



**THE PRINCE GEORGE'S COUNTY GOVERNMENT
OFFICE OF ETHICS AND ACCOUNTABILITY**

Angela D. Alsobrooks
County Executive

Todd M. Turner
Executive Director

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

**Board Meeting Minutes
February 8, 2023**

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

Next meeting: Wednesday, March 8, 2023 (Virtual)
9201 Basil Court, Suite 155
Largo, Maryland 20774

OPEN SESSION

I. OPENING OF MEETING

The Board Chair, Cassandra Burckhalter, opened the meeting at approximately 5:00 pm and welcomed all in attendance. There was a quorum present with four (4) Board Members and one (1) Board Member was late attending. The meeting was held virtual using Microsoft Teams.

II. GENERAL BUSINESS AND ADMINISTRATIVE MATTERS

The five (5) Board of Ethics (Board) Members in attendance virtually approved the agenda, by a vote of 5-0.

The five (5) Board of Ethics (Board) Members in attendance approved the Meeting Minutes for January 13, 2023, by a vote of 5-0.

III. BOARD CHAIR REPORT

The Board Chair reviewed the Board Manual Draft, proposed amendments and revisions with board members and OEA staff. By a vote of 5-0, the Board approved the Board Manual with amendments (to be incorporated).

IV. EXECUTIVE DIRECTOR REPORT

The Executive Director informed the Board of the following Office of Ethics and Accountability (OEA) compliance activities: to date, filers have begun to file their Financial Disclosure Statements for reporting period January 1, 2022 through December 31, 2022; there were four (4) Board and Commission Financial Disclosure Statement (FDS) waiver requests for reporting period January 1, 2021 through December 31, 2021; the updated lobbyists registrations will be posted to OEA's webpage on a monthly basis; the 2022 Lobbyists Annual Reports were due January 31, 2023; and a Public Service Announcement (PSA) was disseminated in January 2023 for FDS and Lobbying Registration and Annual Reporting.

The Executive Director informed the Board that the Office of Information and Technology (OIT) is currently in progress with securing an account for the Boards and Commissions members to take Ethics training online when onboarding.

The Executive Director informed the Board that OEA participated in the Job Fair held by the Prince George's County Office of Human Resource Management (OHRM) on January 31, 2023 and had over 80 persons interested in OEA positions.

The Executive Director informed the Board that the vacant Investigation II interviews have commenced, and a decision is expected this month; and the vacant Compliance Specialist position will be submitted to OHRM for advertising this month.

The Executive Director informed the Board that OEA has reviewed and provided comments on several State Legislative Bills, including Prince George's County Public Schools, Office of Integrity and Compliance - Establishment (HB 437) and Open Meetings Act – State Ethics Commission (SB 35/HB 68).

The Board was provided the ethics advice table for January 2023, 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. READING OF WRITTEN STATEMENT FOR CLOSING MEETING UNDER THE OPEN MEETING ACT

At 6:23 pm, a motion was made by Board Chair Burckhalter and seconded by Board Member Charlene Gallion 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 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: (A) To protect the privacy or reputation of individuals concerning a matter not related to public business; (B) To consult with counsel to obtain legal advice; (C) To conduct or discuss an investigative proceeding on actual or possible criminal conduct. 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)
Mickei Milton, Board Member (Microsoft Teams)
Sharon Theodore-Lewis, 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)

VI. CLOSED SESSION

Investigation 23-0200e

The Board was provided an update about an investigation involving allegations regarding the Use of Prestige of Office of a County employee engaging in illegal acts in the County. The Board voted 5-0, there are insufficient facts upon which to base a determination of a violation and to dismiss the complaint.

Financial Disclosure Statement (FDS) Waivers

The Board was provided an update of four (4) County board and commission members requesting FDS waiver requests, by a vote 5-0, the Board granted the waiver requests.

Pending Case Update

The Board was informed of four (4) pending cases related to an alleged Misuse of County Resources, Secondary Employment, and Post Employment.

New Case Update

The Board was informed of three (3) new cases related to a Secondary Employment and an Appointment Package.

VII. ADJOURNMENT

At the conclusion of all business, a motion was made to adjourn the meeting at 6:45pm. The motion was approved 5-0.

The next meeting of the Board will be Wednesday, March 8th at 5:00 pm.