



**Prince George's County
Office of Ethics and Accountability and
Board of Ethics**

Annual Report

INCLUSIVE OF

CALENDAR YEAR 2015 &

FISCAL YEAR 2016

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Message from the Executive Director

Robin Barnes-Shell, Esq.

It is with great pleasure I am providing the third annual report for the Office of Ethics and Accountability, and our second report with the Board of Ethics pursuant to the Prince George's County Office of Ethics and Accountability Code, Section 2-308. Fiscal Year 2016 was an exciting year with the institution of Online Mandatory Ethics Training for County officials and employees. Over 4,483 officials and employees have completed mandatory ethics training via online and in-person this fiscal period. Over 5,526 individuals have completed ethics courses led by the Office of Ethics and Accountability staff since Fiscal Year 2015.

In addition to training, the Office of Ethics and Accountability has been instrumental in developing two key administrative procedures: (1) to govern fundraising efforts by County agencies and (2) to evaluate secondary employment requests to ensure compliance with the County's Ethics Code. The Office rendered 85 ethics opinions to officials and employees seeking guidance on issues, such as post-employment, secondary employment, gifts/solicitation and honoraria and continued to provide advice to the Board of Ethics in rendering formal advisory opinions upon request.

The Office of Ethics and Accountability continued to monitor the OEA Web-Portal that enables electronic filing of Financial Disclosure Statements, lobbyists' registrations and reports, requests for ethics advice, and complaints regarding alleged fraud, waste, abuse, illegal acts, and ethics violations. The Board of Ethics mandated electronic filing of disclosure statements this filing period, which the Office supported through e-Filing training classes to assist new users in establishing their on-line accounts as well as assist with filing questions.

As part of providing comprehensive investigations of allegations of fraud, waste and illegal acts, the Office reported 13 substantiated complaints, of which 11 involved fraud, waste, abuse or illegal acts and 2 involved ethics violations this fiscal period. Pursuant to Section 2-303 of the Prince George's County Office of Ethics and Accountability Code, the Office of Ethics and Accountability has provided 9 recommendations to Executive Management in response to specified investigations or operational reviews conducted in Fiscal Year 2016 and a total of 15 recommendations since Fiscal Year 2015 resulting in significant policy development and organizational change.

Again, I thank you for the opportunity to serve and provide increased accountability and oversight in the operations of Prince George's County government.

Sincerely,

Robin Barnes-Shell
Executive Director

Mission

The mission of the Office of Ethics and Accountability is to promote public trust in County Government through:

- Providing comprehensive intake, processing, investigations, management, and adjudication of allegations of waste, fraud, abuse and illegal acts in County government.
- Promoting disclosure of the outside business and monetary interests of County government employees/officials and real-time notice of lobbying activity directed towards County government.
- Providing training, technical assistance and public education necessary to ensure County government services are delivered with integrity and in accordance with the standards of professional conduct identified within the ethics code.

Purpose

The Office of Ethics and Accountability provides increased accountability and oversight in the operations of the County government by identifying fraud, waste, abuse, and illegal acts. Prince George's County Code § 2-299. It also provides support to the Prince George's County Board of Ethics in the exercise of its authority to interpret the County Code of Ethics in order to promote public trust in County Government by ensuring impartiality of the employees and elected officials. Prince George's County Code § 2-292.

The Office Ethics and Accountability's two main functions are best described as investigative of County operations and administrative in its support to the Board of Ethics. Investigations are initiated in several ways: (1) through the PGCEthics Hotline, (2) directly to the Office, (3) via media, or (4) by other means. After an initial investigation by the Office of Ethics and Accountability, a matter may eventually be referred to law enforcement, an appropriate agency, or the Board of Ethics. Administratively, the Office of Ethics and Accountability oversees Financial Disclosure Statement submissions and lobbyists' registrations and reports; renders ethics advice to individuals governed by the Ethics Code; maintains compliance with the Open Meetings Act for the Board of Ethics; and provides ethics training to County officials, employees and lobbyists.

Message from the Board Chair

The Honorable Covette Rooney

As Chair of the Prince George's County Board of Ethics, I am pleased to provide the 2016 Annual Report of the Board. Section 2-292(a)(6) of the Prince George's County Code requires the Board to submit an annual report of its activities to the County Executive and County Council.

Calendar Year 2015 was a productive year for the Board with the County's adoption of two administrative procedures recommended by the Board and the implementation of mandatory ethics training for County employees and officials. These efforts increased the workload for the Office of Ethics and Accountability staff through trainings with new employee orientations, monthly in-person ethics training for employees and officials, customized ethics training for departments and agencies upon request, and development of the Online Mandatory Ethics Training Course. To date, 893 employees received in-person ethics training and 3,590 employees have successfully completed the Mandatory Online-Ethics Training Course.

The Board of Ethics and Office of Ethics and Accountability staff continue to handle a large number of requests for ethics advice regarding conflicts of interest, gifts, secondary employment, and post-employment matters throughout the year. During the Financial Disclosure Statement filing season, the Office of Ethics and Accountability staff resolved a large number of calls for advice in connection with mandated electronic filings. The Office of Ethics and Accountability's staff of four full-time employees and one part-time employee, issued 84 formal and informal opinions and provided assistance to countless officials and employees with Financial Disclosure Statement filings. To date, staff has processed over 993 Financial Disclosures Statements from officials and employees. In addition to its other responsibilities, the Office of Ethics and Accountability staff investigated several complaints alleging violations of the Ethics Code, and processed over 125 lobbyist registration forms and reports.

Going forward, the Board of Ethics will continue to focus its energy on performing its core functions of providing ethics advice to County officials and employees and receiving complaints alleging violations of the Ethics Code. I look forward to continuing to serve the County and promoting public trust in its officials and employees.

Sincerely,

Covette Rooney
Chair

Purpose of the Board of Ethics

The Code was enacted to guard against improper influence and even the appearance of improper influence by County officials, employees and appointees to boards and commissions. To ensure impartiality and independent judgment, the Ethics Code requires designated individuals to disclose their financial affairs, and it sets standards for their business conduct. The Board of Ethics is the advisory body responsible for interpreting the Ethics Code and advising those subject to it. The Board of Ethics also serves as the body to hear and determine ethics complaints and violations.

Members of the Board of Ethics

The Board of Ethics currently consists of five members. Members must be residents of Prince George's County and no more than three members may be of the same political party. Robin Barnes-Shell serves as the Executive Director to the Board of Ethics in addition to serving as the Executive Director to the Office of Ethics and Accountability. The Board of Ethics selected Judge Covette Rooney to serve as Chair through December 9, 2016. The remaining members are as follows: Cassandra Burckhalter, Member; Curtis Eugene, Member; Anne Magner, Esq., Member; and Sharon Theodore-Lewis, Esq., Member.

Meetings of the Board of Ethics

All regular meetings were held in the Offices of Ethics and Accountability, in the Largo Government Center located at 9201 Basil Court, Suite 155, Largo, Maryland 20774. As required, advance notice of meetings and the possibility of closed sessions were posted on the County's website. All decisions of the Board of Ethics are reflected in the minutes of the monthly meetings and are available on the County's website.

Generally, agenda topics included establishing procedures for the Board of Ethics, consideration of formal requests for advisory opinions on the application of Ethics Code, and consideration of administrative procedures for recommendation to the Executive Leadership in the County affecting the administration of fundraising and secondary employment in the County to ensure these activities comply with the County's Ethics Code. The Board invited and heard from a commission on changing disclosure requirements for boards and commissions. After reviewing State Ethics Laws on this issue and consulting with legal counsel, the Board decided to maintain the current disclosure requirements in the interests of promoting public trust in County government.

The Board of Ethics met nine (9) times during the 2015 calendar year. A notice of the meetings appeared on the County's website. The Board of Ethics conducted closed sessions to discuss advisory opinion requests, exemption requests and Board investigation referrals. The Board of Ethics conducted open meetings for all other actions.

Charter §1002 Waivers

The Board of Ethics did not receive any requests for Section 1002 waivers in the calendar year of 2014. Section 1002 of the Charter provides that the Board of Ethics may authorize any County employee to own stock or maintain a business, which engages in business with the County subject

BOARD OF ETHICS

to the Board of Ethics' determination that the employee's involvement does not violate the public trust, and that there is full disclosure of all pertinent facts.

Board of Ethics Referrals

The Board of Ethics is empowered with authority to determine violations of the County Ethics Code. The Board of Ethics reviews all complaints of alleged violations, conducts fact findings and hearings, and determines if an Ethics Code violation has occurred. Two (2) requests for a financial disclosure statement filing waiver were referred to the Board of Ethics and were addressed by legal counsel for the Office of Ethics and Accountability.

Enforcement Activities

The Board of Ethics is empowered to impose fines and other penalties as warranted and to seek judicial enforcement of its sanctions. The Board of Ethics did not seek judicial enforcement but did impose late filing fees for delinquent filing of Financial Disclosure Statements during the 2015 calendar year. The Board also issued reprimand letters to two County employees and monitored compliance by an employee mandated to take ethics training. In addition, the Board passed a resolution to notify the Chief of Staff and the Office of Human Resources Management of noncompliance by officials and employees with filing their Financial Disclosure Statements.

Financial Disclosure Statements

In April 2015, the Office of Ethics and Accountability launched the County's first online service, OEA Web-Portal, for filing Financial Disclosure Statements for the 2014 calendar year filing period. For the 2015 calendar year filing period, the Board of Ethics mandated electronic filing absent extenuating circumstances. Over 90% of the designated filers submitted their Financial Disclosure Statement electronically using the OEA Web-Portal.

A review of the Financial Disclosure Statements filed in April 2016 for the 2015 calendar year showed 996 designated County officials, employees, board members and/or commissioners were required to file Financial Disclosure Statements. Notices of this requirement were issued to these individuals through the County's e-mail and U.S. Postal System by the Office of Ethics and Accountability. Additionally, further review later determined that some of the designated filers were not required to file due to a Board of Ethics exemption or other qualifying exemption.

The Office of Ethics and Accountability is in the process of reviewing Financial Disclosure Statements submitted in April 2016. A review of the common errors for 2015 Financial Disclosure Statement submitted were the following: failure to report mortgage balances, percentage of ownership, amount paid for property, and proper address for property owned. The Office of Ethics and Accountability has notified those outstanding filers through mail, e-mail and certified mail of their requirement to file and applicable late fees. The Board will make a final determination on the imposition of late fees for noncompliance.

Ethics Training

The Office of Ethics and Accountability provided in-person ethics training to 893 employees, officials, and board and commission members and 3,590 online ethics training for the compliance period ending July 31, 2016. Training types included the following: (1) Online training at County facilities; (2) on-site ethics trainings provided at the request of various agencies; (3) PGCEthics Training, which is an hour-long ethics course for employees and officials offered monthly at the RMS Building in Largo; (4) New Employee Orientation Program training offered in collaboration with the Office of Human Resources Management for all new County employees; and (5) Ethics special topics provided at agency events or upon request.

Several agencies and boards/commissions received in-person ethics training that complies with the County's mandated ethics training: (1) Office of Central Services, (2) Department of Permitting, Inspections and Enforcement, (3) Department of Corrections, (4) Fire/EMS, (5) Department of Housing and Community Development, (6) Office of Information Technology, and (7) Redevelopment Authority. The Office also provided ethics presentations to special delegations from China and Paraguay to share the County's best practices to interested countries.

