

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

Board Meeting Minutes

February 8, 2019

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

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

Next meeting: March 8, 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 5:03 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

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

III. BOARD CHAIR REPORT

None to report.

IV. EXECUTIVE DIRECTOR REPORT

The Executive Director informed the Board that OEA's collection efforts for Financial Disclosure Statements (FDS) for calendar year 2018 have commenced and notification to file was sent to County employees/officials electronically. In addition, fifty-one (51) lobbyists have registered for calendar 2018 and thirty-four (34) have registered for 2019.

There were one hundred sixty-seven (167) Annual Reports required and one hundred sixty-seven (167) have been received to date.

The Executive Director provided the Board information regarding OEA's training efforts that included Mandatory Ethics Training for fifty-nine (59) new employees of Prince George's County Government through the New Employees Orientation Program and six (6) employee via the regularly scheduled monthly ethics trainings (PGCEthics). OEA has been conducting orientation meetings with Directors regarding Investigations, Recommendations, Secondary Employment, Fundraising, and Ethics Training. The Department of Permitting, Inspections and Enforcement has requested Ethics Trainings for their entire staff. In addition, OEA has set up meetings with new Councilmembers regarding the collection of Financial Disclosure Statements and Secondary Employment for staff.

The Executive Director informed the Board of OEA budget meetings and its budget request for three (3) positions, case management system, financial disclosure statements electronic system, and new Ethics Training materials. The Board voted 3-0 to forward a letter of support for OEA's budget request to the County Executive and County Council. The Board was updated on the status of legislative amendments required pursuant to State Ethics Law changes.

The Board was provided the ethics advice tables for January, 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 5:26 pm, a motion was made by Board Chair Cassandra Burckhalter and seconded by Board Member Curtis Eugene 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)

Curtis Eugene, Board Member (teleconference)

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

CLOSED SESSION

Advisory Opinion 19-0148e

The Board was advised of a County Official's request for a formal opinion regarding a Conflict of Interest. The Board voted to approve the Advisory Opinion with a vote 3-0.

Investigation 18-0327e

The Board was updated regarding an investigation involving Misuse of Prestige of Office and Conflict of Interest related to allegations of the hiring family members and friends by County employees.

The Board was provided written updates on pending cases.

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 5:43 pm.