

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

Board Meeting Minutes

April 12, 2019

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

Robin Barnes-Shell, Esq., Executive Director (teleconference)
Roslyn Walker, Compliance Officer
LaShanda Whaley, Legal Counsel
Lamont Judd, Investigator
Chelinda Bullock, Administrative Aide

Next meeting: May 10, 2019 at 5:00 pm
9201 Basil Court, Suite 155
Largo, Maryland 20774

OPEN SESSION

I. OPENING OF MEETING

The Board Chair, Cassandra Burckhalter, opened the meeting at approximately 5:04 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. APPROVAL OF MEETING MINUTES

The Board Member Covette Rooney was not in attendance at the present meeting, so the Board deferred adopting the January 11, 2019 Meeting Minutes. Board Member Curtis Eugene was not in attendance at the present meeting, so the Board deferred adopting the March 8, 2019 Meeting Minutes with edits noted.

III. BOARD CHAIR REPORT

The Board Chair informed the Executive Director of a concern regarding Financial Disclosure Statement (FDS) Schedule "A" Summary.

IV. EXECUTIVE DIRECTOR REPORT

The Executive Director informed the Board that OEA's collection efforts for Financial Disclosure Statements (FDS) for calendar year 2018. To date, approximately 450 County employees and/or Board and Commission members filed their FDS electronically. The Board was informed of a second FDS reminder notice forwarded to the legislative branch that contained an error. OEA worked with the Office of Information Technology and with the staff person responsible for sending the electronic updates to provide additional training to resolve the issues. In addition, thirty-six (36) lobbyists have registered for calendar 2018 for 2019.

The Executive Director provided the Board information regarding OEA's training efforts that included conducting two (2) New Employees Orientation Program trainings, one (1) monthly Ethics Training (PGCEthics), and one (1) agency Ethics Training. The Board was updated on the status of legislative amendments required pursuant to State Ethics Law changes.

The Board was provided the ethics advice table for March, which summarized the informal ethics advice, information requests and legal advice provided by the Office of Ethics and Accountability.

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

At 5:27 pm, a motion was made by Board Chair Cassandra Burckhalter and seconded by Board Member Covette Rooney 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 Cassandra Burckhalter. The motion was approved by a vote of 3-0. The reason for closing the meeting, and the topics discussed with legal counsel involved among other matters, investigations in accordance with the State Government Article, §10-508(a). Those in attendance were as follows:

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

Robin Barnes-Shell, Esq., Executive Director (teleconference)
Roslyn Walker, Compliance Officer
LaShanda Whaley, Legal Counsel
Lamont Judd, Investigator

CLOSED SESSION

Investigation 18-0415e

The Board was updated regarding an investigation involving a Conflict of Interest related to a County employee and the agency's notice of intent to respond.

Investigation 19-0127e

The Board was updated regarding an investigation involving receipt of gifts related to a luncheon sponsored by a County vendor. The Board was informed of the agency's response and status of repayment to the vendor for the luncheon.

Investigation 18-374e

The Board was provided a report on an investigation involving allegations of Misuse of Prestige of Office by County employees hiring family members. The Board voted 3-0 that there are insufficient facts upon which to base a determination of a violation and dismissed the complaint.

Investigation 19-0084e

The Board was provided a report on an investigation involving allegations of Use of County Resources by County employees using County time to work on businesses. The Board voted 3-0 that there is a reasonable basis to believe a violation has occurred and in lieu of conducting a hearing, the Board is providing the agency thirty days to take appropriate actions to address the violation.

The Board was provided updates on pending cases.

The Board was informed that the OEA had sent a letter updating the County Executive's Office that a member of a County Board/Commission has now filed their outstanding FDS and paid the associated outstanding fines.

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 5:47 pm.