Proposed Legislative Changes

Certain provisions in the Prince George's County Code will require revisions to comply with statutory changes made by the State Ethics Commission. Any proposed amendments to the Prince George's County Code of Ethics embodied in legislative proposals require approval by the State Ethics Commission in addition to an enactment by the County Council.

FY 2016 Key Accomplishments

The Office of Ethics and Accountability (OEA) is proud to inform Management of the following key milestones achieved:

- ✚ Processed approximately 993 of the 996 Financial Disclosure Statements filings anticipated for fiscal year 2016. Of those disclosures submitted, approximately 93% of them along with 100% of new lobbyist registrants were all processed via use of the *OEA Web-Portal*. This newly implemented e-Filing system, was deployed in April, 2015 to replace the extensive paper-based collection effort previously in place (See earlier ***Financial Disclosures Statements*** and later on ***Lobbyists Disclosure and Annual Reports*** sections in this report);
- ✚ Conducted 51 in-person ethics trainings reaching over 893 or approximately 14% of the 6,000 plus County employees, elected and appointed officials subject to the County Ethics Code (See ***Ethics Training*** section earlier on in this report);
- ✚ In March of 2016, with the help of the Office of Information Technology, the Office of Ethics and Accountability deployed the County's *first* County-wide online mandatory ethics training program. Employing this strategy enhanced our agency's ability to meet one of its principal objectives which is to incrementally achieve global ethics education per having implemented a very common sense, manageable and systemic approach. Effectively, the Office of Ethics and Accountability was able to increase the number of individuals trained by an additional 3,590 or 60%, bringing our fiscal year-end total to slightly over 4,483 individuals or 75% of employees (See ***Ethics Training*** section later on in this report);
- ✚ Processed over 170 requests for ethics advice, information provision or review and investigations, largely via the OEA Web-Portal (See ***Advisory Opinions, Informal Ethics Advice and Investigations*** sections later on in this report);
- ✚ As a result of the above-referenced investigations, the Office of Ethics and Accountability provided several recommendations to Executive staff, prescribing corrective action(s) and/or identifying opportunities to affect process improvement(s) throughout County government. This was largely based upon

researched industry best practices (See *Recommendations* section later on in this report); and

- ✦ Drafted two new administrative procedures in an effort to: (1) govern fundraising efforts by County agencies, ensuring solicitations align with best practices and inure a public benefit; and (2) evaluate secondary employment requests to ensure employees' secondary interests do not pose a conflict of interest under the County's Ethics Code. Both policies are *first* of its kind for the County.

Major Objectives for Fiscal Year 2017

The Office of Ethics and Accountability will continue to focus on establishing processes to govern its core services: (1) Investigation of fraud, waste, abuse, illegal acts and ethics violations, (2) evaluation of County operations, (3) collection of Financial Disclosure Statements for employees and officials, (4) collection of registrations and annual reports for lobbyists, and (5) provision of ethics training and advice.

The Office has deemed the following items as priorities for 2017:

- ✦ Drafting two new administrative procedures in an effort to: (1) provide guidance based on best practices and tools to agency heads on how to conduct internal due diligence relative to administrative investigation with troubleshooting instances of non-compliance with County policy and/or identified deficiency(s) within operations and core services rendered, and (2) establish record retention practices unique to the various confidential disclosures and other sensitive documents created and processed internally by the Office of Ethics and Accountability. Both drafts are *first* of its kind for the County and are currently undergoing the County's standard internal review and vetting processes.
- ✦ Continuing global ethics educational campaigns via use of online and face-to-face training, newsletters and email to promote awareness of and compliance with the County's Ethics Code and Office of Ethics and Accountability Code.
- ✦ Promoting awareness of County's Administrative Procedure on secondary employment and assisting agency's with review of employees' requests for employment outside of the County government and referring certain requests that require waivers to the Board of Ethics for review and approval.
- ✦ Enhancing analytical review of cases and reporting of operational reviews in accordance with the Office and Ethics and Accountability Code.

Advisory Opinions

The Board of Ethics received two (2) requests for Advisory Opinions or reconsideration in Fiscal Year 2016. The request involved a gift prohibition issue and exemption reconsideration.

FY 2016 Advisory Opinions

Count	Date	Case	Source	Case Type	Issue	Opinion/Response
1	July-15	16-0000	Official	Financial Disclosure Statement	Commission requesting reconsideration of exemption to file Financial Disclosure Statement for its appointed officials	Board denied exemption based on promotion of public trust and functions of the commission.
2	Aug-15	16-0018	Employee	Gift Prohibition	Director appealed decision by OEA that employee's receipt of meal by County vendor is prohibited	OEA decision upheld; Receipt of meal by employee is prohibited pursuant to County's Ethics Code § 2-293; thus, County must reimburse vendor for the meal for one employee.

Ethics Advice by the Office of Ethics and Accountability

The Office of Ethics and Accountability provides support to the Board of Ethics in accordance with the Code of Ethics and Accountability, Section 2-303. The Office provides written and verbal advice to County officials, employees, agencies and the public who seek advice regarding the application of the County's Code of Ethics. The Office of Ethics and Accountability received a combined total of eighty-five (85) requests for Informal Ethics Advice and Information Review/Provision in Fiscal Year 2016. Nineteen (19) involved request for information review and/or provision, ten (10) requests involved conflict of interest, seventeen (17) involved gifts, four (4) involved post-employment inquires, seventeen (17) involved secondary employment inquiries, four (4) involved prestige of office, one (1) involved honoraria, three (3) involved inquiries regarding requirements for mandatory ethics training, one (1) involved used of County resources, one (1) involved documentation review, and nine (9) involved Financial Disclosure Statements. Several of the opinions contained multiple issues.

FY 2016 Informal Ethics Advice & Information Requests

Count	Date	Case	Source	Case Type	Issue	Opinion/Response
1	Jul-15	16-0001	Employee	Conflict of Interest	Company doing business with a County agency seeks agency's endorsement to promote its services to current vendors and potential clients doing business with the County	Agency cannot provide an endorsement for the economic benefit of the County contractor in accordance with Section 2-293 of the Ethics Code.
2	Jul-15	16-0003	Employee	Use of Prestige of Office	Ethics advice to agency head regarding appearance of endorsement of amusement park ride associated with receipt of donated smoke detectors in a press release	Receipt of unsolicited donated smoke detectors is not an endorsement, but employees must be mindful that they may not use or give the appearance of using their prestige of office for the private gain of another.
3	Jul-15	16-0004	Employee	Financial Disclosure Statement	Inquiry of requirement for designated new employees to complete financial disclosure statements for the previous year within 30 days of being hired	Section 2-294(c)(1) of the Ethics Code requires designated new employees to file a financial disclosure statement covering the preceding calendar year within thirty (30) days after appointment.
4	Jul-15	16-0005	Employee	Documentation Review	Review Department's proposed Social Media Policy for compliance with Ethics Code	The proposed agency social media policy complies with the related sections of the Ethics Code dealing with prestige of office, use of County resources and confidential information.
5	Jul-15	16-0006	Employee	Use of Prestige of Office	Employee's participation in a marketing/promotional event	The proposed pledge drive will be used in conjunction with a publicized cooking contest to promote company's products which is prohibited.
6	Jul-15	16-0007	Employee (Former)	Post Employment	Request for reconsideration of previous opinion regarding conditions for consulting services after separation from County employment	The general conditions contained in the original memorandum is consistent with both State and County Ethics law which do not have a time limit on involvement in matters an employee was significantly involved with before separating from County employment.

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Count	Date	Case	Source	Case Type	Issue	Opinion/Response
7	Jul-15	16-0010	Employee	Secondary Employment	Employee seeks approval for secondary employment request	Employee's new county job requirements prohibit a financial interest in any matter related to such business in the County; thus employee must divest self of any such interest in order to accept the position and avoid a conflict of interest.
8	Jul-15	16-0012	Employee	Secondary Employment	Inquiry on the process to request Secondary Employment approval	Process explained and requisite form provided; employees and officials may complete requests online through the web portal.
9	Jul-15	16-0013	Employee	Secondary Employment	Employee seeks approval for secondary employment request to teach a course at a university	The secondary employment is not with an entity subject to the employee's authority and does not impair employee's impartiality, but §2-293(c), use of prestige of office, prohibits university from advertising employee's County title or position in promotional materials.
10	Aug-15	16-0014	Employee	Secondary Employment	Employee seeks approval for secondary employment working for title companies over which employee's County work duties entails collecting fees from these same companies	The secondary employment is prohibited pursuant to §2-293 because both employee's agency and employee directly regulate the secondary employer.
11	Aug-15	16-0017	Employee	Information Request	Requested information on Secondary Employment	Information on Secondary Employment provided; employees and officials may complete requests online through the web portal.
12	Aug-15	16-0018	Citizen	Financial Disclosure Statement	Designated FDS filer's spouse seeking advice on whether the estate must file a FDS for the deceased employee	Section 2-294(c)(1) of the Ethics Code exempts the requirement to file due to death.
13	Sep-15	16-0023	Employee	Information Request	Request to review documentation for financial certification as part of an agency's grant application process	Request referred to OOL for final review and authorization of certification for issues outside the County's Ethics Code.
14	Sep-15	16-0029	Citizen	Information Request	Subpoena for OEA documents related to trial	Subpoena referred to OOL for final review and

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Count	Date	Case	Source	Case Type	Issue	Opinion/Response
					of former County employee	authorization of information release.
15	Sep-15	16-0031	Official	Financial Disclosure Statement	Request for a waiver to file a financial disclosure statement	BOE meeting held; waiver request was denied.
16	Sep-15	16-0035	Employee	Solicitation/Gifts	Gala fundraising event sponsored by County agency	Because the gala's solicited donations serve a public benefit and not County employees, it complies with the Ethics Code, provided the agency obtains County Executive approval.
17	Sep-15	16-0036	Employee	Secondary Employment	Follow-up with department on Secondary Employment issues	Board issued letter regarding department's status of drafting secondary employment policy.
18	Sep-15	16-0040	Citizen	Information Request	MPIA request for OEA documents related a to trial of former County employee	MPIA referred to OOL for final review and authorization of information release.
19	Sep-15	16-0043	Citizen	Information Request	Comment on CB-76-2015 – Prohibition of elected officials from holding a direct or indirect interest in, or being employed by MGM National Harbor, LLC	Request processed. Information provided.
20	Sep-15	16-0064	Employee	Information Request	Review of newly developed County software in preparation of FDS separation notice letters	Request processed and information provided.
21	Oct-15	16-0047	Employee	Gift Prohibition	Deputy Director inquired about acceptance of an invitation to attend an event from a law firm that has worked for the County as bond counsel and for developers seeking and/or approved for various incentives, such as Tax Incentive Funds, special taxing districts, etc.	Efforts made by the law firm to formally engage employee during the event is a critical component of lobbying and pursuant to the Ethics Code § 2-295, such introductions accomplished through gift giving are not only prohibited, the person expending funds triggering the statutory limits in an attempt to influence the employee must also register as a lobbyist.

