



THE PRINCE GEORGE'S COUNTY GOVERNMENT BOARD OF ETHICS

Angela D. Alsobrooks
County Executive

Todd M. Turner
Executive Director

Cassandra Burckhalter, Chair
Charlene Gallion, Member
Melanie Barr-Brooks, Member
Mickei Milton, Member
Sharon Theodore-Lewis, Member

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

Board Meeting Minutes February 21, 2024

Present: Cassandra Burckhalter, Board Chair (Microsoft Teams)
Charlene Gallion, Board Member (Microsoft Teams)
Melanie Barr-Brooks, Board Member (Microsoft Teams)
Sharon Theodore-Lewis, Board Member (Microsoft Teams) @ 5:07pm
Mickei Milton, Board Member (Microsoft Teams)

Todd M. Turner, Executive Director (Microsoft Teams)
Roslyn Walker, Compliance Officer (Microsoft Teams)
Garry Bourke, Investigator (Microsoft Teams)
Chelinda Bullock, Administrative Aide (Microsoft Teams)
Kathleen Ibeh, Compliance Analyst (Microsoft Teams)

Next meeting: Wednesday, February 21, 2024 (Virtual)
9201 Basil Court, Suite 155
Largo, Maryland 20774

OPEN SESSION

I. OPENING OF MEETING

The Board Chair Cassandra Burckhalter opened the Board of Ethics ("Board") meeting at approximately 5:00 pm and welcomed all in attendance. There was a quorum present with four (4) Board of Ethics Members ("Board Members"). Board Member Theodore-Lewis joined at 5:07 pm. The meeting was held virtually using Microsoft Teams.

II. GENERAL BUSINESS AND ADMINISTRATIVE MATTERS

The four (4) Board Members in attendance virtually approved the agenda, by a vote of 4-0.

The Meeting Minutes for January 10, 2024, were approved with noted edits, by a vote of 4-0 with one (1) abstain.

III. BOARD CHAIR REPORT

None.

IV. EXECUTIVE DIRECTOR REPORT

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

- OEA will send notifications to County employees/officials and Board/Commission Members to submit their 2023 Financial Disclosure Statements (FDS); to be submitted by April 30, 2024.
- OEA continue to send notifications to Agency, Board and Commissions to update their 2023 spreadsheet for designated FDS filers.
- OEA sent a Public Service Announcement (PSA) on February 15, 2024, to County officials/employees to start to submit their FDS.
- OEA continues to conduct scheduled audits for FDS Schedules E, H, & J for Secondary Employment compliance.
- OEA continues to complete the Annual Report reviews for 2023 registered Lobbyists, that were due by January 31, 2024; there are nine (9) outstanding out of over 300 filed reports as of the Board meeting.
- All updated 2024 lobbyists registrations were posted to OEA's website and provided to Executive and Legislative Branch.

The Executive Director informed the Board of the following items:

- OEA provided a training on FDS and Secondary Employment processes to new staff members at the Police Accountability Board on February 14, 2024.
- OEA coordinated with the Office of Human Resources Management (OHRM) to provide the Annual Mandatory Compliance Training to all County employees/officials; to be completed by May 31, 2024.
- OEA drafted and submitted legislation to the Executive branch related to Bi-County Board and Commissions FDS filing requirements for consideration in the 2024 Maryland General Assembly session (per the 2023 Annual Report). Legislation will be considered in the 2025 General Assembly session.
- OEA is coordinating with the Office of Law (OOL) to update the Executive Order No. 13-2014 regarding additional FDS required filers; draft document prepared and additional meeting to be held in March 2024.

- OEA is coordinating with the Office of Central Services (OCS) on the Scope of Work and vendor solicitation for the County Code required 5-year Quality Assurance Review; review to be completed by the end of the fiscal year June 30-2024.
- OEA submitted the FY 2025 Proposed Budget to the Office of Management and Budget (OMB) and met with them in January 2024. OEA received 1st round of budget questions from the County Council with response due to OMB and Council in March 2024.
- OEA will continue to coordinate with the Office of Community Relations (OCR) in attending community events. In January 2024, an introductory letter, brochure, and magnet was mailed to County OCR civic organizations listing the role of BOE/OEA.
- OEA will attend one (1) virtual community event on February 28, 2024 and attend one (1) virtual community event in March 2024.
- OEA informed the Board the office refresh is continuing and still working with OCS to complete.
- OEA notified Board of Ethics members of the 39th Annual Women's History Month Luncheon; tickets will be available online for purchase starting March 4, 2024.

Finally, the Board was provided the Ethics Advice Table for January 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 updates on pending cases.

V. POLICE REGULATION REVIEW

- Legal Counsel provided update on the Secondary Employment regulations for police officers in the County Police Department and reviewed the public participation process.
- The Executive Director requested that this item be held for additional review with the Office of Law and Office of Integrity, Compliance and Police Accountability (OICPA).

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

At 5:38 pm, a motion was made by Board Chair Burckhalter 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 Burckhalter.

The motion was approved by a vote of 5-0. 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:

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

Todd M. Turner, Executive Director (Microsoft Teams)
Roslyn Walker, Compliance Officer (Microsoft Teams)
Garry Bourke, Investigator (Microsoft Teams)
Chelinda Bullock, Administrative Aide (Microsoft Teams)
Kathleen Ibeh, Compliance Analyst (Microsoft Teams)

VII. CLOSED SESSION

The Board was informed there were no Formal Advisory Opinions to review.

The Board was informed OEA received multiple FDS/Maryland Public Information Act (MPIA) requests.

FDS Filing, Late Fee Waiver Requests, and Settlement Agreement 24-0218

FDS Settlement Agreements and Orders 24-0218

The Board held the settlement agreement in order for OEA to provide additional documentation at next Board meeting.

FDS Filing and Late Fee Waiver Request 24-0129

The Board was informed that a County employee did not file their 2022 FDS by the deadline, the Board granted partial waiver and the late fee of \$125.00 is still outstanding. OHRM to be contacted in follow up.

FDS Filing and Late Fee Waiver Request 24-0130

The Board was informed that a County employee did not file their 2022 FDS by the deadline, the Board concurred with OEA recommendation and the late fee of \$250.00 is still outstanding. OHRM to be contacted in follow up.

Investigation 24-0048e

The Board was provided a report with recommendations on an investigation involving allegations of a Use of County Resources related to a County employee using a County computer. The Board voted 5-0 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 23-0247e

The Board was provided a report with recommendations on an investigation involving allegations of a Conflict of Interest related to a County employee holding multiple positions in the County. The Board voted 3-2 that there is a reasonable basis for believing a violation has occurred, and the subject of the complaint shall be afforded an opportunity for a hearing.

At the conclusion of all business, a motion was made to adjourn the meeting at 6:53 pm. The motion was approved 5-0. The next meeting of the Board will be Wednesday, March 13, 2024, at 5:00 pm.