



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 June 14, 2023

Present: Cassandra Burckhalter, Board Chair (Microsoft Teams)
Mickei Milton, Board Member (Microsoft Teams)
Charlene Gallion, 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)

Absent: Melanie Barr-Brooks, Board Member

Next meeting: Wednesday, September 13, 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 5:13 pm and welcomed all in attendance. There was a quorum present with four (4) Board of Ethics Members ("Board Members"). The meeting was held virtual 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 May 10, 2023, by a vote of 3-0-1 abstain.

III. BOARD CHAIR REPORT

The Board Chair requested BOE meeting links and telephone call-in number be emailed prior to board meetings and thanked all Board Members/OEA staff for all participation during BOE Meetings held January 2023 to June 2023.

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 that includes eleven (11) County agencies and eight (8) Boards and Commissions completed the submission; with an estimated hundred more submissions expected; and all FDS waiver requests are currently being reviewed;
- 2022 FDS Schedules audit – E, F & J – Outside Income – are being prepared;
- all updated lobbyists registrations were posted to OEA’s webpage;
- over six thousand four hundred (6400) FDS will be deleted due to the State mandate requirements; and over fifteen hundred has been deleted so far.

The Executive Director informed the Board of the following items:

- The Office of the County Executive (CEX) is currently working with the Office of Human Resources Management (OHRM) to disseminate the Political Activities Training notification to all County employees/officials by the end of June.
- The Office of Information and Technology (OIT) is currently working with the OHRM to secure accounts for Boards and Commissions members to take Ethics training online when onboarding; and that OEA has one (1) scheduled trainings with a Board and Commission.
- OEA has received the applications for the vacant Compliance Specialist Position; and the interviews will be scheduled in the month of July.
- Maryland State Legislative Bills including the Prince George’s County Public Schools, Office of Integrity and Compliance - Establishment (HB 437) has been passed by the General Assembly and was signed by the Governor into law.
- that Board Members will receive OEA’s new brochure for viewing and that OEA’s

Annual Report will be due by August 30, 2023.

- the County is updating the County's website, 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 is working with the Office of Community Relations (OCR) on outreach events and participated in two (2) community events in Bowie and Laurel in June as part of the 100 Events of Summer Kickoff.
- OEA will be working with the Office of Central Services on procurement in preparation for the Quality Assurance Audit due in FY 2024.
- OEA will be participating in the OHRM's SYEP; and will receive two (2) summer youth interns.
- OEA offices will be renovated in the upcoming summer months.

Finally, the Board was provided the Ethics Advice table for May 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 5:35 pm, a motion was made by Board Chair 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 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; (B) To consult with counsel to obtain legal advice. Those in attendance were as follows:

Cassandra Burckhalter, Board Chair (Microsoft Teams)
Charlene Gallion, Board Member (Microsoft Teams)
Mickei Milton, 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

The Board was notified that forthcoming Board Open Session Meetings may be required to be recorded. The Board was also notified of several Maryland Public Information Act (MPIA) and FDS requests for County officials.

The Board discussed Advisory Opinion OEA Case #23-0282 with Legal Counsel related to Political Activity.

The Board was provided that the Investigator will have several forthcoming cases for the next scheduled board meeting.

Legal Counsel notified the Board that Investigation OEA Case #23-0108e was closed due to the Respondent's resignation from the County and the Formal Advisory Opinion - OEA Case #23-0119 - was posted to OEA's webpage.

At the conclusion of all business, a motion was made to adjourn the meeting at 5:55 pm. The motion was approved 4-0.

The next meeting of the Board will be Wednesday, September 13th at 5:00 pm.