



KELLY MADIGAN  
*Inspector General*

STEVE QUISENBERRY  
*Deputy Inspector General*

## Office of the Inspector General

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March 9, 2022

Julian Jones, Chair  
Baltimore County Council  
400 Washington Avenue  
Towson, Maryland 21204

Stacy L. Rodgers  
County Administrative Officer  
400 Washington Avenue  
Towson, Maryland 21204

Re: OIG External Report 22-008

The mission of the Office of the Inspector General (“the Office”) is to provide increased accountability and oversight in the operations of the Baltimore County government (“the County”) by identifying fraud, abuse, and illegal acts, while also striving to find ways to promote efficiency, accountability, and integrity.

In late December 2021, the Office received a complaint that a member of County Council (“the Councilmember”) had been sending campaign-related emails from a Baltimore County email address. Specifically, the Councilmember was sending constituent newsletters from their County Council email address that contained a button at the bottom with the word “Donate” that when selected, took the email recipient to a webpage that was soliciting funds for the Councilmember’s political campaign. In response to the complaint, the Office initiated an investigation. The investigation consisted of interviews, including an interview of the Councilmember, and a review of County emails and applicable policies and laws.

### I. Applicable Sections of the Personnel Manual

Listed below are the sections from the Baltimore County Personnel Manual that are applicable to this complaint:

### **Section 1.10.1 - Electronic Communications Sent or Received by Employees**

This Electronic Communications Policy applies to all County employees. This Policy governs all County employees' use of the County's electronic communications system, including but not limited to, electronic documents, transmissions, photographs, information, or messages sent or received by Baltimore County employees via any County computer, laptop, computer network, electronic mail system, Internet, telephone, voicemail system, scanner, fax machine, or any other County electronic communication device or system. This policy may be changed by the County at its discretion without prior notice.

### **Section 1.10.3 - County Business Purposes Only**

Employees shall only use the electronic communications systems for County business purposes only. Personal use of the County's electronic communications systems, unless pre-approved by the employee's supervisor, is strictly prohibited. Any employee's inappropriate use or misuse of the electronic communications systems for non-business purposes may lead to disciplinary action, up to and including termination. Inappropriate use or misuse includes but is not limited to creation, display, receipt, downloading, or transmission of sexually explicit or discriminatory images, messages or cartoons or any transmission that contains ethnic slurs, racial epithets, harassment or otherwise offensive, defamatory or interruptive communications, unapproved personal use, or any use that violates any federal, state or local law. If any employee received or accesses any inappropriate information or communication, the employee should promptly notify his or her supervisor. If the employee knows the party that transmitted an inappropriate communication, the employee should promptly advise the other party to cease all such inappropriate communication. Unauthorized interception of communications by any unauthorized employee is strictly prohibited and is a violation of this Policy.

Any email address that ends in the domain name “@baltimorecountymd.gov” is considered property of the County as are the servers used to process the electronic communications sent to and from a County email address. Therefore, any communications that involve a County email address or a County server are covered by the Electronic Communications Policy referenced above.

## **II. Relevant Email Account**

Each member of the Baltimore County Council is assigned two email addresses that end in the domain name “@baltimorecountymd.gov.” One is an individual email address that typically consists of a combination of the councilmember's first initial and last name. Access to this email address is limited to the councilmember. The other is a shared email address that consists of the word “Council” followed by the councilmember's district number. The latter email address is considered a shared email because the councilmember and one or more members of the councilmember's staff typically share access to it to communicate with constituents.

The complaint filed with the Office alleged that from approximately April 2021 until February 2022, emails were sent from the Councilmember's shared County email address ("the Shared Email Address") to constituents containing a "Donate" button that when selected, took the recipient of the email to a webpage that was soliciting funds for the Councilmember's political campaign. Once on the webpage, the recipient of the email could select from preset donation amounts of \$100, \$250, \$500, \$1,000, or \$6,000, or they could type in their own donation amount to the Councilmember's political campaign. Once the amount was entered, the donor had to enter personal information and payment information to finalize the contribution. For reference purposes, a printout of the webpage is attached as **Exhibit 1**.

