

Office of Ethics and Accountability - Fiscal Year 2022 Budget Review Summary

Proposed FY 2022 Operating Budget

Expenditures by Fund Type

Fund	FY 2020 Actual	FY 2021 Approved	FY 2021 Estimated	FY 2022 Proposed	\$ Change	% Change
General Fund	\$ 855,735	\$ 904,500	\$ 931,500	\$ 936,000	\$ 31,500	3.5%
Total	\$ 855,735	\$ 904,500	\$ 931,500	\$ 936,000	\$ 31,500	3.5%

Authorized Staffing - All Classifications

Fund	FY 2021 Approved	FY 2022 Proposed	Change	% Change
General Fund	6	6	0	0.0%
Total	6	6	0	0.0%

FY 2022 Proposed Budget – Key Highlights

- The FY 2022 Proposed Budget for the Office of Ethics and Accountability is \$936,000. This is an increase of \$31,500, or 3.5%, above the FY 2021 Approved Budget.
- General Funds are provided for six (6) full-time positions – an Executive Director, Attorney, Investigator, Administrative Aide, Administrative Specialist, and a Quality Assurance Analyst. FY 2022 proposed staffing remains unchanged compared to FY 2021.
- FY 2022 fringe benefit expenditures are proposed to increase by \$8,500, or 4.8%, as a result of an increase in compensation and a change in the fringe benefit rate.
- FY 2022 operating expenses are proposed at \$109,900, with the only increase between the FY 2022 Proposed Budget and the FY 2021 Approved Budget in Office Automation (\$8,100 increase) and the only decreases in Mileage Reimbursement (\$4,500), Training (\$3,100), and Membership Fees (\$500).
- The Office of Ethics and Accountability made 39 recommendations to executive leadership to promote a culture of integrity and efficiency public trust. That is a 70% increase in recommendations compared to 23 recommendations in FY 2020.
- The Office of Ethics and Accountability processed approximately 1,200 Financial Disclosure Statements and processed over 500 requests for ethics advice, information provision or review, investigations and financial disclosure fee waivers.

Expenditures by Category

Category (General Fund)	FY 2021 Approved	FY 2021 Estimated	FY 2022 Proposed	Change Amount	% Change
Compensation	\$ 617,400	\$ 641,300	\$ 640,400	\$ 23,000	3.7%
Fringe Benefits	177,200	182,300	185,700	\$ 8,500	4.8%
Operating Expenses	109,900	107,900	109,900	\$ -	0.0%
Total	\$ 904,500	\$ 931,500	\$ 936,000	\$ 31,500	3.5%



THE PRINCE GEORGE'S COUNTY GOVERNMENT
Office of Audits and Investigations

April 22, 2021

MEMORANDUM

TO: Calvin S. Hawkins, II, Chair
 Committee of the Whole (COW)

THRU: David H. Van Dyke, County Auditor *DHV*
 Turkessa M. Green, Deputy County Auditor *TMG*

FROM: Isabel Williams, Policy Analyst *IW*

RE: Office of Ethics and Accountability
 Fiscal Year 2022 Budget Review

Budget Overview

The FY 2022 Proposed Budget for the Office of Ethics and Accountability is \$936,000. This is an increase of \$31,500, or 3.5%, above the FY 2021 Approved Budget. The increase is largely due to an increase in compensation.

Budget Comparison - General Fund

Approved Fiscal Year 2021 to Proposed Fiscal Year 2022

Category	FY 2020 Actual	FY 2021 Approved	FY 2021 Estimated	% Change - Est vs App	FY 2022 Proposed	\$ Change	% Change
Compensation	\$ 601,456	\$ 617,400	\$ 641,300	3.9%	\$ 640,400	\$ 23,000	3.7%
Fringe Benefits	173,684	177,200	182,300	2.9%	185,700	8,500	4.8%
Operating Expenses	80,595	109,900	107,900	-1.8%	109,900	-	0.0%
Total	\$ 855,735	\$ 904,500	\$ 931,500	3.0%	\$ 936,000	\$ 31,500	3.5%

Authorized Staffing Count - General Fund

	FY 2021 Approved	FY 2022 Proposed	Change Amount	Percentage Change
Full-Time	6	6	0	0.0%
Total	6	6	0	0.0%

COVID-19 IMPACT & RESPONSE

- COVID-19 associated costs include funds allocated for the purchase of personal protective equipment (PPE). Funds were reallocated from office supplies, and reallocation is likely to continue.
- The change to remote work has limited the Office’s ability to retrieve documents and conduct investigations.
- The Office has transitioned all in-person training to virtual.

Staffing Changes and Compensation

- General Funds are provided for six (6) full-time positions – an Executive Director, Attorney, Investigator, Administrative Aide, Administrative Specialist, and a Quality Assurance Analyst. FY 2022 proposed staffing remains unchanged compared to FY 2021.
- As of March 15, 2021, the Office reported that all of its positions were filled, and that it had no vacancies in FY 2021.
- Since there were no retirements or resignations, there was no attrition in FY 2021.

