



THE PRINCE GEORGE'S COUNTY GOVERNMENT BOARD OF ETHICS

Tara H. Jackson
Acting County Executive

Todd M. Turner
Executive Director

Sharon Theodore-Lewis, Chair
Charlene Gallion, Member
Melanie Barr-Brooks, Member
Kara Hunt, Member

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

Board Meeting Minutes January 15, 2025

Present: Sharon Theodore-Lewis, Board Chair (Microsoft Teams)
Charlene Gallion, Board Member (Microsoft Teams)
Melanie Barr-Brooks, Board Member (Microsoft Teams)

Todd M. Turner, Executive Director (Microsoft Teams)
Bamidele Alexander, Legal Counsel (Microsoft Teams)
Roslyn Walker, Compliance Officer (Microsoft Teams)
Garry Bourke, Investigator (Microsoft Teams)
Chelinda Bullock, Administrative Aide (Microsoft Teams)

Absent: Kara Hunt, Board Member

OPEN SESSION

I. OPENING OF MEETING

The Board Chair Sharon Theodore-Lewis opened the Board of Ethics ("Board") meeting at approximately 5:05 pm and welcomed all in attendance. There was a quorum present with three (3) Board of Ethics Members ("Board Members") present at the start. The meeting was held virtually using Microsoft Teams.

II. GENERAL BUSINESS AND ADMINISTRATIVE MATTERS

The Agenda for January 15, 2025, was approved, by a vote of 3-0.

The Meeting Minutes for November 13, 2025, was approved, by a vote of 3-0.

III. BOARD CHAIR REPORT

The Board Chair requested to postpone the Election of Chair to the next Board Meeting, scheduled in February 2025. The Board concurred.

The Board will continue the review of the revised Board Hearing Procedures and discuss at the next Board Meeting in February 2025.

IV. EXECUTIVE DIRECTOR REPORT

The Executive Director (ED) informed the Board of the following Office of Ethics and Accountability (OEA) compliance activities:

- OEA started the CY 2024 Financial Disclosure Statements (FDS) Agency/ Board/Commission compliance process and finalized the CY 2023 FDS compliance process.
- OEA disseminated a Public Service Announcement (PSA) to County officials/employees regarding 2025 Lobbying Registration and CY 2024 Financials Disclosure Statements are available for submission.
- The final 2024 Lobbyist's registrations were posted to OEA's website, provided to the Executive and Legislative Branch and in Board backup.
- The Board was notified the 2025 Lobbyist's Annual registration process is underway; and all 2024 Annual Reports are due January 31, 2025.
- OEA ED recognized staff members birthdays in January.

The Executive Director informed the Board of the following items:

- OEA coordinated with the Office of Human Resources Management (OHRM) to provide the mandatory Annual Compliance Training to all County employees/officials to begin January 2025 and due June 30, 2025.
- OEA held (2) in-person ethics trainings (1) for the Prince George's County Memorial Library System Executive Staff on Nov. 20, 2024, and (2) for the full County Council branch on Jan. 14, 2025; and one (1) request pending for Prince George's County Library System Board of Trustees.
- OEA submitted a Memo to the Chief Administrative Officer (CAO) regarding an update to 2014 Executive Order No. 13-2014 regarding additional FDS required filers (FY 2024/25 OEA Office Goal) – awaiting response.
- OEA will continue to coordinate with the Office of Community Relations (OCR) regarding attending community events and participated with the Foods and Friends on November 25, 2024, for their Thanksgiving meal distribution set up.
- OEA staff attended the FY 2026 Budget School and submitted the proposed budget in November 2024. FY 2026 Budget Meeting with Office of Management & Budget (OMB) is scheduled for January 2025.

Finally, the Board was provided the Ethics Advice Table for November 2024 and December

2024, which summarized the informal ethics advice, information requests, and legal advice provided by OEA. Also, the Board was provided with a Case Status Report and FDS Late Fee Waivers.