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Count	Date	Case	Source	Case Type	Issue	Opinion/Response
22	Oct-15	16-0048	Citizen	Information Request	DCHCD submitted a MPIA request for OEA documents related a to trial of former employee	MPIA referred to OOL for final review and authorization of information release.
23	Oct-15	16-0051	Employee	Use of Prestige of Office	Employee attendance at an event sponsored by a political party	The employee's presence could give the appearance of providing the sponsoring group with a government speaker for its pool of potential supporters that enables the sponsoring group to fulfill its mission of attracting others to join the party. Section 2-293(c) prohibits this type of conduct.
24	Oct-15	16-0060	Employee	Gift Prohibition	County vendor offered to pay travel expenses for an agency director to visit client in another city similar in demographics to the County to discuss an initiative with the city's director	Company's offer to pay travel and accommodations while trying to acquire a benefit of some kind gives the appearance that the gift is intended to positively affect its bottom line and impair employee's impartiality and independent judgment which is prohibited under § 2-293 of the Ethics Code.
25	Oct-15	16-0067	Employee	Secondary Employment	Associate Director request to serve on the board of a company that is currently doing business with the County	The employee can continue service as a board member but cannot participate in any County agency matter where the board is a party and should be mindful of the provisions of the Ethics code related to use of prestige of office, gifts, use of County resources, and disclosure of confidential information.
26	Oct-15	16-0068	Citizen	Information Request	Request to complete a questionnaire for the Council on Governmental Ethics Laws (COGEL) Enforcement Panel	Request processed.
27	Oct-15	16-0072	Employee	Post Employment	Request for reconsideration of previous advice regarding conditions for post-employment	Former employee's participation as a County employee in the proposal analysis group that awarded the new employer a contract with the County prohibits former employee to

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Count	Date	Case	Source	Case Type	Issue	Opinion/Response
						participate in matters flowing from that contract. There is no time limit on this prohibition. Other work that does not deal with specific matters in which former employee significantly participated as a County employee would not be barred.
28	Oct-15	16-0276	Employee	Gift Prohibition	Receipt of gift by County employee from County vendor	Gift is prohibited because it exceeds the \$20 receipt of gift exception in §2-293 of the Ethics Code.
29	Nov-15	16-0090	Employee	Gift Prohibition	Requirement of County employee involved in a personal relationship with a County contractor to report gifts received from the vendor	The gifts must be reported if in excess of \$20 in value or totaling \$100 or more any time during the year for which the financial disclosure statement is filed by the person making the statement, or on behalf of, directly or indirectly, any person who does business with the County.
30	Nov-15	16-0091	Employee	Conflict of Interest	County wants to send an email to employees awarding a dress down day to those employees who donate to a County-sponsored fundraiser	This conduct is prohibited as it would show favoritism to those employees who donate to the County sponsored fundraising effort and appears to pressure employees to give. Section 2-290 of the County's Ethics Code intends for it to be liberally construed to accomplish its purpose to avoid the erosion of public confidence and trust when the conduct of the County's business is subject to improper influence and even the appearance thereof.
31	Nov-15	16-0094	Employee	Financial Disclosure Statement	Clarification on requirement to file FDS for two employees in an agency	One of the employees must file based on the employee's job description which includes in part responsibility for making decisions on procurement matters and approving vendor invoices.

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32	Nov-15	16-0095	Employee	Gift Prohibition Solicitation	Questions related to solicitation for a County sponsored event	Soliciting donations from "controlled donors," persons doing business with the County is prohibited unless the solicitation is for a charitable event to benefit County citizens and is authorized by the County Executive for a legitimate interest. The solicitation must ensure donors understand their donation is voluntary and in no way influences their business with the County in addition to other requirements.
33	Nov-15	16-0096	Official	Gift Prohibition	Attendance at an educational seminar paid for by the organization sponsoring the event	Because the vendor is not a "controlled donor," and the employee did not solicit the trip, its acceptance as a gift is not prohibited under § 2-293(d) of the Ethics Code.
34	Nov-15	16-0097	Board of Ethics Members	Information Request	Synopsis of state FDS requirements for Officials	Request processed. Information provided to the BOE.
35	Nov-15	16-0098	Board of Ethics Members	Information Request	Synopsis of proposed OEA AP - Secondary Employment	Request processed. Information provided to the BOE.
36	Nov-15	16-0099	Employee	Conflict of Interest	Employee participation in football pools and sale of raffle tickets	Participating in sports pools and selling or buying raffle tickets at work are prohibited under §2-293 of the Ethics Code. The Office of Law and/or Office of Human Resources Management should be consulted regarding applicable Personnel Law.
37	Nov-15	16-0101	Employee	Gift Prohibition Solicitation	Questions related to solicitation for a County sponsored event	The intended purpose and use of the solicited donations in this matter do not violate the Ethics Code; thus, the agency may conduct the event as part of a County-wide public benefit service, provided the County Executive officially sponsors and approves the solicitation efforts.

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Count	Date	Case	Source	Case Type	Issue	Opinion/Response
38	Nov-15	16-0105	Employee	Conflict of Interest	Seeking guidance on the role an agency director may have with two vendors seeking a contract award from the Department of Commerce for a minority business development center in the County	Section 2-293 of the Ethics Code prohibits officials and employees from intentionally using the prestige of their office for their own private gain or that of another and allows for the usual and customary performance of constituent services if the actions are connected to a County program. Any letters issued by the County should be general and given to all applicants.
39	Nov-15	16-0114	Employee	Information Request	Feedback on legislative bill -PG 421-16	Request processed. Information provided.
40	Dec-15	16-0108	Employee	Information Request	Feedback on legislative bill - PG/MC 105-16	Request processed. Information provided.
41	Dec-15	16-0109	Employee	Information Request	Feedback on legislative bill - PG/MD 113-16	Request processed. Information provided.
42	Dec-15	16-0111	Employee	Information Request	Feedback on legislative bill PG 423-16	Request processed. Information provided.
43	Dec-15	16-0115	Employee	Secondary Employment	Agency head would like to teach a course at a local university	The secondary employment is not with an entity subject to the employee's authority and does not impair employee's impartiality; however §2-293(c) of the Ethics Code, use of prestige of office, prohibits university from advertising employee's County title or position in promotional materials.
44	Dec-15	16-0118	Employee	Financial Disclosure Statement	Guidance on the proposed language in the Operating Procedures for the Local Development Council (LDC) dealing with conflict of interest	Section 2-291 of the Ethics Code provides the County's definition of an "official" and the LDC is established under State Law falling under the State Ethics Commission; however, OEA sees no impediment with its adoption as an internal means of evaluating conflicts of interest among its members.
45	Dec-15	16-0119	Employee	Financial Disclosure Statement	Guidance on requirement for County employees who serve as state elected officials to disclose their	According to Ethics Opinion #6, issued by the Joint Committee on Legislative Ethics, it would appear that such officials would need to

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					business transactions with the County	publicly disclose their business dealings with the County. However, the Ethics Guide published by the Committee provides exceptions and qualifiers to this general rule.
46	Dec-15	16-0120	Employee	Gift Prohibition	Purchase of holiday gifts for board members by agency director	Board members may accept an unsolicited gift of a reasonable amount from a non-controlled donor and must report any gift in excess of Twenty Dollars (\$20.00) in value; Officials and employees may not accept a gift that would tend to impair impartiality or independence of judgment or give the appearance of doing so.
47	Jan-16	16-0126	Employee	Gift Prohibition	Advice for planning a charitable fund raising event	Where a gift neither benefits an employee personally or professionally but instead serves to benefit the public, solicitation may be permitted under certain conditions. The agency should seek the advice of the Office of Law to ensure that other relevant laws, and regulations are followed when soliciting.
48	Jan-16	16-0152	Employee	Gift Prohibition	Two employees attended an event paid for by an vendor that provides consulting services to the agency	One of the employee's acceptance of the meal from the sponsoring County vendor is prohibited under the Ethics Code based on the employee's procurement responsibilities within the agency; thus the County must reimburse the vendor for the entire cost. The BOE issued a formal opinion in support of OEA's initial advice.
49	Jan-16	16-0153	Employee	Information Request	Comment on SB 0017 - Open Meetings Act - Retention of Minutes and Tape Recordings - Revision	Request processed. Information provided.
50	Jan-16	16-0154	Employee	Information Request	Comment on SB 0155 - Public Bodies - Use and	Request processed. Information provided.

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Count	Date	Case	Source	Case Type	Issue	Opinion/Response
					Retention of E-Mail - Requirements	
51	Jan-16	16-0155	Employee	Gift Prohibition	Manager for agency would like to attend a conference out of state sponsored by a County vendor where the vendor will pay for all expenses	Because the employee is not speaking or participating in a panel discussion, § 2-293(d)(3) of the Ethics Code prohibits acceptance of the gift from the "controlled donor," which is an entity doing business with the County. Section 2-293(d)(4) further prohibits accepting gifts otherwise exempted (such as reasonable travel expenses) if the gift will tend to impair the employee's impartiality and independence of judgment.
52	Jan-16	16-0186	Employee	Gift Prohibition	Employee would like to make a donation of County furniture to a non-profit agency that does business with the employee	The donation would appear to impair the employee's impartiality and independence of judgment under §2-293(d)(4) of the Ethics Code.
53	Feb-16	16-0215	Employee	Conflict of Interest	Employee who is a notary wants to notarize a certification affidavit for a fee, provided the actual application is reviewed and certified by another staff member	§ 2-293(a) of the Ethics Code prohibits employees from participating in matters in which they have a financial interest in. Also, §2-290 prohibits employees from conduct that would give an appearance of improper influence, which is to be liberally construed to assure and maintain the impartiality and independent judgment of public officials and employees.
54	Feb-16	16-0224	Employee	Information Request	Analyze SB 0155 - Public Bodies - Use and Retention of E-Mail - Request	Request processed. Information provided.
55	Feb-16	16-0245	Employee	Financial Disclosure Statement	Requirement to disclose real property when filer is the beneficiary of a trust	Section 2-294(e)(1) of the Ethics Code requires disclosure of real property interests and the identity of any other person with an interest in the property.

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56	Feb-16	16-0246	Employee	Gift Prohibition	Guidance on reimbursement for a meal that employee received at an event with a County vendor that was pre-approved by agency	The County must reimburse the vendor in accordance with §2-293 and §2-290 of the Ethics Code to avoid the appearance of improper influence in this instance.
57	Feb-16	16-0247	Citizen	Gift Prohibition	Lobbyist firm seeks to give County employees and officials gifts at an event that the lobbyist firm is sponsoring	Pursuant to 2-293(d)(3)(D) of the Ethics Code, officials and employees may not accept any gift from lobbyists "with respect to matters within the jurisdiction of the official or employee". It does allow acceptance of meals/beverages consumed in the presence of the donor and gifts of values not to exceed \$20, unless it will impair their impartiality and independence of judgment. Section § 2-293(d)(4) requires reporting all gifts in excess of \$20 or a series of gifts totaling \$100 or more during the calendar year.
58	Feb-16	16-0249	Employee	Secondary Employment	Secondary employment with a university as an adjunct professor for an online course	Because the university is not doing business with nor regulated by the County, the employee's agency or any other County department § 2-293(b), employment restrictions are not applicable to the employee.
59	Feb-16	16-250	Employee	Secondary Employment	Employee wants to serve on two different boards	Employee is subject to State Ethics Law and must receive advice from the State Ethics Commission.
60	Feb-16	16-278	Employee	Information Request	A&I requested 2014 FDS documents for former employees	Request processed. Information provided.
61	Feb-16	16-0279	Former Employee	Post Employment	Retired employee from the County wants to work for the County as a private consultant	Former employee may accept the post-employment because the former employee did not participate significantly in major projects, did not prepare solicitations for bid packages, and did not participate on any proposal analysis groups that recommends contract awards.

