



# 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  
Mickei Milton, Member  
Sharon Theodore-Lewis, Member

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

### Board Meeting Minutes January 10, 2024

*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)

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)

*Absent:* Mickei Milton, Board Member

*Next meeting:* Wednesday, February 21, 2024 (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 5:00 pm and welcomed all in attendance. There was a quorum present with four (4) Board of Ethics Members ("Board Members"). The meeting was held virtually using Microsoft Teams.

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

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

The four (4) Board Members in attendance approved the Meeting Minutes for November 15, 2023, by a vote of 4-0, with edits.

## **III. BOARD CHAIR REPORT**

The Board Chair requested to change the next Board Meeting to Wednesday, February 21, 2024. The four (4) Board Members in attendance approved to change the date, by a vote of 4-0.

## **IV. ELECTION OF BOARD CHAIR**

Sharon Theodore-Lewis, Board Member, nominated Cassandra Burckhalter as Board Chair for 2024. The four (4) Board Members in attendance, elected Cassandra Burckhalter as Board Chair, by a vote of 4-0.

## **V. EXECUTIVE DIRECTOR REPORT**

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

- OEA has completed the 2022 Financial Disclosure Statements (FDS) submittal process.
- OEA sent notifications to Agency/Board and Commissions to update 2023 spreadsheet for designated FDS filers.
- OEA continues to conduct scheduled audits for FDS Schedules E, H, & J for Secondary Employment compliance.
- OEA continues to complete the Annual Report for 2023 registered Lobbyists, due by January 31, 2024.
- All updated lobbyists registrations were posted to OEA's website and provided to Executive/Legislative Branch(s).

The Executive Director informed the Board of the following items:

- OEA is coordinating with the Office of Law (OOL) to provide a training on FDS and Secondary Employment processes to the Police Accountability Board and the Administrative Charging Committee.
- OEA informed the Board the Executive Director will be conducting a virtual training for the Maryland Municipal League (MML) on Solicitation of Gifts on January 16<sup>th</sup>.
- OEA is coordinating with the Office of Human Resources Management (OHRM) to provide the Annual Compliance Training to Agency/Board and Commissions using the County's NEOGov System for 2024.

- Legal Counsel provided update on the Secondary Employment regulations for police officers in the County Police Department and reviewed the public participation process.
- OEA drafted and submitted legislation to the Executive branch related to Bi-County Board and Commissions FDS filing requirements for consideration in the 2024 Maryland General Assembly session (per the 2023 Annual Report).
- OEA is coordinating with the Office of Law (OOL) to update the Executive Order No. 13-2014 regarding additional FDS required filers.
- OEA will continue to coordinate with the Office of Community Relations (OCR) in attending community events, with a potential letter and brochure mailed to civic organizations related to role of BOE/OEA.
- Executive Director thanked the OEA Team for attending Food and Friends for a Community Service Day in November 2023.
- OEA informed the Board the office refresh is continuing and still working with Office of Central Services to complete.
- OEA will continue to send out Public Service Announcements (PSA) to all County employees/officials; the last one sent in January was related to Separation/Post Employment restriction.
- Executive Director recognized two (2) staff members birthdays.

Finally, the Board was provided the Ethics Advice table for November and December 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.

## **VI. READING OF WRITTEN STATEMENT FOR CLOSING MEETING UNDER THE OPEN MEETINGS ACT**

At 5:43 pm, a motion was made by Board Chair Burckhalter and seconded by Board Member Sharon Theodore-Lewis 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 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. 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)

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)

## **VII. CLOSED SESSION**

The Board was informed of two (2) Lobbying Annual Reports that were filed with no registrations submitted, with potential fines to occur.

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

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

The Board was informed that a County employee did not file their FDS by the deadline, had requested a late fee waiver, the Board granted partial waiver and employee paid the fee of \$125.00.

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

The Board was informed that a County employee did not file their FDS by the deadline, had requested a waiver of late fee, the Board denied request, and employee requested appeal of the late fee denial. Board was informed that appeal was withdrawn and employee paid the fee of \$250.00.

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

The Board was informed that a County employee did not file their FDS by the deadline, the Board granted partial waiver and the late fee of \$125.00 is still outstanding. The County employee has thirty (30) days to make payment or appeal the cost of the fee.

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

The Board was informed that a County employee did not file their FDS by the deadline, the Board concurred with OEA recommendation and the late fee of \$250.00 is still outstanding. The County employee has thirty (30) days to make payment or appeal the cost of the fee.

### **Investigation 23-247e (Continued from November 2023 meeting)**

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 4-0, there is a reasonable basis to believe a violation of the Prince George's County Code of Ethics has occurred. The Board will reserve taking further action for thirty (30) days to allow the agency to respond to the identified ethics violation.

At the conclusion of all business, a motion was made to adjourn the meeting at 6:57 pm. The motion was approved 4-0. The next meeting of the Board will be Wednesday, February 21, 2024 at 5:00 pm.