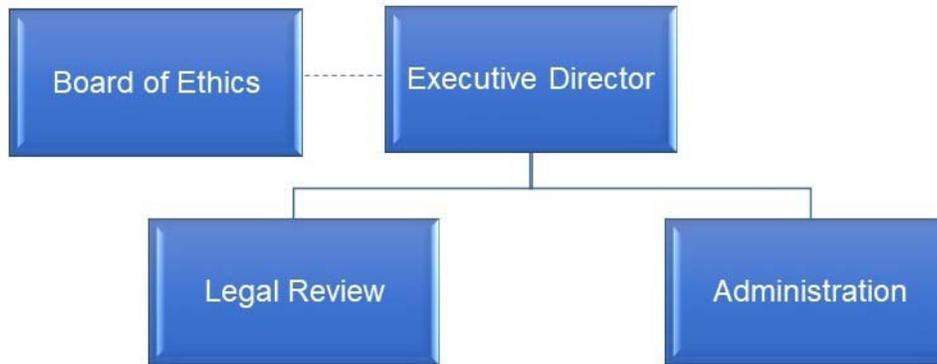


Office of Ethics and Accountability



MISSION AND SERVICES

The Office of Ethics and Accountability (OEA) enforces the Prince George's County Code of Ethics in order to ensure the ethical conduct of individuals who serve in County Government.

CORE SERVICES

- Administer public ethics laws
- Provide ethics training and advice to County employees
- Review financial disclosure and lobbying records
- Investigate alleged ethical violations and allegations of fraud, waste, abuse and illegal acts
- Provide administrative support to the County's Board of Ethics
- Provide analysis, reporting and recommendations to Executive and Legislative branches

FY 2022 KEY ACCOMPLISHMENTS

- Processed approximately 1,000 financial disclosure statements for the 2021 calendar year and ensured that approximately 99% of financial disclosures and 100% of lobbyist registration forms were processed via OEA's Web-Portal.
- Continued to partner with the Office of Human Resources Management to meet the objective of global ethics education for employees and officials by increasing the number of individuals trained to approximately 6,000.
- Processed nearly 460 requests for all OEA case types, including investigations, legal reviews, advisory opinions, ethics advice, information provision and waiver/exemptions. The office has seen more than a 500% increase in cases since its establishment in 2014.
- Expanded the online payment system for late fees and fines from designated filers of financial disclosure statements and lobbyists to include savings and checking account payment options.

- Issued 33 recommendations to executive leadership to promote a culture of integrity, efficiency and public trust. This is a 10% increase in recommendations compared to 30 recommendations in Fiscal Year 2021. Issued a combined total of 156 recommendations between FY 2016 and FY 2022.

STRATEGIC FOCUS AND INITIATIVES FOR FY 2023

The agency’s top priority in FY 2023 is:

- Continue to sustain and effectively administer the County’s electronic filing/case management system that allows Prince Georgians, County government employees and elected/appointed officials 24/7/365 access to online filing of complaints and required financial disclosure statements and lobbyist registrations/annual reports and efficiently investigate all complaints and initiate operations reviews in accordance with applicable laws to ensure timely responses, analysis, reporting and recommendations to management.

FY 2023 BUDGET SUMMARY

The FY 2023 proposed budget for the Office of Ethics and Accountability is \$1,025,100, an increase of \$89,100 or 9.5% over the FY 2022 approved budget.

Expenditures by Fund Type

| Fund Types | FY 2021 Actual | | FY 2022 Budget | | FY 2022 Estimate | | FY 2023 Proposed | |
|--------------|------------------|---------------|------------------|---------------|------------------|---------------|--------------------|---------------|
| | Amount | % Total | Amount | % Total | Amount | % Total | Amount | % Total |
| General Fund | \$937,199 | 100.0% | \$936,000 | 100.0% | \$956,600 | 100.0% | \$1,025,100 | 100.0% |
| Total | \$937,199 | 100.0% | \$936,000 | 100.0% | \$956,600 | 100.0% | \$1,025,100 | 100.0% |

Reconciliation from Prior Year

| | Expenditures |
|----------------------------------------------------------------------------------------------------------------------------------|--------------------|
| FY 2022 Approved Budget | \$936,000 |
| Increase Cost: Compensation - Mandated Salary Requirements — Annualization of costs related to salary adjustments | \$44,900 |
| Increase Cost: Fringe Benefits — An increase in the fringe benefit rate from 29.0% to 33.5% to align with projected costs | 43,900 |
| Increase Cost: Technology Cost Allocation — Increase in OIT charges based on anticipated countywide costs for technology | 3,300 |
| Decrease Cost: Operating — Reduction in travel and training to align with historic spending | (3,000) |
| FY 2023 Proposed Budget | \$1,025,100 |

