



## 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 September 13, 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)  
Sharon Theodore-Lewis, 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)

*Next meeting:* Wednesday, October 11, 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 five (5) 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 5-0.

The Board Members in attendance approved the Meeting Minutes for June 14, 2023, by a vote of 4-0-1 abstain, with 2 edits noted.

## **III. BOARD CHAIR REPORT**

The Board Chair requested all BOE June minutes post to Sharepoint before the Board goes to recess and thanked all Board Members/OEA staff for all participation and all documentation provided.

## **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 eleven (11) County agencies, and eight (8) Boards and Commissions completed the submission; with an estimated hundred more submissions expected; and twenty (20) FDS waiver requests are currently being reviewed; settlement agreements will be rescheduled this month for late filers;
- 2022 FDS Schedules audit – E, F & J – Outside Income – are being prepared;
- All updated lobbyists registrations were posted to OEA's webpage;
- Over eight thousand (8000) FDS were deleted due to the State mandate requirements.

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 to complete by July 31<sup>st</sup>, 2023, with 89% completed to date.
- The Office of Information and Technology (OIT) and OHRM secured accounts for Boards and Commissions members to take Ethics training online when onboarding; and that OEA has one (1) scheduled training with a County agency.
- OEA provided an in-person Ethics Training to a County Board.
- OEA staff attended a four (4) day Society of Corporate Compliance and Ethics (SCCE) Washington DC Basic Compliance & Ethics Academy training.
- OEA selected a candidate for the vacant Compliance Specialist Position; the candidate will begin at the end of September 2023.

- The Annual Report was posted on August 30<sup>th</sup>, 2023 with 10 recommendations highlighted, and was recognized the CEX's Weekly Newsletter
- OEA attended the National Night Out in August 2023 and plan to order additional promotional items for dissemination for future community outreach events
- The County is updating the County's website in September 2023, including potential OEA's website changes and will await to add board members photo and bio, if desired.
- OEA is working with the Office of Human Rights (OHR) on an update on the County language access to require Spanish/English translation on County webpages in FY2024.
- OEA will provide the Certification letter to the State Ethics Commission by October 1<sup>st</sup>, 2023.
- OEA will be working with the Office of Central Services on procurement in preparation for the Quality Assurance Audit due in FY 2024.
- OEA participated in the OHRM's SYEP; and employed two (2) summer youth interns who provided exceptional work on various assignments.
- OEA office is currently being renovated and should be completed by the end of September 2023, due to furniture delay.
- OEA will begin sending one (1) Public Service Announcements (PSA) out to County employees/official starting this month.

Finally, the Board was provided the Ethics Advice table for June, July, and August of 2023, which summarized the informal ethics advice, information requests and legal advice provided by OEA. Also, 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 MEETINGS ACT**

At 5:24 pm, a motion was made by Board Chair Burckhalter and seconded by Board Member Charlene Gallion 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 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. 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)

Sharon Theodore-Lewis, 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)

## **VI. CLOSED SESSION**

### **Investigation 23-081**

The Board was provided a report with recommendations on an investigation involving allegations of Misuse of County Resources related to a County employee using a County contractor funds to purchase equipment. The Board voted 5-0, there are insufficient facts upon which to base a determination of a violation and dismissed the complaint.

### **Investigation 23-285**

The Board was provided a report with recommendations on an investigation involving allegations involving a County employee hired by a family member. The Board voted 5-0, there are insufficient facts upon which to base a determination of a violation and dismissed the complaint.

### **Investigation 23-315**

The Board was provided a report with recommendations on an investigation involving allegations involving a County employee hired by a family member. The Board voted 5-0, there are insufficient facts upon which to base a determination of a violation and dismissed the complaint. The Board accepted the recommendations provided by OEA with amended corrections.

Roslyn Walker, Compliance Officer, was excused from the meeting because of a potential conflict on Investigation 23-279.

### **Investigation 23-279**

The Board was provided a report with recommendations on an investigation involving allegations that a County employee used unprofessional and threatening behavior towards another County employee. The Board voted 5-0, there are insufficient facts upon which to base a determination of a violation and dismissed the complaint.

The Board was informed to use the Govolution system to make payment for tickets to the 38<sup>th</sup> Annual Women's History Month Luncheon.

At the conclusion of all business, a motion was made to adjourn the meeting at 6:57 pm. The motion was approved 4-0. One (1) Board had computer issues with the internet, and

video dropped.

The next meeting of the Board will be Wednesday, October 11<sup>th</sup> at 5:00 pm.