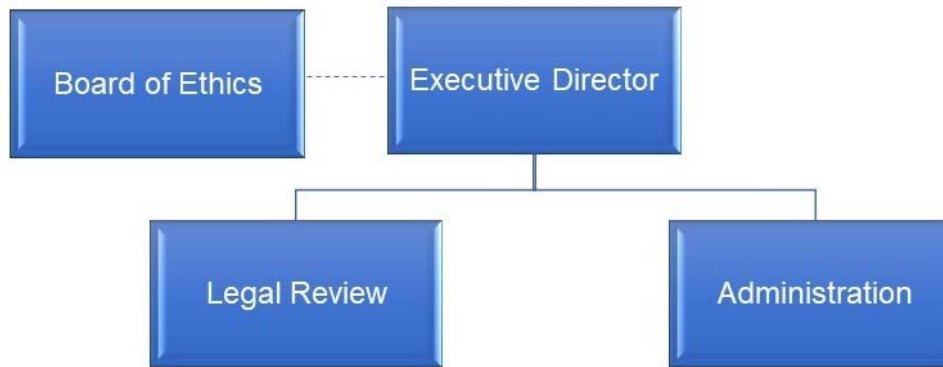


Office of Ethics and Accountability



MISSION AND SERVICES

The Office of Ethics and Accountability (OEA) enforces the Prince George's County Code of Ethics in order to ensure the ethical conduct of individuals who serve in County Government.

CORE SERVICES

- Administer public ethics laws
- Provide ethics training and advice to County employees
- Review financial disclosure and lobbying records
- Investigate alleged ethical violations and allegations of fraud, waste, abuse and illegal acts
- Provide administrative support to the County's Board of Ethics
- Provide analysis, reporting and recommendations to Executive and Legislative branches

FY 2023 KEY ACCOMPLISHMENTS

- Processed approximately 1,000 financial disclosure statements (FDS) for calendar year 2022 and ensured that approximately 99% of financial disclosures and 100% of lobbyist registration forms were processed via OEA's Web-Portal. The Office audited 105 FDS filed for calendar year 2020 to determine any conflicts related to secondary employment.
- Continued to partner with the Office of Human Resources Management to meet the objective of global ethics education for employees and officials by increasing the number of individuals trained to more than 6,000.
- Processed 502 requests for all OEA case types, including investigations, legal reviews, advisory opinions, ethics advice, information provision and waiver/exemptions. The Office has seen more than a 588% increase in cases since its establishment in 2014.

- Issued 43 recommendations to executive leadership to promote a culture of integrity, efficiency and public trust. This is a 43% increase in recommendations over Fiscal Year 2022. Issued a combined total of 167 recommendations since Fiscal Year 2015.

STRATEGIC FOCUS AND INITIATIVES FOR FY 2024

The agency’s top priority in FY 2024 is:

- Continue to maintain the County’s electronic filing/case management system that allows Prince Georgians, County government employees and elected/appointed officials 24/7/365 access to online filing of complaints, required financial disclosure statements and lobbyist registrations/annual reports. Efficiently investigate all complaints in accordance with applicable laws to ensure timely responses, analysis, reporting and recommendations to management.

FY 2024 BUDGET SUMMARY

The FY 2024 proposed budget for the Office of Ethics and Accountability is \$1,149,600, an increase of \$74,800 or 7.0% over the FY 2023 approved budget.

Expenditures by Fund Type

Fund Types	FY 2022 Actual		FY 2023 Budget		FY 2023 Estimate		FY 2024 Proposed	
	Amount	% Total	Amount	% Total	Amount	% Total	Amount	% Total
General Fund	\$959,400	100.0%	\$1,074,800	100.0%	\$1,011,900	100.0%	\$1,149,600	100.0%
Total	\$959,400	100.0%	\$1,074,800	100.0%	\$1,011,900	100.0%	\$1,149,600	100.0%

Reconciliation from Prior Year

	Expenditures
FY 2023 Approved Budget	\$1,074,800
Increase Cost: Compensation - Mandated Salary Requirements — Annualization of FY 2023 and planned FY 2024 salary adjustments	\$36,600
Add: Operating — Funding provided in contractual services for the mandated quality assurance review	15,000
Increase Cost: Fringe Benefits — Increase in the fringe benefit costs to align with projected expenses; the fringe benefit rate remains unchanged at 33.5%	12,200
Increase Cost: Technology Cost Allocation — Increase in OIT charges based on anticipated countywide costs for technology	8,400
Increase Cost: Operating — Net operating adjustments (telephone, printing, postage, advertising, and membership fees) to meet operational needs	2,600
FY 2024 Proposed Budget	\$1,149,600

STAFF AND BUDGET RESOURCES

Authorized Positions	FY 2022 Budget	FY 2023 Budget	FY 2024 Proposed	Change FY23-FY24
General Fund				
Full Time - Civilian	6	6	6	0
Full Time - Sworn	0	0	0	0
Subtotal - FT	6	6	6	0
Part Time	0	0	0	0
Limited Term	0	0	0	0
TOTAL				
Full Time - Civilian	6	6	6	0
Full Time - Sworn	0	0	0	0
Subtotal - FT	6	6	6	0
Part Time	0	0	0	0
Limited Term	0	0	0	0

Positions By Classification	FY 2024		
	Full Time	Part Time	Limited Term
Administrative Aide	1	0	0
Administrative Specialist	1	0	0
Attorney	1	0	0
Executive Director	1	0	0
Investigator	1	0	0
Compliance Specialist	1	0	0
TOTAL	6	0	0