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62	Feb-16	16-0290	Employee	Financial Disclosure Statement	Request to be removed from County's designated FDS filers listing	The agency designated the employee to meet the disclosure requirement based upon the employee's position and functions in accordance with § 2-294 of the Ethics Code and the employee must file annually on or before April 30 th .
63	Mar-16	16-0249-1	Employee	Secondary Employment	Secondary employment with a university as an adjunct professor for an online course	Because the University is not doing business with nor regulated by the County, the employee's agency or any other County department § 2-293(b), employment restrictions are not applicable to the employee.
64	Mar-16	16-252	Employee	Secondary Employment	Supervisor seeking guidance on process in the event agency's investigation finds that employee is conducting a personal business during County working hours	§ 2-293 of the Ethics Code prohibits misuse of County resources and provides restrictions for secondary employment; it also provides several sanctions for violations.
65	Mar-16	16-257	Employee	Gift Prohibition	Vendor wants to pay for travel expenses for an Agency Head's attendance at a conference sponsored by the vendor	The Ethics Code prohibits receipt of gifts from "controlled donors," which include County vendors, except for travel expenses where the recipient of the gift is participating in a panel discussion at the conference, as long as it will not tend to impair the employee's impartiality and independent judgment. However, based on the significant value of the gift in question, acceptance of travel expenses from the controlled donor is prohibited pursuant to the Ethics Code, § 2-293(d)(4).
66	Apr-16	16-264	Employee	Secondary Employment/ Use of Prestige of Office/Use of County Resources	Employee who is a Public Notary current practice of notarizing County issued forms for customers and charging a personal fee	The employee must stop providing notary services immediately pursuant to Ethics Code § 2-293 that prohibits an employee from using the prestige of office for one's own private gain and from participating in

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						matters in which they have a financial interest. The agency should also consult with OHRM and OOL on the appropriate process to provide in-house notary services in compliance with personnel law and business practices.
67	Apr-16	16-265	Employee	Honoraria	Guidance on receipt of honoraria by officials or employees	Section 2-293 permits an official or employee to accept an honorarium, as long as it will not tend to impair their impartiality and independent judgment or give the appearance of doing so. Officials are further prohibited if the payer has an interest that may be substantially and materially affected by the official and the honorarium is related to the individual's official position.
68	Apr-16	16-0281	Employee	Secondary Employment	Whether accepting employment as a fitness instructor at a health club is permitted while employed as a supervisor in a County agency	There does not appear to be a connection between the employee's prospective employment with the health club and the employee's County job description; however, the employee cannot use the employee's County job title or contacts for private benefit while working at the health club.
69	Apr-16	16-0282	Employee	Secondary Employment	Whether serving on a board would create a conflict of interest or appearance of conflict for an employee who works as an events coordinator on a TNI Team	Planning special events and forums for TNI and duties required as a board member could present a conflict of interest or the appearance thereof identified in § 2-293 of the Ethics Code as the board is required to assist with revenue generation, provide financial contribution and fundraise at special events.

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70	Apr-16	16-0283	Employee	Mandatory Ethics Training	Are contract employees for an agency required to take the Online Mandatory Ethics Training	Based on the information provided for the individuals in question it was confirmed they were not County employees and would not have to take the mandatory on-line ethics training.
71	Apr-16	16-0284	Employee	Gift Prohibition	Whether a former employee of a company may attend complimentary continuing professional education sessions (offered to all former employees) and networking reception with other alumni and current employees of the company	The employee did not prepare solicitations for bid packages related to the County's procurement, and the employee did not participate on any proposal analysis groups that would recommend a contract award to the company; thus, employee can accept the gift which is offered to all of its former employees.
72	Apr-16	16-0285	Employee	Secondary Employment	Inquiry regarding process	Consulted with employee regarding request.
73	Apr-16	16-0286	Employee	Secondary Employment	Inquiry regarding process	Consulted with employee regarding request.
74	Apr-16	16-0289	Citizen	Financial Disclosure Statement	Whether a County appointed Commissioner must file a FDS for the State and the County	The Commissioner directly impacts decisions on planning and zoning which requires filing under the County's Ethics Code and is a designated filer pursuant to Executive Order No. 13-2014; however, the BOE allows filers to submit an affirmation statement if the official filed with the State Ethics Commission.
75	May-16	16-268	Citizen	Secondary Employment	Seeking guidance on how County employees seek approval for secondary employment. 1) Do employees submit through their supervisor? 2) How long does that normally take? 3) Are there certain types of employment that are prohibited?	1) Employees initially submit to their supervisor; 2) Reasonable time period is expected, but no longer than 30 days; and 3) The ethics code does not prohibit types of employment but has conflict of interest provisions that limit secondary employment.

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76	May-16	16-0287	Employee	Conflict of Interest	Whether employee may provide a reference for a County consultant for a non-local procurement in another state	The agency does not have a general process to provide references for all consultants, and § 2-293(c) of the Ethics Code prohibits an employee to use the prestige of office for the private gain of another.
77	May-16	16-0288	Employee	Gift Prohibition	Whether an employee may attend an annual crab feast sponsored by four County vendors	The employee is prohibited from accepting the invitation based upon the circumstances described as it would appear to impair employee's impartiality and independence of judgment under § 2-293 of the Ethics Code.
78	Jun-16	16-275	Citizen	Information Request	Assistance with refining MNCPPC Ethics Policy	Request processed. Feedback provided.
79	Jun-16	16-0291	Employee	Conflict of Interest	Appointed Official seeks guidance on how to market official's business and spouse's products to Prince George's County Public Schools (PGCPS) in a manner that complies with the County's Ethics Code	The relationship between the individual's Commissioner role and business is sufficiently remote as not to impair his/her ability to carry out official duties. The spouse is not employed or retired from the County nor seeking to do business with the County Commission in question and matters concerning the spouse's ability to market or sell products to PGCPS are governed by the State Ethics Commission. However the spouse is prohibited from doing business with the County Commission in question. Lastly, the Commissioner is prohibited from using or leveraging his/her County title with marketing or selling of personal business products.
80	Jun-16	16-0292	Employee	Conflict of Interest	Whether a County employee is prohibited from owning a construction company that will submit bids for County	Given the employee's position and/or job functions, the employee can directly and indirectly influence use of County resources; thus the employee's proposed

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					or State construction contracts	construction company or any individuals hired thereby are not permitted to work on County construction projects. However, the employee may seek contracting opportunities from other MD jurisdictions not subject to the employee's agency control.
81	Jun-16	16-0294	Employee	Mandatory Ethics Training	Whether County contractors and 1000-hour employees must take the Online Mandatory Ethics Training	Section 2-291(a)(4.2) of the Ethics Code defines an employee as an individual employed by the County, which includes classified and exempt statuses. Personnel Law further defines hourly-rate positions for temporary or seasonal help that are not compensated for more than 1000-hrs of work per 12-month period as exempt service employees. Therefore, certain individuals may be required to complete the Online Mandatory Ethics Training.
82	Jun-16	16-0295	Citizen	Mandatory Ethics Training	Citizen wanted to take the Online Mandatory Ethics Training	The link for online training is for officials and employees, but the citizen was provided the training presentation.
83	Jun-16	16-0296	Citizen	Conflict of Interest	Seeking information on whether a citizen can file an ethics complaint concerning the actions of an appointed County board	Citizens can file an ethics complaint.
84	Jun-16	16-0297	Employee	Information Request	Request to review State Ethics Commissions legislation proposed for the 2017 Legislative Session regarding electronic submission of FDS by applicants for appointment to Bi-County commissions	The proposed legislation only contemplates state disclosure forms that will not impact the County since the County also has adopted electronic filing in line with the State's efforts.
85	Jun-16	16-0298	Citizen	Conflict of Interest	Whether closing a public commission meeting violates the Maryland Open Meetings Act	Complaints regarding compliance with the Open Meetings Act are filed with the Open Meetings Act Complaint Board.

Investigations

The Office of Ethics and Accountability is authorized pursuant to the County's Ethics and Accountability Code, Section 2-303 to engage in the following specific functions:

- ✚ Evaluate, investigate and inspect the activities, records, and individuals with contracts, procurements, grants, agreements, and other financial or programmatic arrangements undertaken by or on behalf of the County Government and any other function, activity, process, or operation conducted by County government;
- ✚ Conduct criminal, civil, and administrative investigations;
- ✚ Provide information and evidence that relates to criminal acts to appropriate law enforcement officials;
- ✚ Initiate such reviews of operations of the County Government as deemed appropriate;
- ✚ Receive and investigate complaints from any source or upon its own initiative concerning alleged fraud, waste, abuse, and service deficiencies including deficiencies in the operation and maintenance of facilities; and
- ✚ Conduct joint investigations and projects with the Office of Audits and Investigations and other oversight, public safety or law enforcement agencies.

The Office of Ethics and Accountability does not prosecute criminal conduct. However, criminal conduct discovered by the Office of Ethics and Accountability during its investigation of a complaint or tip is referred to the appropriate prosecuting authority in accordance with the Ethics and Accountability Code. Moreover, the Office of Ethics and Accountability does not administer personnel matters or seek to resolve personnel conflicts that have existing procedures in place to address. The table below lists the complaints or allegations reported to OEA this fiscal period.

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FY 2016 INVESTIGATIONS

Count	Date	Source	Case Type	Nature of Allegation	Final Case Outcome	Final Case Disposition
1	Jul-15	Citizen	Employee Relations	Wrongful termination from PGCCC	Referred to PGCCC	Outside the Scope of Ethics
2	Jul-15	Citizen	Customer Relations	Denial of home study request based on racial discrimination against Hispanics/Illegal Immigrants	Referred to MD-State Social Services	Outside the Scope of Ethics
3	Jul-15	Citizen	Customer Relations	Denial of SSI disability benefits due to doctor's falsification of medical reports	Referred to MD-State Social Security Benefits	Outside the Scope of Ethics
4	Jul-15	Employee	Disclosure of Confidential Information	Illegal wage garnishment lead to disclosure of confidential information	Investigated by OEA	Unsubstantiated
5	Aug-15	Citizen	Fraud	Citizen receiving text messages to pay bill that is not in arrears	Referred to AT&T Security and FBI & PGPD Fraud Units	Outside the Scope of Ethics
6	Aug-15	Anonymous	Fraud	Comp time fraud and favoritism by County employees	Investigated by OEA	Unsubstantiated
7	Aug-15	Employee	Fraud	Two employees engaged in a fraud scheme using County resources to procure rental supplement (HUD voucher) from an apartment company	Investigated by OEA	Substantiated Employees Disciplined – Recommendations Provided
8	Aug-15	Citizen	Government Activity	AMD harassed residents of a County trailer park via mass mailings sent accusing them of illegally feeding feral cats	Investigated by OEA	Unsubstantiated
9	Aug-15	Anonymous	Safety Issue	K2 (synthetic drugs) being sold in the Suitland area	Referred to PGPD - Narcotics	Outside the Scope of Ethics
10	Sep-15	Citizen	Conflict of Interest	Abuse of public official's franking privileges	Investigated by OEA	Unsubstantiated
11	Sep-15	Citizen	Government Activity	Individual did not receive proper notice before assessment of a late payment fee	Referred to RA	Outside the Scope of Ethics