### III. Review of the Shared Email Address Activity

Pursuant to the investigation, the Office reviewed emails associated with the Shared Email Address from approximately April 1, 2021 through January 28, 2022. During that review, the Office identified 40 emails that appeared to have been sent from the Shared Email Address to various constituents between April 26, 2021 and January 18, 2022 that contained a "Donate" button that when selected, took the recipient of the email to the webpage referenced earlier as Exhibit 1. For purposes of this report, the Office has attached only three (3) of the 40 emails as **Exhibit 2**. Also, there were two instances in which constituents replied to the Shared Email Address indicating they intended to donate to the Councilmember's political campaign. These two emails have been attached as **Exhibit 3**. It is unknown how many people actually donated to the Councilmember's political campaign as the result of the 40 emails that were identified by the Office. Also, for the reason set forth in the following section, it is possible that more than 40 emails were sent from the Shared Email Address during the relevant time period containing the "Donate" button.

### IV. Interview of the Councilmember

On March 2, 2022, the Office interviewed the Councilmember. The interview took place in the presence of the Legislative Counsel to the County Council. The Councilmember provided the following information:

During the relevant time period, the Councilmember, one of the Councilmember's legislative aides, and a few unpaid volunteers (collectively "the Users"), had access to a third-party email marketing service ("the Email Service"), which was paid for by the Councilmember. The Email Service was employed by the Users to send emails to constituents as well as to potential donors to the Councilmember's political campaign. According to the Councilmember, an overwhelming majority of the emails sent out by the Users via the Email Service were constituent-related, meaning they pertained to matters relevant to the individuals who live in the Councilmember's District. The Councilmember estimated the Users sent out 3 to 5 weekly "bulletins" and one monthly "newsletter" to constituents via the Email Service. In addition, there were some occasions in which the Users sent campaign-related emails via the Email Service to various individuals. All of these outgoing emails were transmitted through private servers that were affiliated with the Email Service.

Through the Email Service, the Users had the ability to do the following: include any valid email address in the “From” line, enter one or more email addresses in the “To” line, and select from a number of pre-determined templates when designing the body of the email. One of the templates utilized by the Users included a “Donate” button that was linked to a webpage that allowed individuals to make donations to the Councilmember’s political campaign (“the Campaign Template”). For constituent-related emails, such as the bulletins and newsletters, the Users included the Shared Email Address in the “To” line. For campaign-related emails, the Users included the Councilmember’s personal (non-County) email address or an email address affiliated with a political consulting firm retained by the Councilmember in the “To” line. The Councilmember explained this was done intentionally because the Councilmember is aware that all campaign-related activity, including fundraising, needs to be kept separate from any activities the Councilmember may perform in their capacity as a County employee serving on the County Council.

According to the Councilmember, sometime in late April 2021, the Campaign Template referenced above was inadvertently selected by one of the Users for a constituent-related email. Consequently, the “Donate” button was accidentally embedded toward the end of an email that was sent from the Shared Email Address via the Email Service to constituents. Over approximately the next ten months, each time the Users constructed a constituent-related email, the “Donate” button was unintentionally included, referencing how the original email had been saved by the system. The 40 emails referenced earlier in the report were the result of these actions.

Also, because the Shared Email Address was used as the originating email address for these 40 emails, any direct replies to the emails by constituents would have been sent directly to the Shared Email Address through the County’s server, not the Email Service’s private server. Thus, when the Office reviewed the activity for the Shared Email Address for the period of April 1, 2021 through January 28, 2022, the Office was only able to see those emails containing a “Donate” button that had been replied to by constituents. Therefore, it is possible that there were more than 40 emails that had been sent from the Shared Email Address through the Email Service that contained the “Donate” button.

The Councilmember explained that based on how the Email Service works, there was no way to know that the “Donate” button had been included in any of the emails in question unless one of the following had occurred: the Users had selected the preview option prior to sending the email, or someone who received the email had brought it to the attention of the Councilmember or the Councilmember’s staff. Neither of these occurred. The Councilmember explained that when the Office contacted the Councilmember about the investigation in January 2022, steps were immediately taken to correct the issue. The Office was able to verify that a sample of the Councilmember’s constituent-related emails in February 2022 did not contain the “Donate” button.

