



## THE PRINCE GEORGE'S COUNTY GOVERNMENT BOARD OF ETHICS

Angela D. Alsobrooks  
County Executive

Todd M. Turner  
Executive Director

Cassandra Burckhalter, Chair  
Charlene Gallion, Member  
Melanie Barr-Brooks, Member  
Mickei Milton, Member  
Sharon Theodore-Lewis, Member

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

#### Board Meeting Minutes March 8, 2023

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

Todd M. Turner, Executive Director (Microsoft Teams)  
Bamidele Alexander, Legal Counsel (Microsoft Teams)  
Roslyn Walker, Compliance Officer (Microsoft Teams)  
Chelinda Bullock, Administrative Aide (Microsoft Teams)

*Excused:* Sharon Theodore-Lewis

*Next meeting:* Wednesday, April 12, 2023 (Virtual)  
9201 Basil Court, Suite 155  
Largo, Maryland 20774

### OPEN SESSION

#### I. OPENING OF MEETING

The Board Chair, Cassandra Burckhalter, opened the meeting at approximately 5:01 pm and welcomed all in attendance. There was a quorum present with four (4) Board Members. The meeting was held virtual using Microsoft Teams.

## **II. GENERAL BUSINESS AND ADMINISTRATIVE MATTERS**

The four (4) Board of Ethics (Board) Members in attendance virtually approved the agenda, by a vote of 4-0.

The four (4) Board of Ethics (Board) Members in attendance approved the Meeting Minutes for February 8, 2023, by a vote of 4-0.

## **III. BOARD CHAIR REPORT**

The Board Chair thanked the Board & OEA on the diligent work on the Board manual.

## **IV. EXECUTIVE DIRECTOR REPORT**

The Executive Director informed the Board of the following Office of Ethics and Accountability (OEA) compliance activities: to date, there were two hundred thirty (230) Financial Disclosure Statements (FDS) submitted for reporting period January 1, 2022 through December 31, 2022 with an estimated one thousand (1000) - twelve hundred (1200) for submission; another FDS Public Service Announcement (PSA) will be disseminated to County employees/officials to file; all updated lobbyists registrations were posted to OEA's webpage; and 99.5% in compliance for the 2022 Lobbyists Annual Reports submissions.

The Executive Director informed the Board that the Office of Information and Technology (OIT) is currently working with the Office of Human Resources Management (OHRM) to secure the account for the Boards and Commissions members to take Ethics training online when onboarding; and had to reschedule an in-person training with a Board and Commission.

The Executive Director informed the Board that the Proposed County FY2024 Budget will be submitted to County Council on March 15<sup>th</sup> and OEA will submit responses to County Council budget questions to Office of Management & Budget (OMB) for review prior to scheduling a staff level budget review.

The Executive Director informed the Board that the vacant Investigation II interviews have been completed, a decision has been made and offer extended subject to OHRM approval; and that the vacant Compliance Specialist position will be posted by OHRM before the end of the fiscal year.

The Executive Director provided updates on several pending State Legislative Bills reviewed by OEA, including Prince George's County Public Schools, Office of Integrity and Compliance - Establishment (HB 437), State Ethics Commission about Transparency (HB58), and Open Meetings Act – State Ethics Commission (HB 1010).

The Board was provided the ethics advice table for February 2023, which summarized the informal ethics advice, information requests and legal advice provided by OEA. Also, the Board was provided with a case status report and updates on pending cases.

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

At 5:22 pm, a motion was made by Board Chair Burckhalter and seconded by Board Member Charlene Gallion to close the open portion of the meeting to comply with a specific constitutional, statutory or judicially imposed requirement that prevents public disclosure about a particular proceeding or matter and to consult with legal counsel. The statement was read by Board Chair Burckhalter. The motion was approved by a vote of 4-0. This meeting was closed under General Provisions Art. § 3-305(b) for the following reasons: (A) To protect the privacy or reputation of individuals concerning a matter not related to public business; (B) To consult with counsel to obtain legal advice; (C) To conduct or discuss an investigative proceeding on actual or possible criminal conduct. Those in attendance were as follows:

Cassandra Burckhalter, Board Chair (Microsoft Teams)

Charlene Gallion, Board Member (Microsoft Teams)

Melanie Barr-Brooks, Board Member (Microsoft Teams)

Mickei Milton, Board Member (Microsoft Teams)

Todd M. Turner, Executive Director (Microsoft Teams)

Bamidele Alexander, Legal Counsel (Microsoft Teams)

Roslyn Walker, Compliance Officer (Microsoft Teams)

Chelinda Bullock, Administrative Aide (Microsoft Teams)

## **VI. CLOSED SESSION**

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

The Board was provided an update that OEA will be doing targeted outreach to County elected and Agency leadership to file early.

The Board was reminded to file their FDS.

### **Board Updates**

The Board was provided an update that the Administration has withdrawn a Board of Ethics (BOE) nominee from Council consideration.

The Board was provided an update that OEA will purchase a sponsorship package, to include tickets and an advertisement, for the 38th Annual Women's History Month Luncheon in March 2023.

### **Pending Case Update**

The Board was informed of two (2) pending cases related to an alleged Misuse of County Resources and Secondary Employment.

## **VII. ADJOURNMENT**

At the conclusion of all business, a motion was made to adjourn the meeting at 5:44pm. The motion was approved 4-0.

The next meeting of the Board will be Wednesday, April 12<sup>th</sup> at 5:00 pm.