



## 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 April 12, 2023

*Present:* Cassandra Burckhalter, Board Chair (Microsoft Teams)  
Charlene Gallion, 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)  
Chelinda Bullock, Administrative Aide (Microsoft Teams)

*Absent:* Mickei Milton, Board Member

*Next meeting:* Wednesday, May 10, 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 5:01 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 February 8, 2023, by a vote of 3-0-1 abstain.

## **III. BOARD CHAIR REPORT**

The Board Chair advised Board Members to “reply all” when responding to emails from the Office of Ethics and Accountability (OEA) staff. The Board Chair inquired about Gift Acceptance for Board Members, and the discussion will be held in closed session.

## **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 four hundred forty-five (445) Financial Disclosure Statements (FDS) submitted for reporting period January 1, 2022 through December 31, 2022 with an estimated one thousand two hundred (1200) for submission expected;
- four (4) FDS Public Service Announcement (PSA) were disseminated to County employees/officials to file with the deadline to file is April 30<sup>th</sup> and a \$2.00 per day late fee will be imposed after the deadline;
- all updated lobbyists registrations were posted to OEA’s webpage; and one hundred percent (100%) compliance for the 2022 Lobbyists Annual Reports submissions.

The Executive Director informed the Board that the Office of Information and Technology (OIT) is currently working with the Office of Human Resources Management (OHRM) to secure accounts for Boards and Commissions members to take Ethics training online when onboarding; and that OEA has two (2) scheduled virtual trainings with Board and Commissions.

The Executive Director informed the Board that OEA will attending a County Council FY 2024 Budget Work session on April 13, 2023 and OEA will present a brief overview of the proposed budget and agency operations; and an invitation was extended to the Board Chair to participate.

The Executive Director informed the Board that the new Investigator will start in April 2023; and that the vacant Compliance Specialist position will be posted by OHRM before the end of the fiscal year.

The Executive Director provided updates on several pending Maryland State Legislative Bills reviewed by OEA, including Prince George's County Public Schools, Office of Integrity and Compliance - Establishment (HB 437) and Open Meetings Act – State Ethics Commission (HB68) – both of which were passed by the General Assembly and are awaiting the Governor's review and signature.

The Board was provided the ethics advice table for March 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.

The Executive Director advised the Board Members the Board Manual is available in Sharepoint for viewing and that appendices should be posted before the next Board meeting.

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

At 5:38 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 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; (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)  
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)  
Chelinda Bullock, Administrative Aide (Microsoft Teams)

## **VI. CLOSED SESSION**

### **Lobbyist Update**

The Board was provided an update that one (1) lobbyist was late submitting their 2022 Annual Report and has not requested a waiver of fees.

### **Financial Disclosure Statement (FDS) Update**

The Board was reminded to file their FDS for reporting period January 1, 2022 through December 31, 2022.

### **Board Updates**

The Executive Director thanked the Board Members for attending the 38<sup>th</sup> Annual Women's History Month Luncheon given by the County Executive.

The Executive Director and Legal Counsel provided a response to the Board Members regarding Gift Acceptance for Board Members.

At 6:17 pm the Executive Director left the meeting based on potential conflict of interests.

### **Advisory Opinion 23-0119**

The Board voted 4-0 to accept the formal advisory opinion with noted corrections and post according to the BOE guidelines.

### **Investigation 23-0108e**

The Board voted 4-0 to accept OEA recommendations, comply with Administrative Procedure (AP) 152 regarding Secondary Employment and send letters with the noted corrections.

At the conclusion of all business, a motion was made to adjourn the meeting at 7:13pm. The motion was approved 4-0.

The next meeting of the Board will be Wednesday, May 10<sup>th</sup> at 5:00 pm.