Expenditures by Category - General Fund

Category	FY 2022 Actual	FY 2023 Budget	FY 2023 Estimate	FY 2024 Proposed	Change FY23-FY24	
					Amount (\$)	Percent (%)
Compensation	\$664,705	\$703,800	\$659,500	\$740,400	\$36,600	5.2%
Fringe Benefits	195,165	235,800	217,200	248,000	12,200	5.2%
Operating	99,530	135,200	135,200	161,200	26,000	19.2%
Capital Outlay	—	—	—	—	—	
SubTotal	\$959,400	\$1,074,800	\$1,011,900	\$1,149,600	\$74,800	7.0%
Recoveries	—	—	—	—	—	
Total	\$959,400	\$1,074,800	\$1,011,900	\$1,149,600	\$74,800	7.0%

In FY 2024, compensation expenditures increase 5.2% over the FY 2023 budget due to the annualization of prior year salary adjustments and planned FY 2024 COLAs and merits. Compensation costs include funding for six full time positions. Fringe benefit expenditures increase by 5.2% over the FY 2023 budget to align with the projected costs.

Operating expenditures increase 19.2% over the FY 2023 budget due to the new quality review contract and anticipated countywide costs for technology.

SERVICE DELIVERY PLAN AND PERFORMANCE

Goal 1 — To provide comprehensive intake, processing, investigation, management, adjudication, analysis and reporting of allegations of waste, fraud, abuse and illegal acts in County government and make necessary recommendations to executive and legislative officials to promote efficiency and accountability.

Objective 1.1 — Maintain length of time to resolve investigations of waste, fraud, abuse and illegal acts in County government at less than 60 days.

FY 2028 Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected	Trend
65	33	29	64	60	↓

Trend and Analysis

The length of time to resolve investigations of waste, fraud, abuse and illegal acts is expected to fall within the 60 day threshold in FY 2023, landing at or above the 60 day average, due to the agency being short staffed. As projected in 2024, the Office may see a slight downward trend with a full staff. The following years do not appear to be negatively affected.

Performance Measures

Measure Name	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Resources (Input)					
Staff	6	6	6	6	6
Workload, Demand and Production (Output)					
Cases received (any type)	468	442	502	463	463
Ethics violation allegations referred to the Board of Ethics	17	10	9	10	10
Cases investigated by the Office of Ethics and Accountability (OEA)	20	8	24	22	22
Cases referred to another agency	88	82	98	93	93
Hearings conducted by the Board of Ethics	0	1	1	0	0
Efficiency					
Agency actions taken/implemented in response to OEA recommendations	13	18	29	20	20
Quality					
Allegations substantiated or deemed non-compliant	6	6	2	7	7
Impact (Outcome)					
Days to close-out a case	46	33	29	50	50

Objective 1.2 — Ensure OEA provides recommendations to the Chief Administrative Officer (CAO) to resolve problems or deficiencies pursuant to Section 2-305.

FY 2028 Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected	Trend
44	30	43	34	34	↔

Trend and Analysis

OEA expects to see a slight decline in growth in the number of recommendations issued in FY 2023 due to the ongoing education and substantial increase in the number of recommendations in FY 2022. The education campaign and number of recommendations in FY 2022 could be attributed to the education and trainings provided to County staff and Boards and Commission. The trend is expected to pick back up and may increase slightly, peaking in 2028.

Performance Measures

Measure Name	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Impact (Outcome)					
OEA reports with recommendations made	39	30	43	34	34

Goal 2 — To promote disclosure of the outside business and monetary interests of County government employees/officials and real-time notice of lobbying activity directed toward County government.

Objective 2.1 — Reduce the number of post-audit actions on financial disclosure statements.

FY 2028 Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected	Trend
45	99	90	90	90	↓

Trend and Analysis

The number of post-audit actions on financial disclosure statements is expected to slightly decrease year over year from prior year performance, in accordance with the objective. However, the scope of compliance audits continue to increase even when filers improve overall reporting accuracies.

Performance Measures

Measure Name	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Resources (Input)					
Compliance staff	2	2	2	2	2
Workload, Demand and Production (Output)					
Financial disclosure statements processed	566	892	883	1,000	1,000
Financial disclosure late fee waivers processed	10	26	26	18	18
Financial disclosure late fee waivers granted	3	26	23	15	15

Performance Measures *(continued)*

Measure Name	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Registered lobbyists processed	54	55	60	60	60
Lobbyist reports processed	217	206	241	250	250
Financial disclosure statements fully reviewed in compliance with Section 2-292	566	892	883	1,000	1,000
Requested financial disclosure statement exemptions processed	0	1	0	0	0
Requested financial disclosure statements exemptions granted	0	1	0	0	0
Secondary employment legal reviews	48	54	72	61	61
Quality					
Financial disclosure statement audit letters sent as a result of targeted audit review	149	101	83	100	90
Agency follow-ups as a result of secondary employment legal reviews	48	10	0	0	0
Impact (Outcome)					
Financial disclosure statement corrections made or explanations sent as a result of audit letters sent	102	99	21	90	90

Objective 2.2 — Ensure legal audit of all secondary employment requests and their compliance with County Ethics Code conflict of interest prohibition.

FY 2028 Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected	Trend
70	54	65	67	67	↑

Trend and Analysis

Legal audits of secondary employment are expected to increase gradually over time, increasing in 2028 to 70 legal audits. There is some expected increase in the overall case activity as the Office sees increased compliance with the reporting requirement.

Performance Measures

Measure Name	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Impact (Outcome)					
Corrections to secondary employment requests as a result of agency follow-up	48	54	60	60	60

