

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

Board Meeting Minutes

October 8, 2021

Present: Cassandra Burckhalter, Board Chair (Microsoft Teams)
Charlene Gallion, Board Member (Microsoft Teams)
Melanie Barr-Brooks, 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)
Jasmine Carter, Compliance Analyst (Microsoft Teams)

Rose Greene Colby, Parks and Recreation Advisory Board
(Microsoft Teams)

Next meeting: November 12, 2021
9201 Basil Court, Suite 155
Largo, Maryland 20774

OPEN SESSION

I. OPENING OF MEETING

The Board Chair, Cassandra Burckhalter, opened the meeting at approximately 5:01 pm and welcomed all in attendance. There was a quorum present with three (3) Board Members. The meeting was held via Microsoft Teams.

II. APPROVAL OF MEETING MINUTES

The three (3) Board of Ethics (Board) Members in attendance approved the Meeting Minutes for September 10, 2021, by a vote of 3-0. The Board Members moved to table the September 23, 2021, meeting minutes with one edit noted because lack of majority of Board Members in attendance at the September 23rd meeting were available to vote.

III. BOARD CHAIR REPORT

The Board Chair acknowledged the Office of Ethics and Accountability staff for their productivity.

IV. EXECUTIVE DIRECTOR REPORT

The Executive Director informed the Board of the following Office of Ethics and Accountability compliance activities: to date, for Calendar Year 2021, there were fifty-three (53) active registered lobbyists representing one hundred six (106) employers under two hundred five (205) registrations; for Calendar Year 2021, two (2) termination notices and one (1) annual report were submitted. Approximately for Calendar Year 2020 six (6) designated Financial Disclosure Statement (FDS) filers have not submitted and thirteen (13) delinquent filers have submitted their FDS without remitting late fees, three (3) of which are requesting late fee waivers. Nineteen (19) late fee payments remain outstanding and thirty-four (34) delinquent filers have remitted late fees.

The Executive Director informed the Board the Office of Ethics and Accountability has an upcoming ethics training scheduled with the Commission for Individuals with Disabilities. The Office of Human Resources Management (OHRM) conducted a mandatory ethics training campaign and reported sixty-four (64) eLearning training participants; and will be hosting a mandatory training campaign for County employees.

The Executive Director informed the Board that the State Ethics Commission approved the County's proposed amendments to the Ethics Code at its meeting on September 22, 2021; she also informed the Board that the County will need to meet with the Board regarding any proposed Board regulations to implement the proposed Code amendment. This will be the first time the Board will issue regulations so Legal Counsel will provide further guidance at the next Board meeting.

The Board was provided the ethics advice table for September, 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 5:20 pm, a motion was made by Board Member Cassandra 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 the Board Chair Cassandra Burckhalter. The motion was approved by a vote of 3-0. 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)

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)
Jasmine Carter, Compliance Analyst (Microsoft Teams)

Rose Greene Colby, Parks and Recreation Advisory Board (Microsoft Teams)

CLOSED SESSION

Advisory Opinion 22-0018

The Board was provided an update of the redacted Advisory Opinion posted to the Office of Ethics and Accountability website page.

Investigation 21-0395

The Board was provided an update on compliance with the Findings of Fact, Conclusion and Order from the Board of Ethics hearing involving a County official. By a vote of 3-0, the Board authorized the Office of the Ethics and Accountability to issue correspondence to the respondent accordingly.

Advisory Opinion 21-0369

The Board was provided an update regarding compliance with an Advisory Opinion related to Secondary Employment involving a County employee. The Board authorized the Office of Ethics and Accountability to coordinate with the Board Chair to notify the respondent accordingly.

Advisory Opinion 22-0056

The Board was notified of the status of a board appointment by a County employee to the Board of Trustees for the Community College and correspondence with the State of Maryland Appointments Office requesting a review of the appointment.

Financial Disclosure Statement (FDS) Fee Waivers 22-0072

The Board was provided a request to waive a FDS late fee for a Board and Commission Member. The Board voted 3-0 to reduce the fee.

Financial Disclosure Statement (FDS) Fee Waivers 22-0078

The Board was provided a request to waive a FDS late fee for a Board and Commission Member. The Board voted 3-0 to reduce the fee.

Financial Disclosure Statement Board Removals

The Board was provided an update on the notification to the County Executive's Office of the Board's recommendation for the removal of two (2) Board and Commission Members due to noncompliance of filing their Financial Disclosure Statements.

At the conclusion of all business, a motion was made to adjourn the meeting at 7:02 pm.
The motion was approved 3-0.