



# THE PRINCE GEORGE'S COUNTY GOVERNMENT BOARD OF ETHICS

Angela D. Alsobrooks  
County Executive

Todd M. Turner  
Executive Director

Cassandra Burckhalter, Chair  
Charlene Gallion, Member  
Melanie Barr-Brooks, Member  
Mickey Milton, Member  
Sharon Theodore-Lewis, Member

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

### Board Meeting Minutes November 15, 2023

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

Todd M. Turner, Executive Director (Microsoft Teams)  
Roslyn Walker, Compliance Officer (Microsoft Teams)  
Garry Bourke, Investigator (Microsoft Teams)  
Chelinda Bullock, Administrative Aide (Microsoft Teams)  
Kathleen Ibeh, Compliance Analyst (Microsoft Teams)

*Next meeting:* Wednesday, January 10, 2023 (Virtual)  
9201 Basil Court, Suite 155  
Largo, Maryland 20774

## OPEN SESSION

### I. OPENING OF MEETING

The Board Chair, Cassandra Burckhalter, opened the Board of Ethics ("Board") meeting at approximately 5:01 pm and welcomed all in attendance. There was a quorum present with five (5) Board of Ethics Members ("Board Members"). The meeting was held virtually using Microsoft Teams.

## **II. GENERAL BUSINESS AND ADMINISTRATIVE MATTERS**

The five (5) Board Members in attendance virtually approved the agenda, by a vote of 5-0.

The four (4) Board Members in attendance approved the Meeting Minutes for October 11, 2023, by a vote of 4-0, with one (1) abstain.

## **III. BOARD CHAIR REPORT**

The Board Chair thanked the Board for their due diligence in their participation on the Board.

## **IV. EXECUTIVE DIRECTOR REPORT**

The Executive Director informed the Board of the following Office of Ethics and Accountability (OEA) compliance activities:

- OEA continues to review filers and non-filers, access late fees, and settlement agreements for Financial Disclosures Statements (FDS)
- OEA continues to review FDS waiver requests
- OEA continues to conduct scheduled audits for E, H, & J for Secondary Employment
- OEA will start Annual Report notifications in the month of November, 2023
- All updated lobbyists registrations were posted to OEA's website and provided to Executive/Legislative Branch

The Executive Director informed the Board of the following items:

- OEA coordinated with the Office of Human Resource Management (OHRM) and Chief Administrative Office (CAO) on a Political Activity mandatory training online for over 5800 County employees with a 90% completion
- OEA provided a training on the appointment process to the Police Accountability Board and the Administrative Charging Committee
- OEA informed the Board the Executive Director attended two (2) events related to ethics topics in Maryland and Washington, DC
- OEA is coordinating with OHRM on an Annual Compliance Training for County employees in 2024
- OEA provided an Ethics Training to the Commission of Women
- OEA is coordinating with the Police Department on Secondary Employment regulations for civilian employees
- OEA will be drafting legislation related to Bi-County Board and Commissions FDS filings requirements
- OEA is coordinating with the Office of Law (OOL) to update the Executive Order regarding FDS required filers

- OEA will continue to coordinate with the Office of Community Relations (OCR) in attending community events
- OEA attended Food and Friends for a Community Service Day in November, 2023
- OEA informed the Board the office refresh is hasn't been completed
- OEA recognized one (1) Board Member and one (1) staff member birthdays
- OEA informed the Board the office is fully staffed

Finally, the Board was provided the Ethics Advice table for October 2023, which summarized the informal ethics advice, information requests and legal advice provided by OEA. Also, 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 MEETINGS ACT**

At 5:31 pm, a motion was made by Board Chair Burckhalter and seconded by Board Member Melanie Barr-Brooks 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 Board Chair Burckhalter.

The motion was approved by a vote of 5-0. 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. Those in attendance were as follows:

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

Todd M. Turner, Executive Director (Microsoft Teams)  
 Roslyn Walker, Compliance Officer (Microsoft Teams)  
 Garry Bourke, Investigator (Microsoft Teams)  
 Chelinda Bullock, Administrative Aide (Microsoft Teams)  
 Kathleen Ibeh, Compliance Analyst (Microsoft Teams)

## **VI. CLOSED SESSION**

The Board was informed there were no lobbying updates to review.

The Board was informed there were no Advisory Opinions to review.

**FDS Settlement Agreements and Orders 24-0134**

The Board voted to accept the settlement agreement and order.

**FDS Settlement Agreements and Orders 24-0135**

The Board voted to accept the settlement agreement and order.

**FDS Settlement Agreements and Orders 24-0136**

The Board voted to accept the settlement agreement and order.

**FDS Settlement Agreements and Orders 24-0137**

The Board voted to accept the settlement agreement and order.

**FDS Settlement Agreements and Orders 24-0138**

The Board voted to accept the settlement agreement and order.

**FDS Settlement Agreements and Orders 24-0139**

The Board voted to accept the settlement agreement and order.

The Board was informed OEA will provide additional settlement agreements and orders at the next Board Meeting.

**FDS Filing and Waiver Request 24-0126**

The Board was informed the County employee filed FDS and paid fine.

**FDS Filing and Waiver Request 24-0127**

The Board was informed the County employee is on extended sick leave and unable to file their FDS.

**FDS Filing and Waiver Request 24-0128**

The Board was informed the County employee did not file their FDS by the deadline and requested a waiver of fees. The Board vote 4-0, and one (1) abstain, to pay the fine, of \$250.00.

**FDS Filing and Waiver Request 24-0116**

The Board was informed the County employee did not file their FDS by the deadline and requested a waiver of fees. The Board vote 5-0, to decrease the fee(s) and to pay the fine, of \$125.00.

**FDS Filing and Waiver Request 24-0129**

The Board was informed the County employee did not file their FDS by the deadline and requested a waiver of fees. The Board vote 5-0, to decrease the fee(s) and to pay the fine, of \$125.00.

**FDS Filing and Waiver Request 24-0130**

The Board was informed the County employee did not file their FDS by the deadline and did not request a waiver of fees. The Board vote 4-0, and one (1) opposed, to pay the fine, of \$250.00.

**Investigation 23-247e**

The Board was provided a report with recommendations on an investigation involving allegations of a Conflict of Interest related to a County employee holding multiple positions in the County. The Board voted 5-0 to defer this matter until the January 2024 meeting for OEA to research and provide additional information.

**Investigation 24-072e**

The Board was provided a report with recommendations on an investigation involving allegations of Use of County Resources related to a County employee using County equipment for personal use. The Board voted, there are insufficient facts upon which to base a determination of a violation and dismiss the complaint.

**Investigation 23-015e**

The Board was informed that the Agency provided a response to the recommendations in this investigation involving allegations of a Conflict of Interest of a County employee hiring a family member.

At the conclusion of all business, a motion was made to adjourn the meeting at 7:48 pm. The motion was approved 5-0.

The next meeting of the Board will be Wednesday, January 10, 2024 at 5:00 pm.