

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

Board Meeting Minutes

**January 8, 2021**

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

Robin Barnes-Shell, Esq., Executive Director (Teleconference)  
Roslyn Walker, Compliance Officer (Teleconference)  
Bamidele Alexander, Legal Counsel (Teleconference)  
Jasmine Carter, Compliance Analyst (Teleconference)  
Lamont Judd, Legal Investigator (Teleconference)

*Next meeting:* February 12, 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 5:09 pm and welcomed all in attendance. There was a quorum present with three (3) Board Members. The meeting was held by teleconference.

**II. APPROVAL OF MEETING MINUTES**

The three (3) Board of Ethics (Board) Members in attendance approved the November 20, 2020 Meeting Minutes by a vote of 3-0.

**III. BOARD CHAIR REPORT**

None to report.

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

The Executive Director informed the Board of the following Office of Ethics and Accountability compliance activities: to date, approximately forty-four hundred (4,400) individuals were trained during Fiscal Year 2021 to include Boards and Commissions; two hundred (200) annual Lobbyist Reports are expected for the Calendar Year 2020 which are due by January 31, 2021 for the fifty six (56) registered lobbyists who are currently registered; there were three (3) non-filers of financial disclosure statements for the Calendar Year 2019 according to the compliance audit; the Office of Ethics and Accountability is completing updates to the financial disclosure statements with the assistance of the Office of Information Technology to revise the forms to capture information required by revisions to the County's Ethics Code along with addressing concerns with extending community licenses to ensure system availability to designated filers.

The Board was provided the ethics advice table for December, which summarized the informal ethics advice, information requests and legal advice provided by the Office of Ethics and Accountability.

The Board was informed of Board removal letters from three (3) Boards and Commissions. The members had neither filed nor paid the associated late fees.

The Board was advised that two (2) Ethics trainings were scheduled to be conducted for the County Executive's Office team.

The Board was informed that Chief Administrative Officer, Major Riddick retired, and Tara Jackson has been appointed as Acting Chief Administrative Officer.

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

At 5:25 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 (Microsoft Teams)  
Curtis Eugene, Board Member (Microsoft Teams)

Sharon Theodore-Lewis, Board Member (Microsoft Teams)

Robin Barnes-Shell, Esq., Executive Director (Microsoft Teams)

Roslyn Walker, Compliance Officer (Microsoft Teams)

Bamidele Alexander, Legal Counsel (Microsoft Teams)

Jasmine Carter, Compliance Analyst (Microsoft Teams)

Lamont Judd, Investigator (Microsoft Teams)

### **CLOSED SESSION**

The Board approved (3-0) three Board and Commissions removal letters for delinquent members for noncompliance in filing their annual Financial Disclosure Statements in accordance with the County's Ethics Code.

The Board approved (3-0) the revised Hearing Procedures for the Board of Ethics hearings.

The Board reviewed a request received by OEA from the Office of Law to hold a Public Hearing pursuant to Section 2-292(j) of the County's Ethics Code related to the Green Branch Management Group's acquisition of land owned by the County and a person who is a designated filer of a Financial Disclosure Statement.

The Board reviewed the investigation report for case #21-0234e and voted (3-0) to dismiss the matter because there was insufficient information.

The Board reviewed the agency responses to recommendations for case # 20-461e.

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 6:12pm.