

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

Board Meeting Minutes

June 14, 2019

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

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

Next meeting: June 27, 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 four (4) 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

Three (3) Board of Ethics (Board) Members in attendance for the meetings held on April 12, 2019 and May 17, 2019 approved the meeting minutes, with corrections, by a vote of 3-0. The four (4) Board of Ethics (Board) Members in attendance for the March 8, 2019 approved the meeting minutes with a vote of 4-0.

III. BOARD CHAIR REPORT

The Board Chair discussed her concerns regarding the information required to be reported on the Financial Disclosure Statement (FDS) Form. The Board Chair requested

the Board considered changing the Prince George's County disclosure forms should reflect the State of Maryland FDS.

IV. EXECUTIVE DIRECTOR REPORT

The Executive Director informed the Board of OEA's collection efforts for Financial Disclosure Statements (FDS) for calendar year 2018. There were four (4) waiver requests granted by OEA for late submissions. One (1) request was denied by OEA and the designated filer has requested an appeal to the Board.

The Executive Director provided the Board information regarding OEA's training efforts that included conducting two (2) New Employees Orientation Program trainings and one (1) monthly Ethics Training (PGCEthics). OEA will begin preparing the new Mandatory Ethics Training module for the new compliance period that commences January 1st. In addition, thirty-nine (39) lobbyists have registered for Calendar Year 2019. All outstanding lobbyists annual reports for 2018 were received and one (1) lobbyist owed fines for failing to file timely.

The Executive Director informed the Board of the pending rollout of an online portal to assist OEA's collection efforts. The system will allow County employees, officials, board members, and lobbyists to pay fees electronically.

The Board was provided the ethics advice table for May, which summarized the informal ethics advice, information requests and legal advice provided by the Office of Ethics and Accountability and an update on the FY19 Investigations close out interviews in the Office of Ethics and Accountability.

The Board was updated on the status of legislative amendments required pursuant to State Ethics Law changes and the status of the Quality Assurance Review for the Office of Ethics and Accountability mandated by the Code of Ethics.

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

At 5:22 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 4-0. 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)
Curtis Eugene, Board Member (teleconference)
Covette Rooney, Board Member (teleconference)
Sharon Theodore-Lewis (teleconference)

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

CLOSED SESSION

Investigation 19-0157e

The Board was provided an updated on an investigation involving allegations of misuse of Prestige of Office, Disclosure of Confidential Information and Conflicts of Interest by two County employees using their position to share information. The matter was referred to a County agency to conduct a further investigation.

Investigation 19-0113e

The Board was provided a report on an investigation involving allegations of Use of Prestige of Office by a County employee involving a County vehicle. The Board voted 4-0 that there are insufficient facts upon which to base a determination of a violation and dismissed the complaint. The Board accepted OEA's recommendation related to written guidance on use of vehicles by employees.

Investigation 19-0218e

The Board was provided a report on an investigation involving an Abuse of County Resources; Employment Restrictions by a County employee involving a County vehicle. The Board voted 4-0 that the individual(s) implicated in the investigation are not subject to the authority of the Prince George's County Code of Ethics. Therefore, this matter falls outside the jurisdiction of the Board. The Board accepted OEA's recommendations to the agency related to policy development.

Investigation 19-0084e

The Board was provided with the response regarding an investigation involving allegations of Use of County Resources by County employees using County time to work on their personal business entities. The Board voted 4-0 accepting the actions taken by the County

agency as appropriate to address the violation, no further action is required on this matter. The Board approved the Settlement Agreement with the employee, 4-0.

Financial Disclosure Statement Waiver Request

The Board was provided an appeal of a waiver request from a member serving on a County board. The request was denied to waive late fees for submitting a FDS late. The Board voted 4-0 to deny the waiver.

The Board was provided updates on pending cases.

At the conclusion of all business, a motion was made to adjourn the meeting. The motion was approved 4-0. The meeting was adjourned at approximately 5:43 pm.