

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

Board Meeting Minutes

September 9, 2022

Present: Cassandra Burckhalter, Board Chair (Microsoft Teams)
Charlene Gallion, Board Member (Microsoft Teams)
Sharon Theodore-Lewis, Board Member (Microsoft Teams)

Robin Barnes-Shell, Esq., Executive Director (Microsoft Teams)
Bamidele Alexander, Legal Counsel (Microsoft Teams)
Roslyn Walker, Compliance Officer (Microsoft Teams)

Next meeting: October 21, 2022
9201 Basil Court, Suite 155
Largo, Maryland 20774

OPEN SESSION

I. OPENING OF MEETING

The Board Chair, Cassandra Burckhalter, opened the meeting at approximately 5:07 pm and welcomed all in attendance. There was a quorum present with three (3) Board Members. The meeting was held via Microsoft Teams.

II. GENERAL BUSINESS AND ADMINISTRATIVE MATTERS

The three (3) Board of Ethics (Board) Members in attendance approved the amended agenda to change date from June 10, 2022 to May 13, 2022 by a vote of 3-0.

The three (3) Board of Ethics (Board) Members in attendance approved the Meeting Minutes for May 13, 2022 by a vote of 3-0.

III. BOARD CHAIR REPORT

The Board Chair notified Board Members about the submission of Board Member Curtis Eugene's resignation from the Board of Ethics. The Board Chair disclosed contributing to two candidates from the 2022 Primary Elections. The Board Chair's fellow Board Members accepted her explanation for contributing to two candidates from the 2022 Primary Elections as an oversight and not an intentional violation of the Board of Ethics rules.

IV. EXECUTIVE DIRECTOR REPORT

The Executive Director informed the Board of the following Office of Ethics and Accountability compliance activities: Ten (10) 2021 Financial Disclosure Statements not yet filed among agency staff and board/commission members; Twenty-seven (27) late fee payments outstanding among agency staff and board/commission members, Agency delinquencies have been escalated to Compliance Officer to coordinate settlement agreements with Legal Counsel; Fifty-three (53) Registered Lobbyists in 2022; and One (1) Lobbyist terminated activities in 2022 and submitted an annual report.

The Executive Director informed the Board that between January 1, 2022 and June 30, 2022, the Office of the Ethics and Accountability (OEA) provided instructor led and online ethics training to approximately seventy-eight (78) board/commission members. The Office of Ethics and Accountability's Compliance Officer is working with the Office of Information Technology and the Office of Human Resources Management on an issue with the E-learning internet browser's compatibility with end-users' browsers, with the possibility of allowing users to complete training using alternative methods with completion of an assessment.

The Executive Director informed the Board of her intention to transfer to another position in the County government during the fiscal year 2023 before the ending of December. The Board was also informed of staff changes in the Office of Ethics and Accountability.

The Executive Director informed the Board of the status with the County Council of the approved legislative changes by the State Ethics Commission to the County's Code of Ethics that establishes perimeters for law enforcement secondary employment for which the Board will issue regulations. The Board was further informed that the Office of Ethics and Accountability completed the annual certification of the County's Ethics Code to the Maryland State Ethics Commission in its role of providing administrative support to the Board of Ethics.

The Executive Director informed the Board that the Office of Ethics and Accountability's Administrative Procedure Coordinator has completed and submitted revisions to Administrative Procedure 152 for Secondary Employment as part of the County Executive's Office County-wide effort to update administrative procedures which are approved by the Chief Administrative Officer.

The Board was provided the ethics advice table for July 2022 and August 2022, which summarized the informal ethics advice, information requests and legal advice provided by the Office of Ethics and Accountability.

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 MEETING ACT

At 5:35 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 3-0. This meeting was closed under General Provisions Art. § 3-305(b) for the following reasons: (A) To discuss a confidential matter not to be disclosed to the public; and (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)
Sharon Theodore Lewis, Board Member (Microsoft Teams)

Robin Barnes-Shell, Esq., Executive Director (Microsoft Teams)
Bamidele Alexander, Legal Counsel (Microsoft Teams)
Roslyn Walker, Compliance Officer (Microsoft Teams)

CLOSED SESSION

Resolution

The Board voted 3-0 to amend the Board of Ethics Hearing Procedures to include provision(s) for default judgement.

Resolution

The Board voted 3-0 to send a letter to the County Executive's Office via the Appointments Liaison requiring Boards and Commissions to complete mandatory ethics training upon appointment to their respective board or commission to replace the current requirement of biannual training.

Lobbyist 22-0404

The Board was updated on a lobbyist's noncompliance related to submitting lobbyist late registrations and annual reports. The Board voted 3-0 to hold a hearing in November for the delinquent lobbyist to determine whether the lobbyist is in violation of the County's Ethics Code due to non-payment of late fees and possibly engaging in impermissible lobbying activity.

Investigation 22-481

The Board was provided an investigation report on a matter involving secondary employment. The Board voted 3-0 to dismiss the complaint for insufficient evidence upon which to find a violation of the Code of Ethics. The report included recommendations to the agency.

The Board voted to schedule the next meeting for Friday, October 21, 2022 at 5:00 pm and to schedule the November meeting for Friday, November 4, 2022 at 5:00 pm to include a hearing.

At the conclusion of all business, a motion was made to adjourn the meeting at 6:34 pm. The motion was approved 3-0.