

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

Board Meeting Minutes

March 12, 2021

Present: Cassandra Burckhalter, Board Chair (Teleconference)
Curtis Eugene, Board Member (Teleconference)
Sharon Theodore-Lewis, Board Member (Teleconference at 5:14pm)
Charlene Gallion, Board Member (Teleconference)
Melanie Barr-Brooks, Board Member (Teleconference)

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

Norene Gordon, Member of the Public (Teleconference)
Cashenna Cross, Member of the Public (Teleconference)
Sylvia Dasi, Employee (Teleconference)

Next meeting: April 9, 2021 at 5:00 pm
9201 Basil Court, Suite 155
Largo, Maryland 20774

OPEN SESSION

I. OPENING OF MEETING

The Board Chair, Cassandra Burckhalter, opened the meeting at approximately 5:05 pm and welcomed all in attendance. There was a quorum present with five (5) Board Members. The meeting was held by teleconference.

II. APPROVAL OF MEETING MINUTES

The three (3) Board of Ethics (Board) Members in attendance approved the January 8, 2021 Meeting Minutes by a vote of 3-0. The two (2) new board members abstained.

III. BOARD CHAIR REPORT

The Board Chair, Cassandra Burckhalter, welcomed two (2) new board members, Charlene Gallion and Melanie Barr-Brooks.

IV. EXECUTIVE DIRECTOR REPORT

The Executive Director informed the Board of the following Office of Ethics and Accountability compliance activities: to date, for Calendar Year 2021, there were thirty-three (33) registered lobbyists representing one hundred twelve (112) employers; for Calendar Year 2020, two hundred eight (208) Annual Reports were processed for fifty-nine (59) registered lobbyists; three (3) virtual Ethics Trainings were provided to two (2) County agencies in 2021; and approximately six hundred seventy-five (675), out of nine hundred fifty-one (951) required filers have not filed their Financial Disclosure Statements.

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

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

At 5:21 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. The reason for closing the meeting, and the topics discussed with legal counsel involved among other matters, investigations in accordance with the State Government Article, §10-508(a). Those in attendance were as follows:

Cassandra Burckhalter, Board Chair (Teleconference)
Curtis Eugene, Board Member (Teleconference)
Sharon Theodore-Lewis, Board Member (Teleconference)
Charlene Gallion, Board Member (Teleconference)
Melanie Barr-Brooks, Board Member (Teleconference)

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

CLOSED SESSION

Advisory Opinion 21-0244

The Board requested additional information before rendering a final decision for a waiver request regarding a potential conflict of interest with a County employee's business.

The Board granted a waiver request from a lobbyist of a late fee for the delinquent filing of the Lobbyist Annual Report. The motion was approved, by a vote of 5-0.

The Board was provided updates on pending cases.

At the conclusion of all business, a motion was made to adjourn the meeting. The motion was approved 5-0. The meeting was adjourned at approximately 6:34pm.