

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

Board Meeting Minutes

December 21, 2017

Present: Covette Rooney, Board Chair (teleconference)
Sharon Theodore-Lewis, Board Member (teleconference)
Cassandra Burckhalter, Board Member (teleconference)

Robin Barnes-Shell, Esq., Executive Director
LaShanda Whaley, Legal Counsel

Next meeting: Friday, January 12, 2018 at 5:00 pm
9201 Basil Court, Suite 155
Largo, Maryland 20774

OPEN SESSION

I. OPENING OF MEETING

The Board of Ethics Chair, Covette Rooney, opened the meeting at approximately 4:10 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. Reading of Written Statement for Closing Meeting Under the Open Meeting Act

At 5:04 pm a motion was made by Board Chair Covette Rooney and seconded by Board Member Cassandra Burckhalter to close the open portion of the meeting to comply with a specific constitutional, statutory or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter and to consult with legal counsel. The statement was read by the Board Chair Covette Rooney. The motion was approved by a vote of 3-0. The reason for closing the meeting, and the topics discussed with legal counsel involved a request for a Formal Advisory Opinion in accordance with the State Government Article, §10-508(a). Those in attendance were as follows:

Covette Rooney, Board Chair (teleconference)
Sharon Theodore-Lewis, Board Member (teleconference)
Cassandra Burckhalter, Board Member (teleconference)

Robin Barnes-Shell, Esq., Executive Director
LaShanda Whaley, Legal Counsel

CLOSED SESSION

FDS Late Fee Waiver Request. The Board voted 3-0 to waive the late fees for two County Board and Commission members. An updated letter will be sent to the Office of the County Executive advising the members are now compliant.

Resolution on Gifts among employees. The Board voted 3-0 to approve a resolution exempting gifts between employees or officials to another employee or official, in relation to a special occasion and/or holiday, pursuant to §2-293(d)(4)(F).

Advisory Opinion (18-0171)

The Board was provided a draft response to a request from a former County employee appealing ethics advice issued by the Office of Law regarding post-employment restrictions. The Board voted 3-0 to approve the draft response and issue a Formal Advisory Opinion to the employee.

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 5:37 pm.