Fringe Benefits

- FY 2022 fringe benefit expenditures are proposed to increase by \$8,500, or 4.8%, as a result of an increase in compensation and a change in the fringe benefit rate.
- A five-year trend analysis of fringe benefit expenditures is included below.

Fringe Benefits Historical Trend					
	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
	Actual	Actual	Actual	Estimated	Proposed
Fringe Benefit Expenditures	\$ 144,463	\$ 150,524	\$ 173,684	\$ 182,300	\$ 185,700
As a % of Compensation	27.2%	27.7%	28.9%	28.4%	29.0%

Operating Expenses

- FY 2022 operating expenses are proposed at \$109,900 and are comprised of the following major items:
 - Office Automation \$54,000
 - General & Administrative Contracts 34,900
 - General Office Supplies 8,000
 - Training 6,900
- Overall, operating expenses will remain unchanged from the approved FY 2021 level. The accompanying table compares the FY 2022 Proposed Budget operating expenditures with the FY 2021 Approved Budget operating expenditures. In one (1) category, the FY 2022 Proposed Budget increases planned spending over the FY 2021 level. In three (3) of the categories, the FY 2022 Proposed Budget reduces planned spending from the FY 2021 budget. In seven (7) of the categories, the FY 2022 Proposed Budget level remains unchanged compared to the FY 2021 approved level.

Operating Objects	FY 2021 Budget	FY 2022 Proposed	FY 2021 - FY 2022	
			\$ Change	% Change
Office Automation	\$ 45,900	\$ 54,000	\$ 8,100	17.6%
Postage	200	200	-	0.0%
Advertising	200	200	-	0.0%
Printing	400	400	-	0.0%
Cable	600	600	-	0.0%
Telephone	2,900	2,900	-	0.0%
General & Administrative Contracts	34,900	34,900	-	0.0%
General Office Supplies	8,000	8,000	-	0.0%
Membership Fees	1,500	1,000	(500)	-33.3%
Training	10,000	6,900	(3,100)	-31.0%
Mileage Reimbursement	5,300	800	(4,500)	-84.9%
TOTAL	\$ 109,900	\$ 109,900	\$ -	0.0%

- The only increase between the FY 2022 Proposed Budget and the FY 2021 Approved Budget is in Office Automation (\$8,100 increase) due to an increase in technology cost allocation charges.
- The decreases are in Mileage Reimbursement (\$4,500), Training (\$3,100), and Membership Fees (\$500).

Highlights

- The Office of Ethics and Accountability provides enforcement of the Prince George’s County Code of Ethics, to ensure the ethical conduct of individuals who serve in County Government.
- Core services of the Office include administering public ethics laws, providing ethics training and advice to County employees, reviewing financial disclosure and lobbying records, investigating alleged ethical violations, providing administrative support to the County’s Board of Ethics, and providing analysis and recommendations to the Executive and Legislative Branches.
- In FY 2021, the Office conducted virtual ethics training sessions, continued to meet its objective of providing global ethics education to officials and employees, and developed compliance reporting and procedures for the County’s mandated ethics training.
- The Board of Ethics is a five-member board established to administer the County’s Code of Ethics. Members of the Board are appointed by the County Executive and confirmed by the Council. The current Board members are as follows:
 - Cassandra Burckhalter, Chair
 - Melanie Barr, Esq., Member
 - Curtis Eugene, Member
 - Sharon I. Theodore-Lewis, Esq., Member
 - Charlene Gallion, Member

- In FY 2021 the Office of Ethics and Accountability made 39 recommendations to executive leadership to promote a culture of integrity and efficiency public trust. That is a 70% increase in recommendations compared to 23 recommendations in FY 2020.
- The Office reported the following key accomplishments for FY 2021:
 - Processed approximately 1,200 Financial Disclosure Statements filed for the 2020 calendar year.
 - Processed approximately 500 requests for ethics advice, information provision or review, investigations and financial disclosure fee waivers.
- The Office reports its top priority for FY 2022 is to continue to sustain and effectively administer the County's electronic filing/case management system. This system allows County residents, County government employees, and elected/appointed officials 24/7/365 access to online filing of complaints and required financial disclosure statements, as well as access to lobbyist registrations and annual reports. The system also allows the Office to efficiently investigate all complaints in accordance with applicable laws to ensure timely responses, analysis, reporting and recommendations to management.
- Other goals for FY 2022, as reported by the Office, include:
 - To provide comprehensive intake, processing, investigation, management, adjudication, analysis, reporting of allegations of waste, fraud, abuse and illegal acts in County government and make necessary recommendations to executive and legislative officials to promote efficiency and accountability.
 - To encourage employees and officials to disclose outside business and monetary interests; and
 - To ensure entities and individuals that interact with the County government through lobbying activities are registered and are reporting their lobbying activities in accordance with the County's Code of Ethics.