



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 May 10, 2023

Present: Cassandra Burckhalter, Board Chair (Microsoft Teams)
Melanie Barr-Brooks, Board Member (Microsoft Teams)
Mickei Milton, Board Member (Microsoft Teams)
Sharon Theodore-Lewis, Board Member (Microsoft Teams)

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

Absent: Charlene Gallion, Board Member

Next meeting: Wednesday, June 14, 2023 (Virtual)
9201 Basil Court, Suite 155
Largo, Maryland 20774

OPEN SESSION

I. OPENING OF MEETING

The Board Chair Cassandra Burckhalter opened the Board of Ethics ("Board") meeting at approximately 5:02 pm and welcomed all in attendance. There was a quorum present with four (4) Board of Ethics Members ("Board Members"). The meeting was held virtual using Microsoft Teams.

II. GENERAL BUSINESS AND ADMINISTRATIVE MATTERS

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

The Board Members in attendance approved the Meeting Minutes for April 12, 2023, by a vote of 3-0-1 abstain.

III. BOARD CHAIR REPORT

The Board Chair inquired about the County Executive campaign related to Senate and the impacts to the Code of Ethics.

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 over eight hundred (800) Financial Disclosure Statements (FDS) submitted for reporting period January 1, 2022 through December 31, 2022 with an estimated one thousand two hundred (1200) for submission expected;
- 2022 FDS Schedule H – Outside Income - audit is being prepared;
- required by State Law, all FDS's four (4) years or older should be removed and deleted
- one (1) Secondary Employment Public Service Announcement (PSA) was disseminated in May to County employees/officials to submit all requests to the OEA;
- all updated lobbyists registrations were posted to OEA's webpage; and one hundred percent (100%) 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 accounts for Boards and Commissions members to take Ethics training online when onboarding; and that OEA has two (2) scheduled virtual trainings with Board and Commissions.

The Executive Director informed the Board that the new Investigator position has been filled and was introduced to the Board; and that the vacant Compliance Specialist position will be posted by OHRM in the next few weeks.

The Executive Director provided updates on several pending Maryland State Legislative Bills reviewed by OEA, including Prince George's County Public Schools, Office of Integrity and Compliance - Establishment (HB 437) and Open Meetings Act – State Ethics Commission (HB68) – both of which were passed by the General Assembly and signed

by the Governor into law.

The Board was provided the Ethics Advice table for April 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.

The Executive Director advised the Board Members the Board Manual and Appendices are available in SharePoint for viewing.

The Executive Director informed the Board that OEA Annual Report will be due by August 30, 2023.

The Executive Director informed the Board that the County is updating the County's website, including potential OEA's website changes and open to suggestions for updates, including language access to require Spanish/English translation on County webpages.

The Executive Director informed the Board that OEA is working with the Office of Community Relations (OCR) on outreach events and will be participating in one (1) community event in Bowie, Maryland in June.

The Executive Director informed the Board that one (1) of OEA's employees received a Public Service Award given by the Chief Administrative Officer during Public Service Recognition Week on May 8th.

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

At 5:29 pm, a motion was made by Board Chair Burckhalter and seconded by Board Member Barr-Brooks 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)
Melanie Barr-Brooks, Board Member (Microsoft Teams)
Mickey Milton, Board Member (Microsoft Teams)
Sharon Theodore-Lewis, Board Member (Microsoft Teams)

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

VI. CLOSED SESSION

Financial Disclosure Statement (FDS) Update

The Board was provided an update that one (1) Board and Commission was provided an extension to submit their FDS for CY 2022.

At 5:42 pm the Executive Director left the meeting based on potential conflict of interests.

The Board discussed Advisory Opinion #23-0119 with Legal Counsel.

Legal Counsel notified the Board that Investigation #23-0108 was closed due to the Respondent's resignation from the County.

At the conclusion of all business, a motion was made to adjourn the meeting at 6:44 pm. The motion was approved 4-0.

The next meeting of the Board will be Wednesday, June 14th at 5:00 pm.