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12	Sep-15	Anonymous	Theft of time	Employee leaves work to go play ball for 4 hours during County work hours	Referred to PGPD-IA	Agency Advised - Unsubstantiated
13	Sep-15	Anonymous	Prestige of Office	Employee misusing his prestige of office to get citizens of Community HOA to go through him and not directly to the County for complaints	Referred to OCR-HOA	Agency Advised - Unsubstantiated
14	Sep-15	Citizen	Government Activity	Citizen wants reimbursement for medical bills as a result of sitting in a seat on "The Bus" that had bodily fluids (urine)	Referred to DPW&T	Agency Advised - Substantiated
15	Sep-15	County Contractor	Government Activity	Bus company did not receive payment for services rendered (Non Payment - NSF Return Check)	Investigated by OEA	Substantiated
16	Sep-15	Citizen	Government Activity	Ongoing harassment by PGPD Officers	Referred to PGPD-IA	Outside the Scope of Ethics
17	Sep-15	Citizen	Conflict of Interest	Noncompliance with property standards within the community by HOA	Referred to OCR-HOA	Agency Advised - Unsubstantiated
18	Sep-15	Employee	Conflict of Interest	Referral from A&I: Employee-(Counselor II) within the Health Dept. received a \$10k payment (bonus) from the Board of the Laurel/Beltsville Oasis YSB program, a non-profit organization that also receives funding from the County	Investigated by OEA/Referred to MD-State Ethics Commission	Substantiated - State Ethics Commission entered a Pre-Complaint Disposition Agreement with employee
19	Sep-15	Anonymous	Government Activity	False arrest of individual with a mental health disorder	Referred to SAO	Outside the Scope of Ethics
20	Oct-15	Citizen	Government Activity	Judge did not properly handle case before the Circuit Court	Referred to Administrative Judge's Office	Outside the Scope of Ethics
21	Oct-15	Citizen	Government Activity	No follow-up from PGPD Internal Affairs Division on the close out of a case filed in March 2015	Referred to PGPD-IG	Outside the Scope of Ethics
22	Oct-15	Citizen	Conflict of Interest	Questionable real estate transaction between church and the RA	Investigated by OEA	Unsubstantiated

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23	Oct-15	Citizen	Government Activity	Police misconduct and harassment	Referred to PGPD-IA	Outside the Scope of Ethics
24	Oct-15	Citizen	Government Activity	False claims in protective order lead to her losing her home	Referred to District Court of MD	Outside the Scope of Ethics
25	Oct-15	Citizen	Government Activity	Individual brought his child from the Virgin Island to visit with extended family in Maryland. During the visit the individual applied for cash assistance (SNAP) at DSS for his two year old son who resides in the Virgin Islands with his mother who has physical custody	Referred to DSS- Compliance	Outside the Scope of Ethics
26	Oct-15	Citizen	Government Activity	PGPD Officer (District III) will not provide a copy of an identity theft report	Referred to PGPD-District III	Agency Advised - Unsubstantiated
27	Nov-15	County Contractor	Government Activity	Various complaints for the administration of Family Health Services - Community and Clinical Services Physician Contract	Investigated by OEA	Substantiated – Recommendations Provided
28	Nov-15	Employee	Misuse of County Resources	Misuse of resources via redirecting funds allocated for contractor services to employees	Investigated by OEA	Unsubstantiated
29	Nov-15	Employee	Employee Relations	Observation of sexual harassment via an inappropriate relationship between supervisor and a staff member in OIT	Investigated by OEA	Unsubstantiated
30	Nov-15	County Contractor	Misuse of County Resources	Contractor misuse of time and attendance procedure	Investigated by OEA	Unsubstantiated
31	Nov-15	County Contractor	Employee Relations	Neglect of duty by manager in OIT via observed instances of abuse of power, favoritism, sexism, defamation of character, slander, and unethical business practices	Investigated by OEA	Unsubstantiated
32	Nov-15	County Contractor	Employee Relations	Wrongful termination of a proposed contractor during a bid and contract award process in OIT	Investigated by OEA	Unsubstantiated

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33	Nov-15	Employee	Misuse of County Resources	Officials are not receiving proper overtime rate	Reviewed by OEA	No Investigation Required - Insufficient Information
34	Nov-15	Employee	Employee Relations	Employee interviewed and hired a family member	Referred to Fire/EMS-IA	Agency Advised - Unsubstantiated
35	Nov-15	Employee	Government Activity	The Bus drivers are not following set schedules for bus stops	Referred to DPWT	Outside the Scope of Ethics
36	Nov-15	Anonymous	Safety Issue	Theft in the Condominium Community in Largo, MD	Referred to OCR-HOA	Outside the Scope of Ethics
37	Nov-15	Citizen	Government Activity	PGPD will not provide an official police report to submit to cemetery for the theft an urn	Referred to PGPD-IA	Outside the Scope of Ethics
38	Nov-15	Citizen	Government Activity	Fire Department destroyed front door and broke stove for alleged gas leak	Referred to Fire/EMS-IA	Agency Advised - Substantiated
39	Nov-15	Employee	Theft of time	Employees park in front of a building, walk in to the building, "punch in" or "punch out" at an ETS time clock and then get back into their car and drive off	Reviewed by OEA	No Investigation Required - Insufficient information
40	Nov-15	Citizen	Customer Relations	Treated poorly by DSS staff	Referred to DSS	Agency Advised - Substantiated
41	Nov-15	Citizen	Fraud	Funds stolen from Epic card	Referred to MD Unemployment Office	Outside the Scope of Ethics
42	Nov-15	Citizen	Misuse of County Resources	Funds from grant award used inappropriately	Investigated by OEA	Substantiated - Recommendations Provided
43	Nov-15	Citizen	Fraud	Montgomery County resident claims to be a victim of credit card fraud	Referred to Montgomery County PD	Outside the Scope of Ethics
44	Nov-15	Citizen	Legal Matter	Suit filed/pending against MNCPPC	Reviewed by OEA	No Investigation Required - Notification Only
45	Dec-15	Citizen	Legal Matter	Citizen claims to take civil action against Greyhound Bus and State of New Jersey for breach of contracted services related to an Atlantic City Bus Trip	Reviewed by OEA	No Investigation Required - Notification Only
45	Dec-15	Citizen	Legal Matter	Civil action against various agencies and organizations	Referred to Montgomery County PD	Outside the Scope of Ethics

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46	Dec-15	Citizen	Government Activity	Issues with processing disability payment and emergency services assistance for family	Referred to DSS	Agency Advised - Substantiated
47	Dec-15	Citizen	Conflict of Interest	Alleged animal cruelty violations by staff at pet store in County	Referred to DOE-AMD	Agency Advised - Substantiated
48	Dec-15	Citizen	Customer Relations	Complaints against furniture stores	Reviewed by OEA	Outside the Scope of Ethics
49	Dec-15	Citizen	Conflict of Interest	Fire Department's solicitation of gifts for a holiday party	Investigated by OEA	Unsubstantiated
50	Jan-16	Citizen	Legal	Civil action against MNCPPC & MTA	Reviewed by OEA	Outside the Scope of Ethics
51	Jan-16	Anonymous	Theft of time	Employee routinely arriving between 9-10 am but being clocked in by support staff as arriving on time at regular start time of 7:30 am.	Referred to DPWT	Agency Advised - Substantiated
52	Jan-16	Citizen	Government Activity	Intersection intentionally blocked preventing passage	Referred to DPWT	Agency Advised - Unsubstantiated
53	Jan-16	Citizen	Prestige of Office	Unfairly declined appointment to the Commission on Women by abusing prestige of office by County officials	Referred to DCAO-Health	Agency Advised - Unsubstantiated
54	Jan-16	Employee	Misuse of County Resources	SDDD uses county funds to sponsor events of an outside organization where manager serves on the board	Investigated by OEA	Unsubstantiated
55	Jan-16	Citizen	Government Activity	Police misconduct and harassment	Referred to PGPD-IA	Outside the Scope of Ethics
56	Jan-16	Citizen	Disclosure of Confidential Information	Contact information was given to person against whom employee logged a complaint	Referred to City Manager/City of Mount Rainier, MD	Agency Advised - Substantiated Partially
57	Jan-16	Citizen	Conflict of Interest	A County employee is voting on County business involving funding and land use while serving as a State delegate	Investigated/ Referred to MD Joint Committee on Legislative Ethics	Unsubstantiated
58	Jan-16	Citizen	Government Activity	County facility is violating ADA requirements	Referred to DHMH-OHCQ	Outside the Scope of Ethics
59	Jan-16	Citizen	Customer Relations	Poor customer service and inappropriate assessment of fees by towing company	Referred to DOE	Outside the Scope of Ethics

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60	Jan-16	Citizen	Government Activity	Lack of accountability from public safety entities both internal and external to the County	Referred to OHS	Outside the Scope of Ethics
61	Jan-16	Citizen	Customer Relations	Enrollment issues with the Maryland Energy Assistance Program after providing all of the required documentation	Referred to Maryland Energy Assistance Program/DHR	Outside the Scope of Ethics
62	Feb-16	Citizen	Safety Issue	Harassment by neighbor in apartment complex	Referred to PGPD-IA	Outside the Scope of Ethics
63	Feb-16	County Contractor	Conflict of Interest	Plumbing subcontractor not paid for services for the MGM project and the contractor submitted false payroll documents to the County for reimbursements	Referred to Director-OCS / MGM-Compliance Committee	Outside the Scope of Ethics
64	Feb-16	Employee	Employee Relations	Labor employees being moved into inspector positions to perform duties that are above their classification	Referred to OHRM-ESLR	Outside the Scope of Ethics
65	Mar-16	Citizen	Customer Relations	Threatening and unprofessional tone exhibited by an inspector regarding reassessment of a permit fee without identifying himself	Referred to DPIE	Outside the Scope of Ethics
66	Mar-16	Employee	Employee Relations	Use of position by Lieutenant to bully staff via threatening major disciplinary actions as a course of action	Referred to PGFD-IA	Outside the Scope of Ethics
67	Mar-16	Citizen	Misuse of County Resources	Procurement violations including, bid rigging, bid steering, extortion of MBE funds and services, violations of the Sherman Act, FAR, and COMAR	Referred to PGCPA-IA	Outside the Scope of Ethics
68	Mar-16	County Contractor	Misuse of County Resources	Misuse of County assigned fleet; changing time sheets for people that do not work; and having staff do others' work while they are away and receiving a full paycheck	Investigated by OEA	Substantiated Partially – Recommendations Provided
69	Mar-16	Employee	Theft of time	Employee takes 3-4 hours of lunch almost everyday	Investigated by OEA	In-Process

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Count	Date	Source	Case Type	Nature of Allegation	Final Case Outcome	Final Case Disposition
70	Apr-16	Anonymous	Misuse of County Resources	County Grantee has not used Community Partnership Grant funds totaling \$40,000 in accordance with the grant award nor has it provided the services to any community members as described in its grant application	Investigated by OEA	Unsubstantiated Recommendations Provided
71	Apr-16	Citizen	Government Activity	County Clerk of the Court and Judge illegally served custody papers	Reviewed by OEA/Referred to State Ethics Commission	Outside the Scope of Ethics
72	Apr-16	Citizen	Safety Issue	Violent crimes in Fort Washington and the County at an alarming rate, and no one is listening or respecting the citizens	Referred to PGPD-IA	Outside the Scope of Ethics
73	Apr-16	Citizen	Safety Issue	Concerns with crimes in the County and lack of responsiveness by County	Referred to PGPD-IA	Outside the Scope of Ethics
74	Apr-16	Anonymous	Conflict of Interest	County Council (District 4) Referral: Waste Disposal companies unfairly awarded contracts due to their relationships with County Officials	Investigated by OEA	In-Process
75	Apr-16	Citizen	Government Activity	States Attorney Office threatened citizen while he followed up on violent crimes in the County by police, judges and businesses	Referred to US Attorney's Office	Outside the Scope of Ethics
76	Apr-16	Citizen	Government Activity	Lieutenant left a citizen stranded on a 911 call after accusing them of making false statements and Corporal accused citizen of filing false reports	Referred to PGPD-IA	Outside the Scope of Ethics
77	May-16	Citizen	Misuse of County Resources	An inspector both tampered with the rear license plate and attempted to cover the vehicle identification number with mud in an attempt to conceal the vehicle and employee's identity from the public and speed cameras	Referred to DPIE	Outside the Scope of Ethics

