

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

Board Meeting Minutes

**November 3, 2017**

*Present:* Covette Rooney, Board Chair (teleconference)  
Sharon Theodore-Lewis, Board Member (teleconference)  
Cassandra Burckhalter, Board Member (teleconference)

Robin Barnes-Shell, Esq., Executive Director (teleconference)  
LaShanda Whaley, Legal Counsel

*Next meeting:* Friday, November 17, 2017 at 5:00 pm  
9201 Basil Court, Suite 155  
Largo, Maryland 20774

**OPEN SESSION**

**I. OPENING OF MEETING**

The Board of Ethics Chair, Covette Rooney, opened the meeting at approximately 4:10 pm and welcomed all in attendance. There was a quorum present with three (3) Board Members. The meeting was held at the Office of Ethics and Accountability (OEA) located at 9201 Basil Court, Suite 155, Largo, Maryland.

**II. Reading of Written Statement for Closing Meeting Under the Open Meeting Act**

At 4:11 pm a motion was made by Board Chair Covette Rooney and seconded by Board Member Cassandra Burckhalter to close the open portion of the meeting to comply with a specific constitutional, statutory or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter and to consult with legal counsel. The statement was read by the Board Chair Covette Rooney. The motion was approved by a vote of 3-0. The reason for closing the meeting, and the topics discussed with legal counsel involved a request for a Formal Advisory Opinion and investigation of alleged ethics violation by an employee, in accordance with the State Government Article, §10-508(a). Those in attendance were as follows:

Covette Rooney, Board Chair (teleconference)  
Sharon Theodore-Lewis, Board Member (teleconference)  
Cassandra Burckhalter, Board Member (teleconference)

Robin Barnes-Shell, Esq., Executive Director  
LaShanda Whaley, Legal Counsel

## **CLOSED SESSION**

### **Advisory Opinion and Investigation (17-0213e)**

The Board was provided a draft response to the Office of the County Executive on the investigation of alleged abuse of prestige of office/conflict of interest of a County employee. The Board voted 3-0 to approve the draft response and issue a Formal Advisory Opinion to the Office of the County Executive.

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 4:55 pm.