

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

Board Meeting Minutes

**January 17, 2020**

*Present:* Cassandra Burckhalter (teleconference)  
Curtis Eugene, Board Member (teleconference)  
Sharon Theodore-Lewis, Board Member (teleconference)

Robin Barnes-Shell, Esq., Executive Director  
Roslyn Walker, Compliance Officer  
Jasmine Carter, Compliance Analyst  
Lamont Judd, Investigator

*Next meeting:* February 28, 2020 at 5:00 pm  
9201 Basil Court, Suite 155  
Largo, Maryland 20774

**OPEN SESSION**

**I. OPENING OF MEETING**

The Board Chair, Cassandra Burckhalter, opened the meeting at approximately 5:17 pm and welcomed all in attendance. There was a quorum present with three (3) Board Members. The meeting was held at the Office of Ethics and Accountability (OEA) located at 9201 Basil Court, Suite 155, Largo, Maryland.

**II. APPROVAL OF MEETING MINUTES**

The three (3) Board of Ethics (Board) Members in attendance approved the September 13, 2019 Meeting Minutes by a of vote 3-0. Board Chair, Cassandra Burckhalter, requested the following edit to the Septmeber 4, 2019 Meeting Minutes: add days to the count of days. The Board Members moved to table the December 4, 2019 and October 25, 2019 meeting minutes.

**III. BOARD CHAIR REPORT**

The Executive Director requested nominations for the election of the Board Chair. Board Member, Sharon Theodore-Lewis, nominated Board Chair, Cassandra Burckhalter. Board Member, Curtis Eugene, seconded the nomination. Board Chair, Cassandra Burckhalter, accepted the nomination. Board Member, Sharon Theodore-Lewis, moved to re-elect

current Board Chair, Cassandra Burckhalter, for the upcoming session. Board Member, Curtis Eugene, seconded the motion. The motion carried 3-0.

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

The Executive Director informed that the December Ethics Advice Table was made available to review. The Executive Director informed that legislation was approved mandating that the Code of Ethics comply with Maryland State law effective January 3, 2020.

The Executive Director reported the following compliance activity: approximately 1,000 employees or Board/Commission members completed ethics training, and a new learning management system will soon be going live; thirty-four (34) annual Lobbyist Reports have been completed and all reports are due by January 31, 2020, after which late fees will be assessed; twenty-two (22) registered lobbyists are currently registered for 2020; one-hundred and four (104) required filers have filed Financial Disclosure Statements (FDS); and finally, meetings with the Office of Management & Budget are underway for the budget process.

#### **V. Reading of Written Statement for Closing Meeting Under the Open Meeting Act**

At 5:29 pm, a motion was made by Board Chair, Cassandra Burckhalter, and seconded by Board Member, Sharon Theodore-Lewis, to close the open portion of the meeting to comply with a specific constitutional, statutory or judicially imposed requirement that prevents public disclosure about a particular proceeding or matter and to consult with legal counsel. The statement was read by the Board Chair, Cassandra Burckhalter. The motion was approved by a vote of 3-0. The reason for closing the meeting and the topics discussed with legal counsel involved, among other matters, investigations in accordance with the State Government Article, §10-508(a). Those in attendance were as follows:

Cassandra Burckhalter, Board Chair (teleconference)

Curtis Eugene, Board Member (teleconference)

Sharon Theodore-Lewis, Board Member (teleconference)

Robin Barnes-Shell, Esq., Executive Director

Roslyn Walker, Compliance Officer

Jasmine Carter, Compliance Analyst

Lamont Judd, Investigator

## **CLOSED SESSION**

### **Investigation 20-0033e**

The Board was provided a report with recommendations on an investigation involving an allegation of disclosure of confidential information by contract personnel. The Board voted 3-0 that there are insufficient facts upon which to base a determination of a violation and dismissed the complaint.

### **Investigation 20-0160e**

The Board was provided a report on an investigation involving an allegation of Misuse of Resources by a County employee. The Board voted 3-0 that there are insufficient facts upon which to base a determination of a violation and dismissed the complaint.

### **Investigation 20-0179e**

The Board was provided a report with recommendations on an investigation involving an allegation of Conflict of Interest in contract management by a County employee. The Board voted 3-0 the individual(s) implicated in the investigation are not subject to the authority of the Prince George's County Code of Ethics and therefore, the matter falls outside the jurisdiction of the Board.

### **Legal Review 20-0296**

The Board voted to accept actions outlined in a memorandum issued by the Chief Administrative Officer to redirect supervisory duties for Fire/EMS personnel.

The Board was provided updates on pending cases.

Next Board Meeting is scheduled for February 28, 2020.

At the conclusion of all business, a motion was made to adjourn the meeting. The motion was approved 3-0. The meeting was adjourned at approximately 6:13 pm.