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Count	Date	Source	Case Type	Nature of Allegation	Final Case Outcome	Final Case Disposition
78	May-16	Citizen	Government Activity	Inspector engaged in intimate physical encounters on government time; took complainant's business and personal phone numbers from file then called both after hours; was verbally abusive after assuring owner case closed when work was not complete	Referred to DPIE	Agency Advised Substantiated Partially
79	May-16	Employee	Fraud	An PGPD Internal Affairs investigator perjured himself during an Administrative Hearing	Referred to PGPD-IG	Outside the Scope of Ethics
80	May-16	Employee	Employee Relations	Investigation request: DSS-Director received complaints regarding poor treatment of customers and employees by a manager in DSS	Investigated by OEA	Substantiated – Agency referred to OHRM to take appropriate actions
81	Jun-16	Citizen	Conflict of Interest	Dispute between a County realtor and community HOA	Referred to OCR-Community Mediation	Outside the Scope of Ethics
82	Jun-16	Citizen	Government Activity	PGPD does not respond to the violent crimes taking place in my Fort Washington, MD	Referred to PGPD-IG	Outside the Scope of Ethics
83	Jun-16	Citizen	Government Activity	Citizen complaint to SAO with copy to County officials	Reviewed by OEA	No Investigation Required - Notification Only
84	Jun-16	Employee	Conflict of Interest	DPIE employee providing notary services for a fee during work hours to customers	Investigated by OEA	Substantiated Recommendations Provided
85	Jun-16	Citizen	Customer Relations	Citizen complaint for unprofessional customer service received from AMD Animal Shelter staff	Referred to DOE-AMD	Outside the Scope of Ethics
86	Jun-16	Citizen	Fraud	Tow company in County fraudulently towed citizen's car	Referred to DOE	Outside the Scope of Ethics

Recommendations

The Office of Ethics and Accountability provided the following nine (9) key recommendations to Executive Management and County Council Administration in response to the specified investigations and/or operational reviews conducted in Fiscal Year 2016. Actions taken in response to recommendations in Fiscal Year 2015 are provided in a separate table below and include significant changes undertaken by agencies affected through the development of appropriate policies and, in some instances, reorganization of business practices to align with best practices and efficient use of County resources.

Agency/Board/Commission Impacted	Summary of the Allegation/Review	Final Case Disposition	Recommendation
DOE – Animal Management Division	* Animal Management Division’s alleged abuse and improper or illegal treatment of feral cats	* Substantiated - Partially	<ul style="list-style-type: none"> * Mandatory facility-wide review, training, and signed acknowledgement of Animal Intake and Receiving, and Euthanasia of Animals procedures; * Review of the current intake and records management process established for each animal within its custody as required under Section 3-126 of the County Code; * Consult with the Office of Law when responding to inquiries relative to any provision of law or regulation applicable to AMD jurisdiction.
County Council	* Use of Franking Privileges	* Unsubstantiated	<ul style="list-style-type: none"> * Consider establishing a franking privileges policy similar to regulations used by the State Legislature to provide guidance on use of postage privileges for mailing of newsletters and communications to citizens close to election cycles.
Health Department	* Various complaints submitted to the County Executive, via public forum, involving the administration of the Family Health Services – Community and Clinical Services Physician Contract	* Substantiated - Partially	<ul style="list-style-type: none"> * DCAO-Health meet with the Health Officer to identify the specific challenges currently faced with the Department’s ability to: formalize then execute proper administration of its budgetary resources; align the agency with best practices as it relates to prompt payment of vendor invoices; and effectively coordinate requisition and acquisition of supplemental goods/services in a timely manner; * Collaborate with the DCAO-Finance to identify business solutions to sustain those operations and services funded by sources outside of their control;

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Agency/Board/ Commission Impacted	Summary of the Allegation/Review	Final Case Disposition	Recommendation
			<ul style="list-style-type: none"> * The DCAO-Finance consider implementing County-wide policy and procedures to both help prevent and best account for occurrences where invoices are generated by agencies prior to establishing proper authorization through purchase order, contract, agreements, award, and other methods.
Office of Central Services – Supplier Diversity Division (SD3)	* Employees attempt to defraud the District of Columbia Department of Housing’s (DCDH) Low Income Housing Credit Program via Use of County Resources	* Substantiated	<ul style="list-style-type: none"> * Consult OHRM to identify the appropriate disciplinary action(s) to be taken under Prince George’s County’s Personnel Law; * Mandate ethics training for employees; * Referral to Board of Ethics for review.
Offices of the County Executive and Management & Budget - Grants	* Misuse of County Grant Funds by Grantee	* Substantiated	<ul style="list-style-type: none"> * OOL determine whether the Subject’s response explaining how the amount of \$4,950.00 in County grant funds withdrawn and expended by the Subject were in fact business-related and the Subject’s actions warrant a full repayment of \$7,600.00, the \$2,650.00 proposed or a different or final amount deemed both reasonable and appropriate by the County; * OMB consider revising the Assurances section of the Prince George’s County Office of the County Executive Community Partnership Grant (CPG) Application to require grantees report their financial activities and fiscal management performance conducted via use of County funds on a quarterly basis; * Consider using the sample template provided by OEA for standardizing grantee financial reporting with instructions per having conducted best practices research-(i.e. https://www.whitehouse.gov/omb/grants_forms). [Note: OEA revised the federal documents to potentially fit the County’s business needs.]
Redevelopment Authority (RDA)	* Misuse of Resources- (County fleet) & Unfair Management Practices	* Substantiated - Partially	<ul style="list-style-type: none"> * Consult with the Office of Central Services – Fleet Management Division for obtaining documented guidance on how to ensure RDA’s assigned vehicles undergo proper administration in compliance with County policy.
Offices of the County Executive and Management & Budget - Grants	* Misuse of County Grant Funds by Grantee	* Unsubstantiated	<ul style="list-style-type: none"> * Notify the Complainant of its dismissal of the allegations based on OEA’s due diligence; * Notify Subject of investigation of the County’s expectation of improved due diligence, as a

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Agency/Board/ Commission Impacted	Summary of the Allegation/Review	Final Case Disposition	Recommendation
			<p>grantee, with ensuring its Executive Leadership installs the necessary internal controls to mitigate the risk of such an occurrence going forward;</p> <ul style="list-style-type: none"> * Revise the <i>Assurances</i> section of the Prince George's County Office of the County Executive Community Partnership Grant (CPG) Application to require grantees report their financial activities and fiscal management performance conducted via use of County funds, at a minimum, on a quarterly basis; * Consider using the sample template proposed for standardizing grantee financial reporting with instructions per having conducted best practices research-(i.e. https://www.whitehouse.gov/omb/grants_forms). [Please note, OEA revised the federal documents to potentially fit the County's business needs.]
Department of Permits, Inspection and Enforcement (DPIE)	* Conflict of Interest Re: Informal Ethics request regarding whether a DPIE/County Staff Member who is a Public Notary is allowed to notarize any/all County issued Forms	* Informal Ethics Advice Rendered and Board of Ethics Notified – Conduct Prohibited	<ul style="list-style-type: none"> * The employee must cease providing notary services for a fee immediately; * Consult with OHRM to obtain the proper process for revising the employee's position description; * Consult with OOL to ensure a conflict of interest is not derived post revising the employee position description.
Department of Social Services (DSS)	* DSS Management's Solicitation for OEA Assistance Re: Internal Employee Labor Relations Matters within its Community Service Division	* Outside the Scope of Ethics	<ul style="list-style-type: none"> * Consult with OHRM to assess whether the complaints received to date along with the investigation completed by the agency constitute grounds for pursuing employee discipline aligned with County Personnel Law or for conducting an OHRM-related investigation of the division's current environment; * Determine the best method for contacting both complainants to inform them of corrective actions taken to date related to division-wide customer service practices.

Actions taken in response to FY 2015 recommendations:

Agency/Board/ Commission Impacted	OEA FY 2015 Recommendation	Action(s) Taken
Department of Public Works and Transportation (DPWT)	* Ensure establishment and compliance with procurement and fee structure oversight protocols	* DPWT consulted with OOL on appropriate fee structure oversight protocols.
Board of License Commissioners	* Develop guidance for regulating board meeting attendance and notifying the County Executive and Governor's Office of board changes to minimize any inconvenience to County citizens	* Governor's office completed appointment of new Commission Chair and Commission meetings recommenced.
Office of Central Services (OCS) Public Safety Communications (PSC)	* Establish policy guidance on proper contract administration and ensure agency compliance * Implement best practices for customer versus supplier relationships (fraternization policy)	* OCS consulted with OHRM in creating a new compliance officer position that is currently assessing and establishing appropriate compliance guidelines; * OHRM developed a County fraternization policy (Personnel Procedure 228).
Department of Family Services (DFS)	* Increase oversight of Family Crisis Center (FCC) operations and reporting of use of County funds	* Prior to the complaint, DFS had conducted an independent assessment resulting in the hire of a new case manager, a proposed facility repairs plan, and quality controls for the facility which it intends to continue to monitor.
Housing Authority	* Monitor agency compliance with HUD/County regulations for non-County issued credit cards	* Agency discontinued participation in the credit card program.
Department of the Environment-Waste Management Division (WMD)	* Re-align division's current overtime management practices with recommended best practices * Revisit the division's current contractor agreements to determine whether the need for a 6-day/48-hr work week is still required; and ultimately be re-negotiated to ensure receipt of hauled waste is scheduled as part of the standard 5-day/40-hr work week. Consequently, reducing the need for overtime to emergency events only	* WMD developed a Saturday work schedule providing opportunities for overtime to eligible employees on a rotating basis; * WMD consulted with OHRM to create new Tuesday through Saturday positions to eliminate usage on Saturday as overtime.