## V. Conclusion

Because the Shared Email Address, which is the property of the County, was used in the “To” line in emails containing solicitations for campaign funds via a “Donate” button, those emails were violations of the County’s Electronic Communications Policy. Further, because the Shared

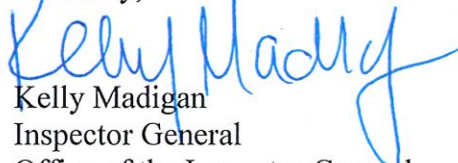


Email Address was used in the "To" line, any replies to those emails caused campaign-related material to be sent over the County's servers, thereby, causing additional violations of the Policy. However, while the emails in question may have constituted violations of the County's Electronic Communications Policy, it does not appear the violations were done intentionally based on the explanation provided by the Councilmember, nor is there a basis for the Office to question the validity of the Councilmember's version of what transpired.

During the investigation, the Office made inquiries about the training received by members of County Council regarding the separation of their roles as County employees and political figures, and the existence of policies and procedures within the County's legislative branch pertaining to campaign-related activities. The Office was informed that members of County Council are advised during their employee orientation that performing campaign-related activities on County property or using County resources is not permitted. The Office was also informed there are no written policies or procedures addressing this topic. Therefore, the Office recommends that the County's legislative branch adopt a formal set of policies and procedures addressing the requirement that there be a strict delineation between a member's County-related duties and the member's campaign-related activities.

This matter is being referred to you for an official response. Please respond in writing by March 16, 2022, indicating what action has been taken or what action you intend to take regarding this matter. Should you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,

  
Kelly Madigan  
Inspector General  
Office of the Inspector General

cc: John A. Olszewski, Jr., County Executive  
James R. Benjamin, Jr., County Attorney  
Thomas Bostwick, Legislative Counsel/Secretary



## Donations - Citizens for Julian E. Jones Jr.

Thank you for your support to my campaign! If you'd like to make a contribution by check, you can send to **Citizens for Julian Jones c/o Rice Consulting**, 17 W. Courtland Street, Suite 210, Bel Air, MD 21014.

1	Amount	2	Details	3	Payment
	\$100		\$250		\$500
	\$6,000		\$1,000		
			<input type="text" value="\$0.00"/>		

For more information, please call 410-838-6355 or email [info@riceconsultingllc.com](mailto:info@riceconsultingllc.com)

Next



Julian Jones

Citizens for Julian E. Jones, Jr., Gregory A. Banks, Treasurer

Powered by NGP VAN

# Exhibit 1

[REDACTED]

**From:** [REDACTED]  
**Sent:** Monday, April 26, 2021 6:59 PM  
**To:** County Council District 4  
**Subject:** Re: Safeway Vaccination Clinic: Register Now

[REDACTED]

**CAUTION:** This message from [REDACTED] originated from a non Baltimore County Government or non BCPL email system. Hover over any links before clicking and use caution opening attachments.

Council, need to talk with you by phone in reference to the Franklin Station Baltimore County Police.

Sent from my iPhone

On Apr 26, 2021, at 6:56 PM, Council Chair Julian Jones <Council4@baltimorecountymd.gov> wrote:



[REDACTED]

**SAFEWAY VACCINATION CLINIC: REGISTER NOW**

Easterseals DC MD VA will be hosting a vaccination clinic for anyone 18 and over on **Saturday, May 8th from 9:00AM-6:00PM** at their Baltimore location: **7138 Windsor Blvd, Baltimore, MD 21244.**

You **MUST** register in advance and bring your ID and Insurance card.

**Register here:** <https://kordinator.mhealthcoach.net/vcl/Eastersealsdose1>

If you need assistance registering, please contact **Elizabeth Barnes** via cell: [\(301\) 920-9703](tel:3019209703) or via email: [ebarnes@eseal.org](mailto:ebarnes@eseal.org).

