

Office of Ethics and Accountability - Fiscal Year 2023 Budget Review Summary

Proposed FY 2023 Operating Budget

Expenditures by Fund Type							
Fund	FY 2021 Actual	FY 2022 Approved	FY 2022 Estimated	FY 2023 Proposed	\$ Change	% Change	
General Fund	\$ 937,199	\$ 936,000	\$ 956,600	\$ 1,025,100	\$ 89,100	9.5%	
Total	\$ 937,199	\$ 936,000	\$ 956,600	\$ 1,025,100	\$ 89,100	9.5%	

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 2023 Proposed Budget – Key Highlights

- The FY 2023 Proposed Budget for the Office of Ethics and Accountability is \$1,025,100. This is an increase of \$89,100, or 9.5%, above the FY 2022 Approved Budget.
- General Funds are provided for six (6) full-time positions – an Executive Director, Attorney, Investigator, Administrative Aide, Administrative Specialist, and a Compliance Specialist. FY 2023 proposed staffing remains unchanged compared to FY 2022.
- FY 2023 fringe benefit expenditures are proposed to increase by \$43,900, or 23.6%, as a result of an increase in compensation and a change in the fringe benefit rate.
- FY 2023 operating expenses are proposed at \$110,200, with the only increase between the FY 2023 Proposed Budget and the FY 2022 Approved Budget in Office Automation (\$3,300 increase) and the only decreases in Training and Travel (\$3,000).
- The Office of Ethics and Accountability made 33 recommendations to executive leadership to promote a culture of integrity and efficiency public trust. That is a 10% increase in recommendations compared to 30 recommendations in FY 2021.
- The Office of Ethics and Accountability processed approximately 1,000 Financial Disclosure Statements and processed nearly 460 requests for ethics advice, information provision or review, investigations and financial disclosure fee waivers.

Expenditures by Category

Category (General Fund)	FY 2022 Approved	FY 2022 Estimated	FY 2023 Proposed	Change Amount	% Change
Compensation	\$ 640,400	\$ 645,300	\$ 685,300	\$ 44,900	7.0%
Fringe Benefits	185,700	207,200	229,600	\$ 43,900	23.6%
Operating Expenses	109,900	104,100	110,200	\$ 300	0.3%
Total	\$ 936,000	\$ 956,600	\$ 1,025,100	\$ 89,100	9.5%



THE PRINCE GEORGE'S COUNTY GOVERNMENT

Office of Audits and Investigations

April 14, 2022

MEMORANDUM

TO: Edward P. Burroughs, III, Chair
Government Operations & Fiscal Policy Committee (GOFP)

THRU: Turkessa M. Green, County Auditor *JMG*

FROM: Alex Hirtle, Budget and Policy Analyst *AH*

RE: Office of Ethics and Accountability
Fiscal Year 2023 Budget Review

Budget Overview

The FY 2023 Proposed Budget for the Office of Ethics and Accountability is \$1,025,100. This is an increase of \$89,100, or 9.5%, above the FY 2022 Approved Budget. The increase is largely due to an increase in compensation and fringe benefits.

Budget Comparison - General Fund

Approved Fiscal Year 2022 to Proposed Fiscal Year 2023

Category	FY 2021 Actual	FY 2022 Approved	FY 2022 Estimated	% Change - Est vs App	FY 2023 Proposed	\$ Change	% Change
Compensation	\$ 645,707	\$ 640,400	\$ 645,300	0.8%	\$ 685,300	\$ 44,900	7.0%
Fringe Benefits	198,284	185,700	207,200	11.6%	229,600	43,900	23.6%
Operating Expenses	93,208	109,900	104,100	-5.3%	110,200	300	0.3%
Total	\$ 937,199	\$ 936,000	\$ 956,600	2.2%	\$ 1,025,100	\$ 89,100	9.5%

Authorized Staffing Count - General Fund

	FY 2022 Approved	FY 2023 Proposed	Change Amount	Percentage Change
Full-Time	6	6	0	0.0%
Total	6	6	0	0.0%

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 Compliance Specialist. FY 2023 proposed staffing remains unchanged compared to FY 2022.
- As of March 24, 2022, the Office reported that all of its positions were filled, and that it had no vacancies in FY 2022.
- Since there were no retirements or resignations, there was no attrition in FY 2022.

Fringe Benefits

- FY 2023 fringe benefit expenditures are proposed to increase by \$43,900, or 23.6%, 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 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Proposed
Fringe Benefit Expenditures	\$ 150,524	\$ 173,684	\$ 198,284	\$ 207,200	\$ 229,600
As a % of Compensation	27.7%	28.9%	30.7%	32.1%	33.5%

Operating Expenses

- FY 2023 operating expenses are proposed at \$110,200 and are comprised of the following major items:
 - Office Automation \$57,300
 - General & Administrative Contracts 34,900
 - General Office Supplies 8,000
 - Training 3,900
- Overall, operating expenses will increase \$300 from the approved FY 2022 level. The accompanying table compares the FY 2023 Proposed Budget operating expenditures with the FY 2022 Approved Budget operating expenditures. In one (1) category, the FY 2023 Proposed Budget increases planned spending over the FY 2022 level. In one (1) of the categories, the FY 2023 Proposed Budget reduces planned spending from the FY 2022 budget. In nine (9) of the categories, the FY 2023 Proposed Budget level remains unchanged compared to the FY 2022 approved level.

Operating Objects	FY 2022 Budget	FY 2023 Proposed	FY 2022 - FY 2023	
			\$ Change	% Change
Office Automation	\$ 54,000	\$ 57,300	\$ 3,300	6.1%
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	1,000	1,000	-	0.0%
Training	6,900	3,900	(3,000)	-43.5%
Mileage Reimbursement	800	800	-	0.0%
TOTAL	\$ 109,900	\$ 110,200	\$ 300	0.3%

- The only increase between the FY 2023 Proposed Budget and the FY 2022 Approved Budget is in Office Automation (\$3,300 increase) due to an increase in technology cost allocation charges.
- The only category that is decreasing for FY 2023 is Training (\$3,000).

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 2022, the Office conducted virtual and online ethics training sessions, and continued to meet its objective of providing global ethics education to officials and employees. Compliance reporting and procedures for the County's mandated ethics training has remained online.
- 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 2022 the Office of Ethics and Accountability made 33 recommendations to executive leadership to promote a culture of integrity, efficiency, and public trust. That is a 10% increase in recommendations compared to 30 recommendations in FY 2021.

- The Office reported the following key accomplishments for FY 2022:
 - Processed approximately 1,000 Financial Disclosure Statements filed for the 2021 calendar year.
 - Processed approximately 460 requests for ethics advice, information provision or review, investigations, and financial disclosure fee waivers.
- The Office reports its top priority for FY 2023 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 2023, as reported by the Office, include:
 - To provide comprehensive intake, processing, investigation, management, adjudication, analysis, and 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.
- In response to the pandemic, OEA has maintained electronic files and have developed additional processes, incorporating teleworking via a hybrid work mode. The Office has been able to incorporate virtual/online training to continue to ensure compliance.
- The Office has cross-trained staff to handle additional functions when other staff are not available due to emergency illness. However, with such a small agency, not all work can be absorbed and sustained on a long-term basis.