

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

Board Meeting Minutes

**February 11, 2022**

*Present:* Cassandra Burckhalter, Board Chair (Microsoft Teams)  
Charlene Gallion, Board Member (Microsoft Teams)  
Melanie Barr-Brooks, Board Member (Microsoft Teams)

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

*Next meeting:* March 11, 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 5:00pm 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 agenda, by a vote of 3-0.

The three (3) Board of Ethics (Board) Members in attendance approved the Meeting Minutes for January 14, 2022, by a vote of 3-0.

**III. BOARD CHAIR REPORT**

The Board Chair reminded board members of the Financial Disclosure Statement submission and the upcoming Mandatory Ethics Training. The Board Chair thanked Chelinda Bullock, Administrative Aide for assisting her with accessing the shared drive for board documents.

#### **IV. EXECUTIVE DIRECTOR REPORT**

The Executive Director informed the Board of the following Office of Ethics and Accountability compliance activities: the 2022 lobbyists registration compliance period began on January 1, 2022; for Calendar Year 2021, there were two-hundred twenty-four (224) annual reports processed; and two (2) lobbyists are under internal review for failure to register in advance.

The Executive Director informed the Board that the Office of Human Resources Management (OHRM) is conducting a mandatory training campaign for all County employees between November 15, 2021 – January 31, 2022 (extended from December 15, 2021) and reported completion of fourteen (14) eLearning training participants in January 2022. New Ethics training compliance period for board/commission began January 1, 2022, affecting approximately 228 individuals due on June 31, 2022.

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

The Executive Director informed the Board of the current state legislation related to ethics to which the Office of Ethics and Accountability was requested to provide comments. The Office of Ethics and Accountability offered comments on three (3) State House Bills, referencing HB 0313-Election Law Recall Elections, HB 0059-Ethics Local Government Registration of Lobbyists, HB 0093-Candidates for Offices of Municipalities and Common Ownership Communities-Reports of Donations and Disbursements. The State Ethics Commission recently passed regulations in response to legislation changes that will require changes to the County's Ethics Code and require the updating of the web portal used for filing financial disclosure statements.

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 5:19 pm, a motion was made by Board Chair Cassandra 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 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 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)  
Robin Barnes-Shell, Esq., Executive Director (Microsoft Teams)  
Bamidele Alexander, Legal Counsel (Microsoft Teams)  
Roslyn Walker, Compliance Officer (Microsoft Teams)  
Lamont Judd, Investigator (Microsoft Teams) (Microsoft Teams)  
Chelinda Bullock, Administrative Aide (Microsoft Teams)  
Jasmine Carter, Compliance Analyst (Microsoft Teams)

## **CLOSED SESSION**

### **Lobbyist Waiver Request 22-0326**

The Board approved by a vote of 3-0, to approve a waiver of fees for a registering lobbyist.

### **Investigation 22-0342**

The Board was provided information regarding a lobbyist's failure to register, which is currently under review.

### **Investigation 21-0051e**

The Board was provided a report with recommendations on an investigation involving allegations of Conflict of Interest, Use of Resources and Secondary Employment related to a County employee. The Board voted 3-0, there is a reasonable basis to believe a violation has occurred and in lieu of conducting a hearing, the Board accepted the actions taken by the agency as appropriate to address the violation.

### **Investigation 22-0093e**

The Board was provided a report with recommendations on an investigation involving allegations of Use of Resources and Secondary Employment related to a County employee. The Board voted 3-0, there is a reasonable basis to believe a violation of the Prince George's County Code of Ethics has occurred. The Board will reserve taking further action for thirty (30) days to allow the agency to respond to the identified ethics violation.

### **Investigation 22-0176e**

The Board was provided a report with recommendations on an investigation involving allegations of Use of Resources related to a County employee not performing duties and tending to personal matters while on County time. The Board voted 3-0, there are insufficient facts upon which to base a determination of a violation and dismissed the complaint.

At the conclusion of all business, a motion was made to adjourn the meeting at 5:40pm. The motion was approved 3-0.