STAFF AND BUDGET RESOURCES

| Authorized Positions | FY 2021 Budget | FY 2022 Budget | FY 2023 Proposed | Change FY22-FY23 |
|----------------------|----------------|----------------|------------------|------------------|
| General Fund | | | | |
| Full Time - Civilian | 6 | 6 | 6 | 0 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Subtotal - FT | 6 | 6 | 6 | 0 |
| Part Time | 0 | 0 | 0 | 0 |
| Limited Term | 0 | 0 | 0 | 0 |
| TOTAL | | | | |
| Full Time - Civilian | 6 | 6 | 6 | 0 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Subtotal - FT | 6 | 6 | 6 | 0 |
| Part Time | 0 | 0 | 0 | 0 |
| Limited Term | 0 | 0 | 0 | 0 |

| Positions By Classification | FY 2023 | | |
|-----------------------------|-----------|-----------|--------------|
| | Full Time | Part Time | Limited Term |
| Administrative Aide | 1 | 0 | 0 |
| Administrative Specialist | 1 | 0 | 0 |
| Attorney | 1 | 0 | 0 |
| Executive Director | 1 | 0 | 0 |
| Investigator | 1 | 0 | 0 |
| Compliance Specialist | 1 | 0 | 0 |
| TOTAL | 6 | 0 | 0 |

Expenditures by Category - General Fund

| Category | FY 2021 Actual | FY 2022 Budget | FY 2022 Estimate | FY 2023 Proposed | Change FY22-FY23 | |
|-----------------|-------------------|-------------------|---------------------|---------------------|------------------|-------------|
| | | | | | Amount (\$) | Percent (%) |
| Compensation | \$645,707 | \$640,400 | \$645,300 | \$685,300 | \$44,900 | 7.0% |
| Fringe Benefits | 198,284 | 185,700 | 207,200 | 229,600 | 43,900 | 23.6% |
| Operating | 93,208 | 109,900 | 104,100 | 110,200 | 300 | 0.3% |
| Capital Outlay | — | — | — | — | — | |
| SubTotal | \$937,199 | \$936,000 | \$956,600 | \$1,025,100 | \$89,100 | 9.5% |
| Recoveries | — | — | — | — | — | |
| Total | \$937,199 | \$936,000 | \$956,600 | \$1,025,100 | \$89,100 | 9.5% |

In FY 2023, compensation expenditures increase 7.0% over the FY 2022 budget due to the annualization of costs related to salary adjustments. Compensation costs include funding for six full time positions. Fringe benefit expenditures increase by 23.6% over the FY 2022 budget. This is due to the increase in the fringe benefit rate to align with projected costs and compensation adjustments.

Operating expenditures increase 0.3% over the FY 2022 budget due to anticipated countywide costs for technology.

SERVICE DELIVERY PLAN AND PERFORMANCE

Goal 1 — To provide comprehensive intake, processing, investigation, management, adjudication, analysis and reporting of allegations of waste, fraud, abuse and illegal acts in County government and make necessary recommendations to executive and legislative officials to promote efficiency and accountability.

Objective 1.1 — Maintain length of time to resolve investigations of waste, fraud, abuse and illegal acts in County government at less than 60 days.

| FY 2027 Target | FY 2020 Actual | FY 2021 Actual | FY 2022 Estimated | FY 2023 Projected | Trend |
|----------------|----------------|----------------|-------------------|-------------------|-------|
| 88 | 46 | 33 | 58 | 64 | ↓ |

Trend and Analysis

The length of time to resolve investigations of waste, fraud, abuse and illegal acts is expected to fall within the <60 day threshold in FY 2022, landing around 58 days on average per case. This measure is expected to increase over the next few fiscal years, ballooning in FY 2027 to 88 days due to projected case count increases. FY 2020 and FY 2021 actuals were negatively impacted by lower case activity related to reduced government operations overall due to COVID-19.

Performance Measures

| Measure Name | FY 2019 Actual | FY 2020 Actual | FY 2021 Actual | FY 2022 Estimated | FY 2023 Projected |
|---------------------------------------------------------------------|----------------|----------------|----------------|-------------------|-------------------|
| Resources (Input) | | | | | |
| Staff | 6 | 6 | 6 | 6 | 6 |
| Workload, Demand and Production (Output) | | | | | |
| Cases received (any type) | 400 | 468 | 442 | 460 | 500 |
| Ethics violation allegations referred to the Board of Ethics | 38 | 17 | 10 | 23 | 25 |
| Cases investigated by the Office of Ethics and Accountability (OEA) | 37 | 20 | 8 | 23 | 25 |
| Cases referred to another agency | 109 | 88 | 82 | 98 | 107 |
| Hearings conducted by the Board of Ethics | 0 | 0 | 1 | 0 | 0 |
| Efficiency | | | | | |
| Agency actions taken/implemented in response to OEA recommendations | 23 | 13 | 18 | 19 | 21 |
| Quality | | | | | |
| Allegations substantiated or deemed non-compliant | 13 | 6 | 6 | 8 | 9 |
| Impact (Outcome) | | | | | |
| Days to close-out a case | 85 | 46 | 33 | 58 | 64 |
| OEA reports with recommendations made | 23 | 39 | 30 | 33 | 36 |

