

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

Board Meeting Minutes

April 8, 2022

Present: Cassandra Burckhalter, Board Chair (Microsoft Teams)
Charlene Gallion, Board Member (Microsoft Teams)
Melanie Barr-Brooks, Board Member (Microsoft Teams)
Sharon Theodore-Lewis, Board Member (Microsoft Teams)

Robin Barnes-Shell, Esq., Executive Director (Microsoft Teams)
Bamidele Alexander, Legal Counsel (Microsoft Teams)
Roslyn Walker, Compliance Officer (Microsoft Teams)
Chelinda Bullock, Administrative Aide (Microsoft Teams)
Lamont Judd, Investigator (Microsoft Teams)
Jasmine Carter, Compliance Analyst (Microsoft Teams)

Next meeting: May 13, 2022
9201 Basil Court, Suite 155
Largo, Maryland 20774

OPEN SESSION

I. OPENING OF MEETING

The Board Chair, Cassandra Burckhalter, opened the meeting at approximately 5:00 pm and welcomed all in attendance. There was a quorum present with four (4) Board Members. The meeting was held via Microsoft Teams.

II. GENERAL BUSINESS AND ADMINISTRATIVE MATTERS

The four (4) Board of Ethics (Board) Members in attendance approved the agenda, by a vote of 4-0.

The four (4) Board of Ethics (Board) Members in attendance approved the Meeting Minutes for March 11, 2022, by a vote of 4-0, with one edit noted.

III. BOARD CHAIR REPORT

The Board Chair informed Board Members that the Office of Ethics Accountability (OEA) will be conducting a virtual Mandatory Ethics Training for the board members at the May 13, 2022 board meeting.

IV. EXECUTIVE DIRECTOR REPORT

The Executive Director informed the Board of the following Office of Ethics and Accountability compliance activities: the 2022 lobbyists registration compliance period began on January 1, 2022; for Calendar Year 2021, there were sixty-two (62) registered lobbyists, two hundred forty-two (242) lobbyist reports under one hundred thirty-six (136) unique lobbyist employers; there are forty-five (45) registered lobbyists in Calendar Year 2022. To date, two hundred ninety-four (294) designated filers submitted Financial Disclosure Statements. There are a remaining six hundred three (603) Financial Disclosure Statements due by the April 30, 2022 filing deadline for all designated filers.

The Executive Director informed the Board that the Office of Human Resources Management (OHRM) conducted a mandatory online ethics training with one hundred three (103) employees and launched an ethics training campaign for all employees between November 15, 2021 and January 31, 2022 (which was extended from December 15, 2021).

The Executive Director informed the Board of her intention to transfer to another position in the County government at the end of her term.

The Board was provided the ethics advice table for March 2022, which summarized the informal ethics advice, information requests and legal advice provided by the Office of Ethics and Accountability.

The Board was provided with a case status report and updates on pending cases.

V. READING OF WRITTEN STATEMENT FOR CLOSING MEETING UNDER THE OPEN MEETING ACT

At 5:09 pm, a motion was made by Board Chair Cassandra Burckhalter and seconded by Board Member Charlene Gallion 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. This meeting was closed under General Provisions Art. § 3-305(b) for the following reasons: (A) To protect the privacy or reputation of individuals concerning a matter not related to public business; (B) To consult with counsel to obtain legal advice; (C) To conduct or discuss an investigative proceeding on actual or possible criminal conduct. Those in attendance were as follows:

Cassandra Burckhalter, Board Chair (Microsoft Teams)

Charlene Gallion, Board Member (Microsoft Teams)
Melanie Barr-Brooks, Board Member (Microsoft Teams)
Sharon Theodore-Lewis, Board Member (Microsoft Teams)

Robin Barnes-Shell, Esq., Executive Director (Microsoft Teams)
Bamidele Alexander, Legal Counsel (Microsoft Teams)
Roslyn Walker, Compliance Officer (Microsoft Teams)
Lamont Judd, Investigator (Microsoft Teams) (Microsoft Teams)
Chelinda Bullock, Administrative Aide (Microsoft Teams)
Jasmine Carter, Compliance Analyst (Microsoft Teams)

CLOSED SESSION

Advisory Opinion 22-0360e

The Board was provided an update regarding post-employment of a former Prince George's County employee.

Investigation 22-0340e

The Board was provided a report with recommendations on an investigation involving a lobbyist's failure to register. The Board voted 4-0, there were insufficient facts upon which to base a determination of a violation and dismissed the complaint.

Investigation 22-0093e

The Board was provided an update regarding an investigation involving allegations of Use of Resources and Secondary Employment related to a County employee. The Board voted 4-0, to grant a thirty (30) day extension to allow the agency adequate time to institute appropriate measures to respond to the identified ethics violations.

At the conclusion of all business, a motion was made to adjourn the meeting at 5:28pm. The motion was approved 4-0.