Please share this information with family and friends!



# SAFeway VACCINATION CLINIC



Join us for a vaccination clinic for anyone **18 and over** on  
**Saturday May 8, 2021** at Easterseals' Baltimore location,  
**7138 Windsor Blvd. Baltimore, MD 21244** from  
**9:00a -6:00p** (registration required- see below).

If you need assistance registering, please contact  
Elizabeth Barnes at **(301) 920-9703** or via email  
[ebarnes@eseal.org](mailto:ebarnes@eseal.org)

Register here: [https://kordinator.mhealthcoach.net/vcl/  
Eastersealsdose1](https://kordinator.mhealthcoach.net/vcl/Eastersealsdose1)

\*Must bring your ID and insurance card





FOR IMMEDIATE RELEASE  
April 23, 2021

CONTACT: Darlene Chapman-Holmes  
[dchapman-holmes@eseal.org](mailto:dchapman-holmes@eseal.org)

**EASTERSEALS DC MD VA PARTNERS WITH SAFEWAY TO DELIVER COVID VACCINATIONS IN  
BALTIMORE MAY 8**

*At Easterseals' Edward N. & Della L. Thome Adult & Senior Care Center on the Harry & Jeanette  
Weinberg Campus*

**BALTIMORE, Md.** – Easterseals DC MD VA, a nonprofit service provider creating a hopeful, inclusive community for at-risk children, adults, veterans, and families is partnering with Safeway to offer a COVID vaccinations at Easterseals' Edward N. & Della L. Thome Adult & Senior Care Center on the Harry & Jeanette Weinberg Campus. The Center is located at 7138 Windsor Blvd., Baltimore, MD 21244. Vaccines will be available by appointment on May 8<sup>th</sup> from 9:00am to 6:00pm.

"We are excited to support Safeway's important work of delivering vaccines in the community by offering our Baltimore location. Ensuring that everyone in our community who is able to takes the vaccine is critical to reducing the risk of infections for the medically fragile and disabled individuals we serve," said Jon Horowitch, President and CEO of Easterseals DC MD VA.

"Throughout the pandemic, Safeway pharmacy teams have been a trusted resource to serve the health and wellness of the community. As the vaccine became available, helping the public get access has been a priority of Safeway since the beginning. We are proud to partner with Easterseals DC MD VA to help get as many residents vaccinated as possible," said Amir Masood, Safeway Director of Pharmacy.

Vaccinations will be open to anyone 18 years and older. Please bring a valid ID.

Advance registration required: <https://kordinator.mhealthcoach.net/vcl/Eastersealsdose1>

Assistance for the visually impaired available by calling 877-723-3929. If you need assistance registering, please contact Elizabeth Barnes at (301) 920-9703 or via email [ebarnes@eseal.org](mailto:ebarnes@eseal.org).

**About Easterseals DC MD VA** – For over 100 years, Easterseals has been the indispensable resource for children, adults, seniors, families and veterans living – and thriving – with disabilities and special needs in DC, Maryland and Virginia. Through the innovative, inclusive and person-centered work we do, we are strengthening our community and changing the way the world defines and views disability children, adults, families and veterans living. We are committed to making profound, positive differences in people's lives every day. [www.eseal.org](http://www.eseal.org)

###



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[REDACTED]

**From:** [REDACTED]  
**Sent:** Monday, August 23, 2021 9:31 PM  
**To:** County Council District 4; Julian Jones  
**Subject:** Re: Reminder: Pre-Register for Virtual Town Hall Meeting

[REDACTED]

**CAUTION:** This message from [REDACTED] originated from a non Baltimore County Government or non BCPL email system. Hover over any links before clicking and use caution opening attachments.

Good Evening Councilman Jones,

There are some community issues about which residents are concerned. Would it be appropriate to send them to you now so that you can provide updates at the Town Hall?

