

FY 2022 Recommendations

1. **AGENCY:** Office of the County Executive Office (CEX)

ALLEGATION: Case #21-0402e – County staff paid for grocery boxes at a higher rate than the market rate and that an employee works for the vendor who provided the boxes.

DISPOSITION: Unsubstantiated

RECOMMENDATIONS: The Director of OCS consider implementing a County policy providing guidance on how contracts are administered using Partnerships and/or MOU's. The policy should indicate that agencies must work with the Office of Law to ensure sufficiency.

ACTION(S) TAKEN or RESPONSE(S): Response pending.

2. **AGENCY:** Department of Inspection, Permit, and Enforcement (DPIE)

ALLEGATION: Case #22-0019e – A DPIE inspector was working unreported secondary employment and misusing County resources.

DISPOSITION: Unsubstantiated

RECOMMENDATIONS: The Director of DPIE update the Secondary Employment approval for the inspector to state that the Inspector is prohibited from working secondary employment during their County work hours and overtime hours. Also, it should state that the inspector is prohibited from using any County resources and or equipment while performing any duties for their secondary employer.

ACTION(S) TAKEN or RESPONSE(S): Employee resubmitted a revised request to work secondary employment, noting that they are prohibited from using any County resources and or equipment while performing any duties for their secondary employer.

3. **AGENCY:** Fire Commission

ALLEGATION: Case #22-0031 – The complainant alleged that the Fire Commission is not publishing its meeting dates or agendas for the public, as mandated.

DISPOSITION: Matter not investigated by OEA. Violations of the MD Open Meetings Act are investigated by the MD Open Meetings Compliance Board.

RECOMMENDATIONS: An error was discovered in the Fire Commission's website calendar which listed the meeting dates. The Office of the Fire Chief was notified of the issue and advised to correct the calendar. OEA also recommended that the Fire

Commission review its policy of not posting meeting agendas prior to meetings, as such practices may violate the Maryland Open Meetings Act

ACTION(S) TAKEN or RESPONSE(S): Notification provided to Fire/ EMS. No response required.

4. AGENCY: Department of Family Services (DFS)

ALLEGATION: Case #22-0051e – A Veteran’s Affairs Coordinator and an assistant were working unapproved secondary employment, which has created a conflict of interest with their duties.

DISPOSITION: Partially Substantiated

RECOMMENDATIONS: The Director of DFS, in consultation with the Office of Information Technology and the Office of Human Resources Management, consider further investigation of the two employees’ use of County resources to engage in secondary employment or any self-dealing through referral of veterans to the Veteran’s Affairs Coordinator’s personal business and the appropriate personnel actions.

The Director of DFS, in consultation with the Office of Law and the Office of Human Resources Management, conduct an internal review of the Veteran’s Affairs Coordinator’s actions regarding the substantiated subjects detailed in the investigation report, inclusive of their non-compliance with County Administrative Procedure 152 (Secondary Employment).

ACTION(S) TAKEN or RESPONSE(S): The Department Director considered further investigation of the employee’s use of County resources and appropriate personnel actions were taken. As a result, no further actions occurred regarding this employee. The second employee was instructed to submit a secondary employment request in compliance with Administrative Procedure 152 (Secondary Employment), which requires the submission of a request to work in a secondary employment capacity to the Department Head, for consent or approval. The letter was delivered to the employee who submitted the request for secondary employment.

5. AGENCY: Office of Information Technology (OIT)

ALLEGATION: Case #22-0093e – An employee allegedly is working unreported secondary employment while on County time.

DISPOSITION: Substantiated

RECOMMENDATIONS: The Director of OIT, in consultation with the Office of Law and the Office of Human Resources Management, conduct an internal review of the

employee's actions regarding the substantiated subjects detailed in the investigation report to determine the need for additional inquiries or investigations

The Director of OIT, instruct the employee to complete a secondary employment request within ten (10) days of the closeout meeting.

The Director of OIT develop a written Agency/B/C policy and implement internal controls that require units to appropriately manage County assets within its purview.

The Director of OIT conduct an internal audit of the equipment ordered by the Telecommunications Units to ensure that County assets are properly accounted for and used consistent with County policy.

ACTION(S) TAKEN or RESPONSE(S): OIT conducted an internal investigation. Their findings confirmed OEA's determination and appropriate personnel actions were taken.

OIT Division Chief was assigned task of drafting an inventory management policy to be implemented by October 15, 2022. Additionally, the Director reorganized OIT's asset management function.

OIT Asset Management Division will conduct an audit of all telecom equipment to be completed by August 1, 2022.

Director will realign management within the Telecommunications Section to provide better oversight of the unit. Additionally, a contractor has been terminated as a result of OIT's internal investigation.

6. AGENCY: Department of Permitting, Inspections & Enforcement

ALLEGATION: Case #22-0176e – An inspector is not performing their duties as an inspector and managing personal matters while on County time.

DISPOSITION: Unsubstantiated

RECOMMENDATIONS: The Office of Law and the County's Risk Management Office review Administrative Procedure 610 to assess the risks associated with transporting passengers in County vehicles for unrelated County business when using County vehicles for incidental personal use and whether the policy requires revision.

The Agency advise employees through training and written directive that transporting passengers for unrelated County business in County vehicles during incidental personal use is prohibited.

ACTION(S) TAKEN or RESPONSE(S): DPIE sent an Agency reminder to employees regarding Administrative Procedure 610. Additionally, DPIE will require any employee in violation of the policy to attend mandatory training.

7. AGENCY: Office of the County Executive Office (CEX)

ALLEGATION: Case #21-0407e – County elected official was photographed with other constituents who were wearing shirts that supported a Council candidate. The pictures were posted on the County’s social media.

DISPOSITION: Unsubstantiated

RECOMMENDATIONS: Although elected officials cannot control the attire citizens wear at official events, postings of candidates to County websites and social media accounts must be vetted in compliance with the County Code to avoid even the appearance of prohibited conduct in accordance with the County’s Code of Ethics.

ACTION(S) TAKEN or RESPONSE(S): No Response Required.