Actions taken in response to FY 2016 recommendations:

Agency/Board/ Commission Impacted	OEA FY 2016 Recommendation	Action(s) Taken
DOE – Animal Management Division	<ul style="list-style-type: none"> * Mandatory facility-wide review, training, and signed acknowledgement of Animal Intake and Receiving, and Euthanasia of Animals procedures; * Review of the current intake and records management process established for each animal within its custody as required under Section 3-126 of the County Code; * Consult with the Office of Law when responding to inquiries relative to any provision of law or regulation applicable to AMD jurisdiction. 	<ul style="list-style-type: none"> * Staff has been retrained on proper animal intake, receiving and euthanasia procedures and have signed acknowledgement; * Animals are placed on AMD's website for view by rescue organizations. AMD has three rescue coordinators whose main focus is to reach out to over 400 rescue partners. Rescue organizations' interests in specific animals are documented in the Chameleon database as well as on the animal's paperwork. AMD's Director ensures that the current intake policies are being executed according to Standard Operating Procedures, and the Director or his designee reviews the records prior to an animal being euthanized; * AMD Director ensures that any field investigations that could potentially pose legal liability to the County are discussed with the OOL prior to resolution or investigation completion.
Office of Central Services – Supplier Diversity Division (SD3)	<ul style="list-style-type: none"> * Consult OHRM to identify the appropriate disciplinary action(s) to be taken under Prince George's County's Personnel Law; * Mandate ethics training for employees; * Referral to Board of Ethics for review. 	<ul style="list-style-type: none"> * Agency consulted with OHRM and administered Discipline; * Employees mandated to take and completed the County's Ethics Training; * BOE issued a written reprimand.
Redevelopment Authority (RDA)	<ul style="list-style-type: none"> * Consult with the Office of Central Services – Fleet Management Division for obtaining documented guidance on how to ensure RDA's assigned vehicles undergo proper administration in compliance with County policy. 	<ul style="list-style-type: none"> * Copy of Administration Procedure 610 (Vehicle Assignments, Uses and Charges) and Procedure 604 (Petroleum) were distributed to all staff who acknowledged their receipt and understanding; Agency administered internal procedures to approve timesheets.
Department of Permits, Inspection and Enforcement (DPIE)	<ul style="list-style-type: none"> * The employee must cease providing notary services for a fee immediately; * Consult with OHRM to obtain the proper process for revising the employee's position description; * Consult with OOL to ensure a conflict of interest is not derived post revising the employee position description 	<ul style="list-style-type: none"> * Employee ceased providing notary services for a fee; * Agency advised that it will consult with the OOL and OHRM if it is determined that notary services should be offered to employees and customers in the future.

Lobbying

The Ethics Code requires an individual or entity to register annually by January 1st of the calendar year in which lobbying is expected or within 5 days after first engaging in any act that requires registration. Lobbying is communicating in the presence of a County official or employee with the intent to influence any official action of that official or employee. Prince George's County Code § 2-295. A lobbyist must register if the entity or individual spends more than \$200 on lobbying, is compensated more than \$1,000 in connection with lobbying, or spends more than \$2,000 on activities to solicit others to communicate with officials. Once registered, lobbyists are required to file an annual report by January 31st for the preceding calendar year in which lobbying occurred.

Activity reports must include, among other information, the total compensation paid to the lobbyist in connection with lobbying activities, expenses for offices, gifts, meals, special events, and expenses incurred related to publications, witnesses, and research. Activity reports must also include the name of each public official or employee and qualifying relative of an official or employee to or for whom the lobbyist or any person on the lobbyist's behalf has given one or more gifts with a cumulative value of \$75 or more, whether or not given in connection with lobbying activities. A review of the common errors for 2015 Registered Lobbyists were the following: failure to select individual or firm, street address, and description of the lobbyist matter.

Guidelines for lobbying are posted on the Office of Ethics and Accountability's website to assist lobbyists with frequently asked questions. In May 2016, the Office of Ethics and Accountability sought guidance on behalf of the Board of Ethics on lobbyist contributions to local official campaigns. The Office of Law advised that a registered lobbyist is not permitted to solicit contributions or serve on a fundraising committee for the benefit of the local official if s/he engages in lobbying the local official. Registered lobbyists are encouraged to contact the Office of Ethics and Accountability ethics advice pursuant to the County's Ethics Code.

Lobbyists Disclosure and Annual Reports

The review of the Lobbyists' Disclosure and Annual Report Forms for the 2015 calendar year showed sixty (60) registered lobbyists and one hundred twenty-six (126) reports were filed and completed.

A list of lobbyists registered with the Office of Ethics and Accountability in calendar year 2015 and their clients can be found on the County's website.

The following is the summary of Lobbyists' Annual Reports for Calendar Year 2015 Filed with the Board of Ethics in January 2016. Total expenditures for 2015 lobbying activities was \$1,232,914.31. The summary of sub-categories on the 2015 Lobbyists' Reports are as follows:

Lobbying Activities	Total Expenditures
Total compensation paid to the lobbyist not including expenses reported under (B) through (I) below, salaries, compensations, or reimbursed expenses of the staff of the lobbyist:	\$ 1,208,386.32
Office expenses of the lobbyist not reported in (A):	\$ 2,962.00
Professional and technical research and assistance not reported in (A):	\$ 3,866.10
Publications which expressly encourage persons to communicate with Prince George's County officials or employees:	\$ 400.00
Fees and expenses paid to witnesses:	
Meals and beverages for Prince George's County Officials or employees or their spouses or dependent children:	\$ 20.00
Special events in which all members of the Council or standing committee are invited:	\$ 3,200.00
Expenses for food, lodging, entertainment of officials or employees for a meeting which was given in return for participation in a panel or speaking engagement at the meeting:	
Other gifts to or for officials or employees or their spouses or their dependent children:	
Other expenses:	\$ 1,518.00

Subtotal of A through F: \$1,215,634.42
Subtotal of G through J: \$ 4,718.00
Grand Total: \$1,219,352.42

As of December 31, 2015, sixty (60) lobbyists are registered for the 2015 calendar year. The list for calendar year 2015 registered lobbyists can be found on the County's website.

2015 REGISTERED LOBBYISTS

Count	Lobbyist Name	Address	Organization Represented
1.	Albert, Nina	701 8th Street, NW, Suite 200 Washington, DC 20001	Wal-Mart Stores, Inc.
2.	Alexander, Gary	54 State Circle Annapolis, Maryland 21401	PSEG Fossil, LLC.
3.	Antonetti, Robert	1101 Mercantile Lane, Suite 240 Largo, Maryland 20774	St. John Properties, Inc. (CB-59-2015) St. John Properties, Inc. (CB-61-2015) VOB Limited Partnership (CB-53-2015) St. John Properties, Inc. (CB-27-2015)
4.	Appel, Erin	1 State Circle Annapolis, Maryland 21401	Telmate
5.	Arrington, Michael	1404 Mute Court Upper Marlboro, Maryland 20774	Major Medical, LLC
6.	Bagwell, Ashlie	2423 Maryland Ave., Suite 100 Baltimore, Maryland 21218	RAI Services Company
7.	Baker, Ernest	10109 Legacy Court Clinton, Maryland 20735	Pepco Holdings, Inc.

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Count	Lobbyist Name	Address	Organization Represented
8.	Beall, Garth	6411 Ivy Lane, Suite 200, Greenbelt, Maryland 20770	Renard Development Company, LLC
9.	Bellamy, Lorenzo	54 State Circle Annapolis, Maryland 21401	Abengoa Bioenergy Engineering PMS Parking
10.	Bennett, Tyler	54 State Circle Annapolis, Maryland 21401	Intl. Assoc. Fire Fighters, Local 1619 Blueline Security Services
11.	Bryant, Eric	225 Duke of Gloucester Street Annapolis, Maryland 21401	Walton Development and Management
12.	Cooley, Bethanne	1400 16 th Street, NW, Suite 600 Washington, DC 20036	CTIA – The Wireless Association
13.	Dlhopolsky, Heather	One Park Place, Suite 585 Annapolis, Maryland 21401	Forestville New Redeemer Baptist Church Summerfield Partners, LLC
14.	Dunn, Dennis	1120 20 th Street, NW, #800 Washington, DC 20036	AT&T
15.	Fowler, Michael	47 State Circle, Suite 403 Annapolis, Maryland 21401	Baltimore Gas and Electric Company
16.	Gagalis, Rebecca	2730 University Boulevard Suite 900 Wheaton, Maryland 20902	Westfield, LLC
17.	Garagiola, Hannah	54 State Circle Annapolis, Maryland 21401	Abengoa Bioenergy Engineering
18.	Gibbs, Edward Jr.	1300 Caraway Court, Suite 102 Largo, Maryland 20774	D.R. Horton, Inc. Douglas Development Corp.

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Count	Lobbyist Name	Address	Organization Represented
			Jemal's Post, LLC
19.	Graziano, Michael A.	9200 Basil Court, 400 Largo, Maryland 20774	Prince George's County Association of Realtors
20.	GS Proctor and Associates, Inc.	14408 Old Mill Road, Suite 201 Upper Marlboro, Maryland 20772	Brandywine Investment Properties, LLC NAI The Michaels Companies Mill Branch Crossing, LLC
21.	Haller, Thomas	1300 Caraway Court, Suite 102 Largo, Maryland 20774	Route 301/Industrial/CPI Limited Partnership West Hyattsville Property Company, LLC (CB-54-2015, CB-55-2016, CB-56-2016) Brandywine Realty Partners, LLC (CB-27-2015) International Learning Hub, LLC (CB-98-2015) PMM Enterprises, LLC (CB-42-2015) Cambridge Place at Westphalia, LLC (CR-38-2015 and CB-48- 2015) CPI Limited Partnership (CB-22-2015, and CB-23- 2015)

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Count	Lobbyist Name	Address	Organization Represented
			Greenlife Property Group, LLC (CB-64-2015)
22.	Harris, LaTara	1120 20 th Street, NW, Suite 800 Washington, DC 20036	AT&T Services, Inc.
23.	Hatcher, Chris	7979 Old Georgetown Road Suite 400 Bethesda, Maryland 20814	Palisades Development, LLC
24.	Hatcher, Michael	10701 Parkridge Blvd., Suite 300 Reston, VA 20191	Pepco Holdings
25.	Hecht, William	2049 Century Park East, 41st Floor Century City, CA 90067	Westfield, LLC
26.	Jackson, Marcus	11825 West Markey Place Fulton, Maryland 20759	Maryland Building Industry Association
27.	Jacobson, Jonas	125 Cathedral Street Annapolis, Maryland 21401	Sun Services Orchard Development Corporation
28.	Jones, Lisa	2423 Maryland Ave., Suite 100 Baltimore, Maryland 21218	The Gordian Group RAI Services Company
29.	Kaufman, Robert	11825 West Markey Place Fulton, Maryland 20759	Maryland Building Industry Association
30.	LaRocca, Michele	6801 Kenilworth Ave., Suite 400 Riverdale Park, Maryland 20757	The TBG Companies Oakcrest West, LLC
31.	Lucchi, Leonard	11785 Beltsville Drive, 10 th Floor Calverton, Maryland 20705	The Arc of Prince George's County, Inc.