Objective 1.2 — Ensure OEA provides recommendations to CAO to resolve problems or deficiencies pursuant to Section 2-305.

| FY 2027 Target | FY 2020 Actual | FY 2021 Actual | FY 2022 Estimated | FY 2023 Projected | Trend |
|----------------|----------------|----------------|-------------------|-------------------|-------|
| 50 | 39 | 30 | 33 | 36 | ↔ |

Trend and Analysis

OEA expects to see steady growth in the number of recommendations issued year over year due to the increase in case count, operational reviews and historical trends. FY 2021 actuals were impacted by reduced case activity related to reduced government operations overall.

Performance Measures

See Table 1.1 above.

Goal 2 — To promote disclosure of the outside business and monetary interests of County government employees/officials and real-time notice of lobbying activity directed toward County government.

Objective 2.1 — Reduce the number of post-audit actions on financial disclosure statements.

| FY 2027 Target | FY 2020 Actual | FY 2021 Actual | FY 2022 Estimated | FY 2023 Projected | Trend |
|----------------|----------------|----------------|-------------------|-------------------|-------|
| 90 | 102 | 99 | 90 | 90 | ↔ |

Trend and Analysis

The number of post-audit actions on financial disclosure statements is expected to slightly decrease from prior year performance, in accordance with the objective. However, the scope of compliance audits continues to increase even while filers improve overall reporting accuracies. FY 2021 actuals were slightly reduced from FY 2020 actuals in accordance with the objective as well.

Performance Measures

| Measure Name | FY 2019 Actual | FY 2020 Actual | FY 2021 Actual | FY 2022 Estimated | FY 2023 Projected |
|---------------------------------------------------------------------------------|----------------|----------------|----------------|-------------------|-------------------|
| Resources (Input) | | | | | |
| Compliance staff | 2 | 2 | 2 | 2 | 2 |
| Workload, Demand and Production (Output) | | | | | |
| Financial disclosure statements processed | 1,132 | 566 | 892 | 1,000 | 1,000 |
| Financial disclosure late fee waivers processed | 11 | 10 | 26 | 17 | 19 |
| Financial disclosure late fee waivers granted | 8 | 3 | 26 | 13 | 14 |
| Registered lobbyists processed | 45 | 54 | 55 | 60 | 60 |
| Lobbyist reports processed | 122 | 217 | 206 | 220 | 220 |
| Financial disclosure statements fully reviewed in compliance with Section 2-292 | 889 | 566 | 892 | 1,000 | 1,000 |
| Requested financial disclosure statement exemptions processed | 0 | 0 | 1 | 0 | 0 |

Performance Measures *(continued)*

| Measure Name | FY 2019 Actual | FY 2020 Actual | FY 2021 Actual | FY 2022 Estimated | FY 2023 Projected |
|--------------------------------------------------------------------------------------------------------|----------------|----------------|----------------|-------------------|-------------------|
| Requested financial disclosure statements exemptions granted | 0 | 0 | 1 | 0 | 0 |
| Secondary employment legal reviews | 71 | 48 | 54 | 61 | 67 |
| Quality | | | | | |
| Financial disclosure statement audit letters sent as a result of targeted audit review | 28 | 149 | 101 | 100 | 100 |
| Agency follow-ups as a result of secondary employment legal reviews | 0 | 48 | 10 | 12 | 13 |
| Impact (Outcome) | | | | | |
| Financial disclosure statement corrections made or explanations sent as a result of audit letters sent | 7 | 102 | 99 | 90 | 90 |
| Corrections to secondary employment requests as a result of agency follow-up | 32 | 48 | 54 | 61 | 67 |

Objective 2.2 — Ensure legal audit of all secondary employment requests and their compliance with County Ethics Code conflict of interest prohibition.

| FY 2027 Target | FY 2020 Actual | FY 2021 Actual | FY 2022 Estimated | FY 2023 Projected | Trend |
|----------------|----------------|----------------|-------------------|-------------------|-------|
| 93 | 48 | 54 | 61 | 67 | ↑ |

Trend and Analysis

Legal audits of secondary employment are expected to increase steadily over time, ballooning in FY 2027 to 93 legal audits. This is due to the expected increase in overall case activity as well as increased compliance with the reporting requirement. FY 2020 actuals for "Agency follow-ups as a result of secondary employment legal review" have been restated for accuracy.

Performance Measures

See Table 2.1 above.