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

At 5:18 pm, a motion was made by Board Chair Theodore-Lewis and seconded by Board Member Barr-Brooks 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 Board Chair Theodore-Lewis.

The motion was approved by a vote of 3-0. This meeting was closed under General Provisions Art. §3-305(b) for the following reasons: (2) To protect the privacy or reputation of individuals concerning a matter not related to public business, (7) To consult with counsel to obtain legal advice; and (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter.

Those in attendance were as follows:

Sharon Theodore-Lewis, Board Chair (Microsoft Teams)
Charlene Gallion, Board Member (Microsoft Teams)
Melanie Barr-Brooks, Board Member (Microsoft Teams)

Todd M. Turner, Executive Director (Microsoft Teams)
Bamidele Alexander, Legal Counsel (Microsoft Teams)
Roslyn Walker, Compliance Officer (Microsoft Teams)
Chelinda Bullock, Administrative Aide (Microsoft Teams)
Garry Bourke, Investigator (Microsoft Teams)

VI. CLOSED SESSION

The Board was informed OEA's Compliance Analyst last day was on January 10, 2025.

The Board was informed the County's employment hiring freeze will begin at the end of January 2025.

The Board was informed of FDS Waivers and Late Payments not in settlement process.

The Board was informed of the influx of MPIA requests received, but not related to OEA or ethics matters has been resolved.

Lobbyists Waiver Request - OEA Case #25-0232

The Board was provided an update on a Lobbyist waiver request for failure to register for 2024. The Board voted 3-0, to grant the waiver request.

FDS Settlement Agreement - OEA Case #25-0155

The Board was provided an update on a Financial Disclosure Statement Settlement Agreement. The Board voted 3-0, to grant the settlement at the requested amount.

Investigation - OEA Case #25-0034

The Board was provided with an update on an investigation involving a County official's residency. Due to further investigation, Board voted to discuss at the next Board Meeting.

Investigation – OEA Case #24-0087e

The Board was provided with an update on an investigation involving allegations of Use of County Resources/Use of Prestige of Office by a County employee usage of printing services and engaging in political activity. The Board voted 3-0, that there is a reasonable basis to believe a violation of the Prince George's County Code of Ethics has occurred. The Board will reserve taking further action for thirty (30) days to allow the agency to respond to the identified ethics violation.

Investigation - OEA Case #25-0120e

The Board was provided with an update on an investigation involving allegations of a Conflict of Interest by a County official misuse of properties that constituted possible Fraud, Waste, Abuse, or Illegal Acts (FWAI) and/or the use of the Prestige of Office. The Board voted 3-0, there are insufficient facts upon which to base a determination of a violation and dismiss the complaint.

No Longer Under Board Consideration (recategorized):

OEA Case #25-0113e – The Board was provided with an update on an investigation involving allegations of the Use of County Resources about inappropriate use of county equipment by an employee involving a lewd act during a virtual meeting. Agency investigation found no evidence of incident.

Response to Recommendations:

Investigation - OEA Case #25-0019e

The Board was provided with an update on an investigation involving allegations of the Use of County Resources by a County official may constitute fraud, waste, and abuse of County resources. At its meeting on October 13th, by a vote of 4-0, the Board found insufficient facts to determine a violation and dismissed the complaint but made recommendations. OEA received requests by the Agency and Respondent for case information - the investigation Report was provided.

Investigation - OEA Case #25-0103e

The Board was provided with an update on an investigation involving allegations that an

employee held secondary employment in a municipal government in a similar position. At its meeting on November 13th meeting, by a vote of 3-0, the Board found a reasonable basis to believe a violation of the Prince George's County Code of Ethics has occurred. The Board will reserve taking further action for thirty (30) days to allow the agency to respond to the identified ethics violation. Agency action was initiated.

ADJOURNMENT

At the conclusion of all business, a motion was made to adjourn the meeting at 6:37 pm. The motion was approved 3-0.

The next meeting of the Board will be Wednesday, February 12, 2025, at 5:00 pm.