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Count	Lobbyist Name	Address	Organization Represented
32.	Mackenzie, Clive	2730 University Blvd., Suite 900 Wheaton, Maryland 20902	Westfield, LLC
33.	Malone, Sean	2423 Maryland Ave., Suite 100 Baltimore, Maryland 21218	The Gordian Group RAI Services Company
34.	McDonough, Caitlin	2423 Maryland Ave., Suite 100 Baltimore, Maryland 21218	The Gordian Group RAI Services Company ABC Joint Legislative Committee Maryland Minority Contractors
35.	Montenegro, Raquel Doria (Ballard Spahr, LLP)	1909 K Street, NW, 12 th Floor Washington, DC 20006	Pantzer Properties, Inc.
36.	Mossburg, Matthew	P.O. Box 83 Barnesville, Maryland 20838	Amy's Contracting Services, LLC
37.	Noonan, Katie (Ballard Spahr, LLP)	1909 K Street, NW, 12 th Floor Washington, DC 20006	Pantzer Properties, Inc.
38.	Parker, Midgett	One Park Place, Suite 585 Annapolis, Maryland 21401	Summerfield Partners, LLC (Site Plan condition) Forestville New Redeemer Baptist Church Collective Empowerment Group Washington Gas

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Count	Lobbyist Name	Address	Organization Represented
39.	Pasternak, Jerry	701 9 th Street, NW Washington, DC 20068	Pepco Holdings, Inc.
40.	Proctor, Gregory	14408 Old Mill Road, Suite 201 Upper Marlboro, Maryland 20772	NAI The Michael Companies (CB-62-2015) Brandywine Investment Properties, LLC (CB-73-2015) Mill Branch Crossing, LLC
41.	Reich, Stephanie	2300 Clarendon Blvd., 4th Floor Arlington, Virginia 22201	Sturgis Web Services
42.	Ridick, Major	8181 Professional Place, Suite 202 Landover, Maryland 20785	GANTECH, Inc. 3510 LLC ATAPCO Mythics, Inc. Oakland Consulting, Inc.
43.	Roberts-Satinsky, Megan	One Park Place, Suite 585 Annapolis, Maryland 21401	Forestville New Redeemer Baptist Church Summerfield Partners, LLC Washington Gas
44.	Roddy, Patrick	225 Duke of Gloucester Street Annapolis, Maryland 21401	Walton Development and Management
45.	Rodgers, Beatrice	1401 McCormick Drive Largo, Maryland 20774	The ARC Prince George's County, Inc.
46.	Ross, Justin	125 Cathedral Street Annapolis, Maryland 21401	Sun Services Uber

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Count	Lobbyist Name	Address	Organization Represented
			Community First Development Corporation Ernst & Young Orchard Development Corporation Altria Client Services, Inc.
47.	Rozner, Joel	225 Duke of Gloucester Street Annapolis, Maryland 21401	Wal-Mart Stores, Inc. Waste Management of Maryland Optotrafic Walton Development and Management
48.	Schuler, James	1400 16 th Street, NW, Suite 600 Washington, DC 20036	CTIA- The Wireless Association
49.	Thompson, Melvin	6301 Hillside Ct Columbia, Maryland 21046	Restaurant Association of MD
50.	Tydings, Joseph (Dickstein Shapiro, LLP)	1825 Eye Street NW Washington, DC 20006	Brightseat Associates, LLC
51.	Warfel, Russell	6801 Kenilworth Ave., Suite 400 Riverdale, Maryland 20737	Oakcrest West, LLC
52.	Washington, Charles	701 9 th Street, NW Washington, DC 20068	Pepco Holdings, Inc.

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Count	Lobbyist Name	Address	Organization Represented
53.	Watkins, Tami	701 9 th Street, NW Washington, DC 20068	Pepco Holdings, Inc.
54.	Watson, Kerry	54 State Circle Annapolis, Maryland 21401	AETNA Life Insurance Company, Inc. Doctor's Community Hospital Printing and Graphics Association of Mid-Atlantic Angarai International Business Health Services Charles P. Johnson & Associates Intl. Assoc. Fire Fighters, Local 1619 Abengoa Bioenergy Engineering Dart Container Corporation Canton Group Dart Container Corp. Solar City PMS Parking American Society for the Prevention of Cruelty to Animals Verizon Maryland, Inc.

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Count	Lobbyist Name	Address	Organization Represented
			Blueline Security Services Clark Enterprise, Inc. PSEG Fossil, LLC
55.	Weber, Joy	225 Duke of Gloucester Street Annapolis, Maryland 21401	Walton Development and Management
56.	White, Josh	125 Cathedral Street Annapolis, Maryland 21401	Uber
57.	Winston, Roger (Ballard Spahr, LLP)	1909 K Street, NW, 12 th Floor Washington, DC 20006	Pantzer Properties, Inc.
58.	Wineholt, Ronald	1050 17 th Street, NW, Suite 300 Washington, DC 20036	Apartment & Office Building Association of Metropolitan
59.	Young-El, Boaz	8400 Corporate Drive, Suite 200 Landover, Maryland 20785	UFCW Local 400
60.	Zinsmeister, Robert	6901 Muirkirk Drive, Suite F Beltsville, Maryland 20705	Associated Builders and Contractors of Metro Washington

As of July 31, 2016, thirty-two (32) lobbyists are registered for the 2016 calendar year. The current list for calendar year 2016 registered lobbyists can be found on the County's website.

2016 REGISTERED LOBBYISTS

	Lobbyist Name	Address	Organization Represented
1.	Alexander, Gary R.	54 State Circle Annapolis, Maryland 21401	Federal City Development Partners, LLC
2.	Bagwell, Ashlie	2423 Maryland Avenue, Suite 100 Baltimore, Maryland 21218	Maryland Association of Community Services
3.	Baker, Ernest Jerome	10109 Legacy Court Clinton, Maryland 20735	Pepco
4.	Bennett, Tyler W.	54 State Circle Annapolis, Maryland 21401	Digital Copier Associates (DCA) International Association of Fire Fighters Local 1619 P.G.
5.	Berlow, Stuart	4301 N. Fairfax Dr., Suite 530 Arlington, Virginia 22203	American Heart Association
6.	Bowman, Denise	11414 Livingston Road Fort Washington, Maryland 20744	Digital Copier Associates Federal City Development Partners, LLC
7.	Dunn, Denis	1120 20 th Street, NW- Suite 800 Washington, DC 20036	AT&T
8.	Carrington, Darrell	6007 Hillmeade Road Bowie, Maryland 20720	Chesapeake Physicians for Social Responsibility (CPSR)
9.	Fowler, Michael Lee	47 State Circle, Suite 403 Annapolis, Maryland 21401	Baltimore Gas and Electric Company
10.	Gagalis, Rebecca	2730 University Blvd. Suite 900 Wheaton, Maryland 20902	Westfield, LLC

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	Lobbyist Name	Address	Organization Represented
11.	Gibbs, Edward	1300 Caraway Court, Suite 102 Largo, Maryland 20774	Fort Knox Upper Marlboro, LLC
12.	G.S. Proctor and Associates, Inc.	14408 Old Mill Road, Suite 201 Upper Marlboro, Maryland 20772	Michael D. Sifen, Inc. (CB-2-2016)
13.	Graziano, Michael Alan	9200 Basil Court, Suite 400 Largo, Maryland 20774	Prince George's County Association of Realtors
14.	Harris, LaTara	1120 20 th Street, NW, Suite 800 Washington, DC 20036	AT&T
15.	Hatcher, Chris	7979 Old Georgetown Road Suite 400 Bethesda, Maryland 20814	Blumberg Companies Palisades Development, LLC
16.	Hatcher, Michael Robert	10701 Parkridge Blvd, Suite 300 Reston, Virginia 20191	Pepco Holdings, Inc.
17.	Hecht, William	2049 Century Park East, 41st Floor Century City, CA 90067	Westfield, LLC
18.	La Rocca, Michele, Esq.	6801 Kenilworth Avenue Suite 400 Riverdale Park, Maryland 20740	Amerco Real Estate Company (CB-2-2016) Passport Auto Group (CB-29-2016)
19.	Lucchi, Leonard	11785 Beltsville Drive, 10 th Floor Calverton, Maryland 20705	American Heart Association, Inc.
20.	Mackenzie, Clive	2730 University Blvd., Suite 900 Wheaton, Maryland 20902	Westfield, LLC
21.	McDonough, Caitlin	2423 Maryland Avenue Suite 1000 Baltimore, Maryland 21218	Maryland Association of Community Services
22.	Mingo, Dwayne B.	9200 Basil Court, Suite 400 Largo, Maryland 20774	Prince George's Association of Realtors

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	Lobbyist Name	Address	Organization Represented
23.	Pasternak, Jerry	701 9 th Street, NW Washington, DC 20068	Pepco Holdings, Inc.
24.	Pounds, Eddie	11785 Beltsville Drive, 10 th Floor Calverton, Maryland 20705	American Heart Association, Inc.
25.	Rice, Keenan	8965 Guilford Road, Suite 210 Columbia, Maryland 21046	Greenberg Gibbons Commercial Karington, LLC Neighborhood Development Company (Mt. Rainier) NVR MS Cavalier Greenbelt, LLC Patuxent Companies Renard Development Company, LLC (Greenbelt Station) Ribera Development, LLC (Anderson's Corner) Urban Atlantic Velocity Capital, LLC Walton Development & Management (USA), Inc. (Westphalia) Westfield, LLC (Konterra Project)
26.	Ross, Justin	125 Cathedral Street Annapolis, Maryland 21401	Clear Channel Outdoor Community First Development Corporation Ernst & Young, LLP Energy Answers International

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Lobbyist Name	Address	Organization Represented
		Recovery Centers of America Sun Services, LLC Uber Technologies, Inc.
27. Rozner, Joel	225 Duke Gloucester Street Annapolis, Maryland 21401	Century Engineering Optotraffic Walmart Stores, Inc. Walton Development and Management, Inc. Waste Management of Maryland
28. Thompson, Melvin	6301 Hillside Court Columbia, Maryland 21046	Restaurant Association of Maryland
29. Washington, Charles	701 9 th Street, NW Washington, DC 20068	Pepco Holdings, Inc.
30. Watkins, Tami	701 9 th Street, NW Washington, DC 20068	Pepco Holdings, Inc.
31. Watson, Jr., Kerry R.	54 State Circle Annapolis, Maryland 21401	AETNA Life Insurance Company American Society for the Prevention of Cruelty to Animals Blueline Security Services Charles P. Johnson & Associates, (CPJ) Clark Construction Group, LLC Dart Container Corporation

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Lobbyist Name	Address	Organization Represented
		Digital Copier Associates (DCA) Doctors Community Hospital Environmental Quality Resources Federal City Development Partners, LLC International Association of Fire Fighters Local 1619 P.G. Legal Aid Bureau, Inc. Printing and Graphics Association Mid-Atlantic PSEG Fossil Verizon Maryland Xerox Business Services, LLC and its Affiliates JJF Management Services Prince George's County Chamber of Commerce
32.	White, Josh 125 Cathedral Street Annapolis, Maryland 21401	Uber Technologies, Inc.
33.	Wineholt, Ronald W. 1050 17 th Street, NW, Suite 300 Washington, DC 20036	Apartment & Office Building Association of Metropolitan Washington
34.	Young-El, Boaz 8400 Corporate Drive, Suite 200 Landover, Maryland 20785	United Food & Commercial Workers Union Local 400

APPENDIX

A&I	Audits and Investigations
AMD	Animal Management Division
BOE	Board of Ethics
CCOP	Citizen Complaint Oversight Panel
DCAO	Deputy Chief Administrative Officer
DFS	Department of Family Services
DHCD	Department of Housing and Community Development
DHMH	Department of Health and Mental Hygiene – State of Maryland
DLLR	Department of Labor, Licensing and Regulation – State of Maryland
DOE	Department of the Environment
DPIE	Department of Permitting, Inspections and Enforcements
DPWT	Department of Public Works and Transportation
DSS	Department of Social Services
ESLR	Employee Services and Labor Relations
Fire/EMS	Fire and Emergency Medical Services
HD	Health Department
HOA	Home Owners Association
HRC	Human Relations Commission
IA/IG	Internal Affairs/Inspector General
IRS	Internal Revenue Service – U.S. Department of Treasury
MLS	Memorial Library System
M-NCPPC	Maryland-National Capitol Park and Planning Commission
MTA	Maryland Transit Association
OCR	Office of Community Relations
OCS	Office of Central Services
OEA	Office of Ethics and Accountability
OIG	Office of Inspector General
OIT	Office of Information Technology
OHRM	Office of Human Resources and Management
OOL	Office of Law
PGCC	Prince George's Community College
PGCPS	Prince George's County Public Schools
PGPD	Prince George's Police Department
PSC	Public Safety Commission
QACD	Quality Assurance and Compliance Division
RDA	Redevelopment Authority
SAO	State's Attorney Office
WIC	Women, Children and Infants Program
WSSC	Washington Suburban Sanitation Commission