Sent from [Outlook](#)

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**From:** Council Chair Julian Jones <Council4@baltimorecountymd.gov>  
**Sent:** Monday, August 23, 2021 11:30 AM

[REDACTED]  
**Subject:** Reminder: Pre-Register for Virtual Town Hall Meeting



## **REMINDER: PRE-REGISTER FOR VIRTUAL TOWN HALL MEETING**

If you haven't already pre-register for my upcoming virtual town hall on **September 8th at 6:00pm**, you can clicking on the link below:

**Link to pre-register for Virtual Town Hall Meeting:**

<https://baltimorecountymd.webex.com/baltimorecountymd/onstage/g.php?MTID=e6d4b6a422874427ac82c>

US Toll

+1-415-655-0001

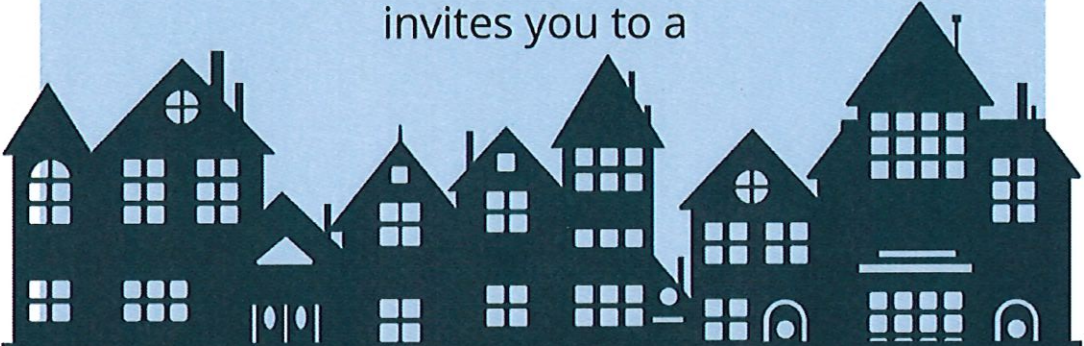
[Show all global call-in numbers](#)

**Access code (Same as Event Number):** 180 157 4524

**Event password:** 1234

To do my job - and do it well - I need to hear from you.

Baltimore County Council  
Chairman  
**Julian Jones**  
invites you to a



**Virtual  
Town Hall Meeting**  
September 8th, 2021 at 6:00pm

Donate



FOLLOW US



[REDACTED]

**From:** [REDACTED]  
**Sent:** Tuesday, January 18, 2022 2:31 PM  
**To:** County Council District 4  
**Subject:** Re: Order Your Free At-Home Covid-19 Test Kits Now!

[REDACTED]

**CAUTION:** This message from [REDACTED] originated from a non Baltimore County Government or non BCPL email system. Hover over any links before clicking and use caution opening attachments.

Ordered and received confirmation for order.

Peace and Blessings.  
[REDACTED]

On Jan 18, 2022, at 12:46 PM, Council Chair Julian Jones <Council4@baltimorecountymd.gov> wrote:



### FREE AT-HOME COVID-19 TESTS

Buy your At-Home Test Kits now! You can order up to **4 free at-home COVID-19 testing kits per person.**

Again, the tests kits are completely free—there are no shipping costs and you don't need to enter a credit card number. They will be mailed to you within 7-12 days through the U.S. Postal Service.

**Click on the link below to order your free at-home Covid-19 testing kit:**

**Link:** <https://www.covidtests.gov>

**Donate**





FOLLOW US

This email is intended for [REDACTED]  
[Update your preferences](#) or [Unsubscribe](#)

[REDACTED]

**From:** County Council District 4  
**Sent:** Tuesday, April 27, 2021 10:38 AM  
**To:** [REDACTED]  
**Subject:** FW: Green Lanes Park in Randallstown: STEAM Center

