Microsoft Teams)  
Mickei Milton, Board Member (Microsoft Teams)  
Melanie Barr-Brooks, Board Member (Microsoft Teams)

Todd M. Turner, Executive Director (Microsoft Teams)  
Roslyn Walker, Compliance Officer (Microsoft Teams)  
Garry Bourke, Investigator (Microsoft Teams)  
Chelinda Bullock, Administrative Aide (Microsoft Teams)  
Kathleen Ibeh, Compliance Analyst (Microsoft Teams)

*Absent:* Sharon Theodore-Lewis

*Next meeting:* Wednesday, November 8, 2023 (Virtual)  
9201 Basil Court, Suite 155  
Largo, Maryland 20774

### OPEN SESSION

#### I. OPENING OF MEETING

The Board Chair Cassandra Burckhalter opened the Board of Ethics ("Board") meeting at approximately 5:00 pm and welcomed all in attendance. There was a quorum present with four (4) Board of Ethics Members ("Board Members"). The meeting was held virtually using Microsoft Teams.

## **II. GENERAL BUSINESS AND ADMINISTRATIVE MATTERS**

The Board Members in attendance virtually approved the Agenda, by a vote of 4-0.

The Board Members in attendance approved the Meeting Minutes for September 13, 2023, by a vote of 4-0, with 2 edits noted.

## **III. BOARD CHAIR REPORT**

The Board Chair thanked the OEA staff for their awesome performance in preparing the Annual Report.

## **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 approximately one thousand (1,000) Financial Disclosure Statements (FDS) submitted for reporting period January 1, 2022, through December 31, 2022; which included County agencies and Board and Commissions.
- FDS settlement conferences will be scheduled this month.
- FDS waiver requests are currently being reviewed.
- All updated lobbyists registrations are posted. Annual reports are due by the end of January 2024.

The Executive Director informed the Board of the following items:

- The Office of the County Executive (CEX) and the Office of Human Resources Management (OHRM) implemented the Political Activities Training notification to all County employees/officials; with a 90% completion as for September 2023.
- The Office of Information and Technology (OIT) and OHRM secured accounts for Boards and Commissions members to take Ethics training online when onboarding.
- OEA has one (1) scheduled training with a County Board.
- OEA provided an in-person Ethics Training to County Council in September.
- OEA staff attended the Society of Corporate Compliance and Ethics (SCCE) Basic Compliance & Ethics Academy training in Washington DC.
- OEA staff recognized and thanked for their performance in completing the Annual Report; disseminated to Board Members, CEX Office, and County Council.
- OEA announced & welcomed the new Compliance Specialist Analyst – Kathleen Ibeh. OEA is currently fully staffed.

- The Annual Report was recognized in the CEX's Weekly Newsletter.
- OEA will format the office pamphlet to add a QR Code and provide social platforms.
- Executive Director will be participating in two (2) events/discussion related to ethic topics – (1) MML Fall Conference Ethics Presentation (10-17-23) and (2) D.C. Board to Ethics and Government Accountability (BEGA) Fireside Chat (10-27-23).
- Legal Counsel will be working on the P.G. Police Department Civil Employee Secondary Employment Regulations for the Board to review.
- OEA sent the annual Certification Letter to the State Ethics Commission by October 1<sup>st</sup>.
- OEA office is currently being renovated and should be completed by the end of October 2023, due to furniture delay.
- OEA sent one (1) Public Service Announcements (PSA) out to County employees/official this month on Fraud, Waste, Abuse & Illegal Acts (FWAI).

Finally, the Board was provided the Ethics Advice table and Case Status report for September 2023, which summarized the informal ethics advice, information requests legal advice and provided updates on pending cases by OEA.

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

At 5:25 pm, a motion was made by Board Chair Burckhalter and seconded by Board Member Milton 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 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. Those in attendance were as follows:

Cassandra Burckhalter, Board Chair (Microsoft Teams)  
 Charlene Gallion, Board Member (Microsoft Teams)  
 Mickei Milton, Board Member (Microsoft Teams)  
 Melanie Barr-Brooks, Board Member (Microsoft Teams)

Todd M. Turner, Executive Director (Microsoft Teams)  
 Roslyn Walker, Compliance Officer (Microsoft Teams)  
 Garry Bourke, Investigator (Microsoft Teams)  
 Chelinda Bullock, Administrative Aide (Microsoft Teams)  
 Kathleen Ibeh, Compliance Analyst (Microsoft Teams)

## **VI. CLOSED SESSION**

The Board was informed that OEA received the Govolution payments for tickets to the 38<sup>th</sup> Annual Women's History Month Luncheon.

The Board was informed there were no Board Referrals to review.

The Board was informed they were provided a Case Status Report.

The Board was informed they were provided an Ethics Table.

The Board was informed there were no Investigations to review.

At the conclusion of all business, a motion was made to adjourn the meeting at 5:40 pm. The motion was approved 4-0.

The next meeting of the Board will be Wednesday, November 8<sup>th</sup> at 5:00 pm.