

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

Board Meeting Minutes

November 20, 2020

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)
Chelinda Bullock, Administrative Aide (Teleconference)
Lamont Judd, Legal Investigator (Teleconference)

Next meeting: January 8, 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 5:02 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 October 23, 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: approximately four hundred seventy-five (475) individuals were trained online for FY21; two thousand seven hundred sixteen (2,716) were trained online, and eighty-eight (88) in-person for FY20, totaling three thousand two hundred seventy-nine (3,279) for ethics training compliance period; three (3) annual Lobbyist Reports have been completed and fifty six (56) registered lobbyists are currently registered for CY20; three (3) late financial disclosure filers with four (4) nonfilers remain outstanding from the compliance audit.

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

The Board was informed the Appointment Liaison will be appointing two (2) new board members to the Board of Ethics.

The Board was informed that we are in budget season, specifying all agencies are required to reduce costs in their budgets.

The Board was informed of Salesforce challenges in collecting data. The Office of Finance and Office of Management and Budget will assist with capturing this data.

The Board was informed of the State Ethics Commission's issuance of guidance regarding lobbying.

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

At 5:19 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)
Chelinda Bullock, Administrative Aide (Microsoft Teams)
Lamont Judd, Investigator (Microsoft Teams)

Council Member (Microsoft Teams)

CLOSED SESSION

Advisory Opinion 21-0070

The Board discussed a potential Conflict of Interest of a County official's business activity involving real property transactions with entities doing business with the County. The Board approved the issuance of an advisory opinion with noted revisions, by a vote of 3-0.

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 7:39pm.