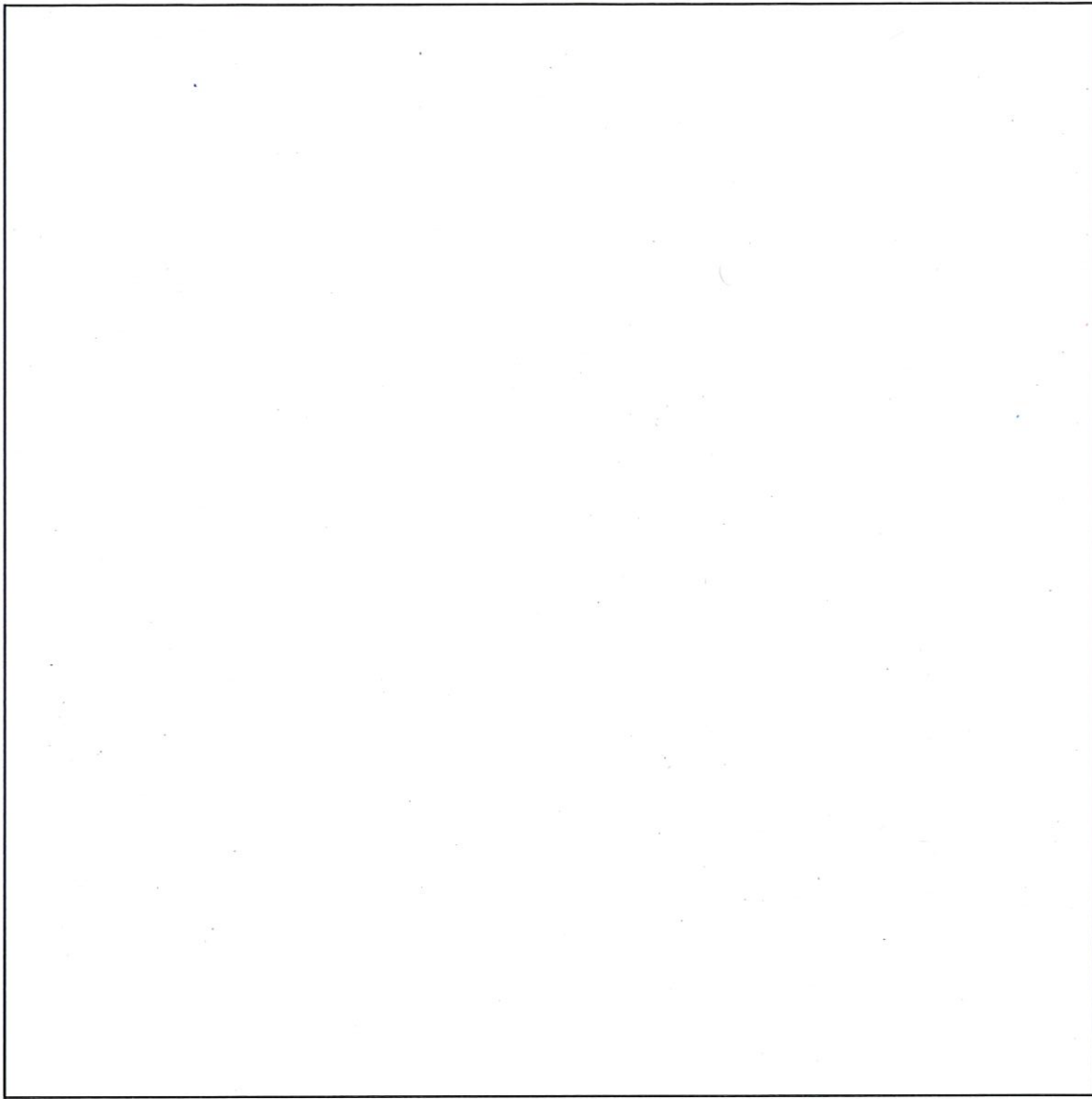
[REDACTED]

**From:** [REDACTED]  
**Sent:** Tuesday, April 27, 2021 10:35 AM  
**To:** County Council District 4 <council4@baltimorecountymd.gov>  
**Subject:** Re: Green Lanes Park in Randallstown: STEAM Center

**CAUTION:** This message from [REDACTED] originated from a non Baltimore County Government or non BCPL email system. Hover over any links before clicking and use caution opening attachments.

Gm. I'm mailing my donation.

On Tue, Apr 27, 2021, 9:03 AM Council Chair Julian Jones <[Council4@baltimorecountymd.gov](mailto:Council4@baltimorecountymd.gov)> wrote:

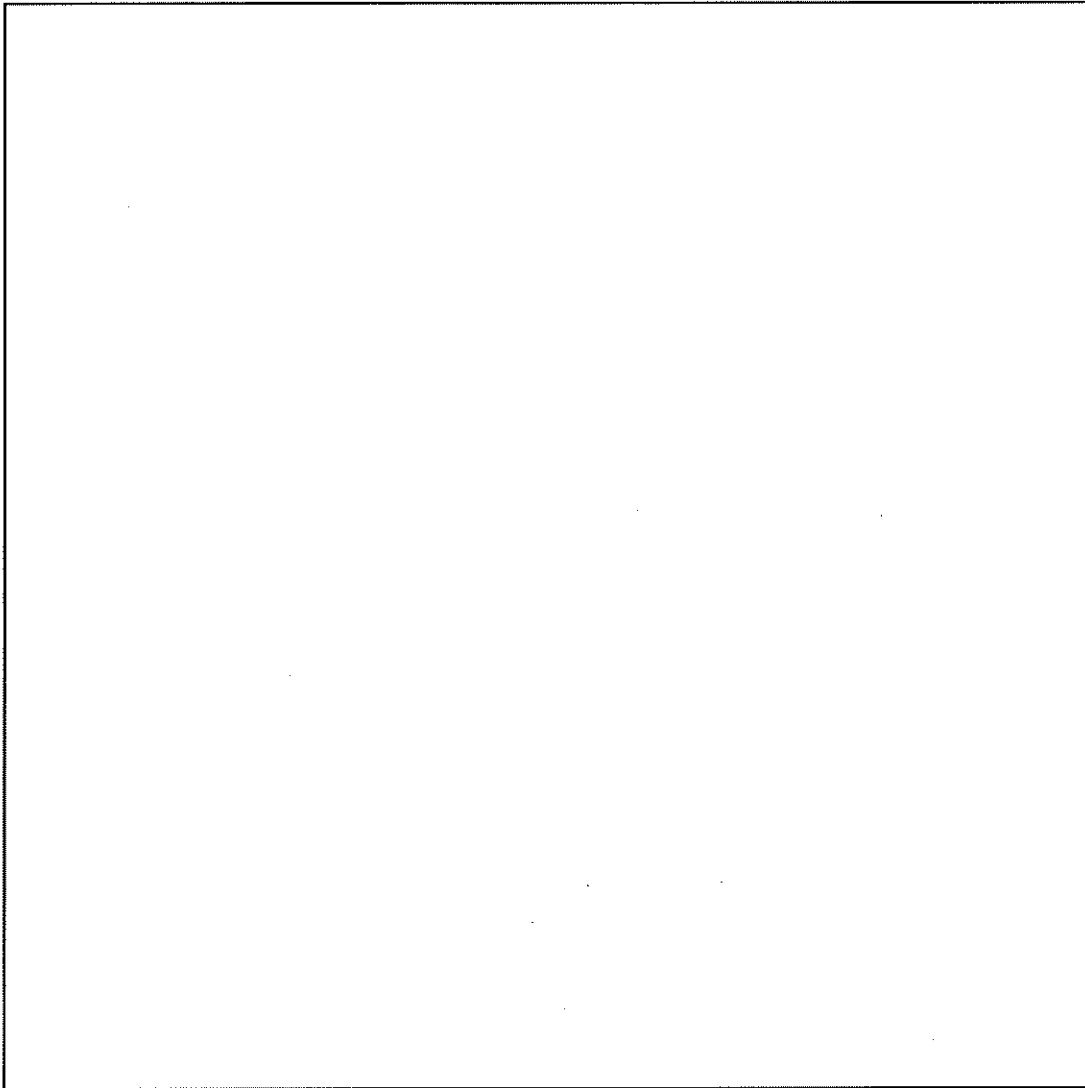


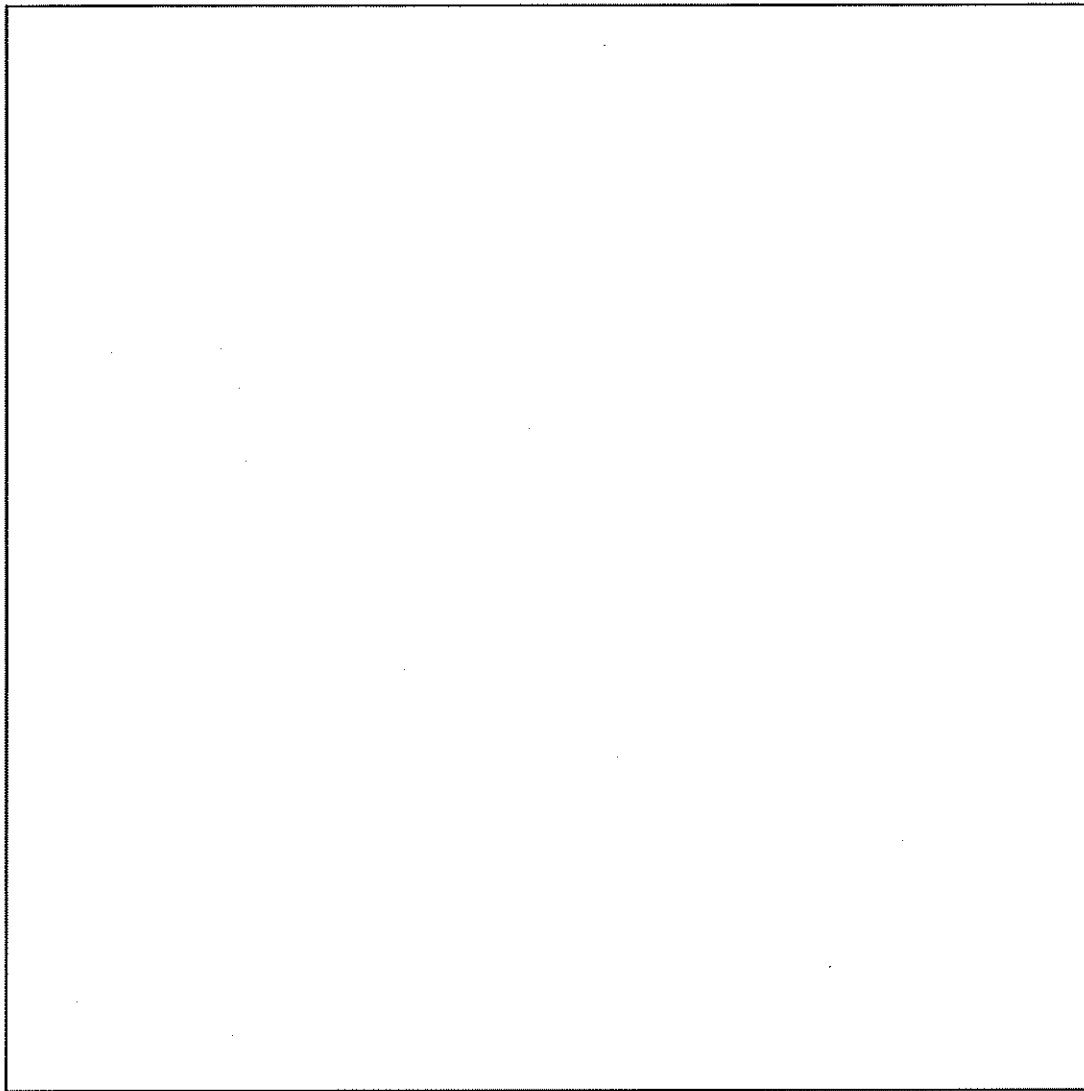
NEW ADDITION TO 7.7 ACRE OF LAND BEHIND RANDALLSTOWN  
COMMUNITY CENTER: **STEAM CENTER**

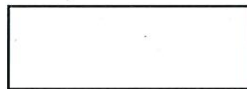
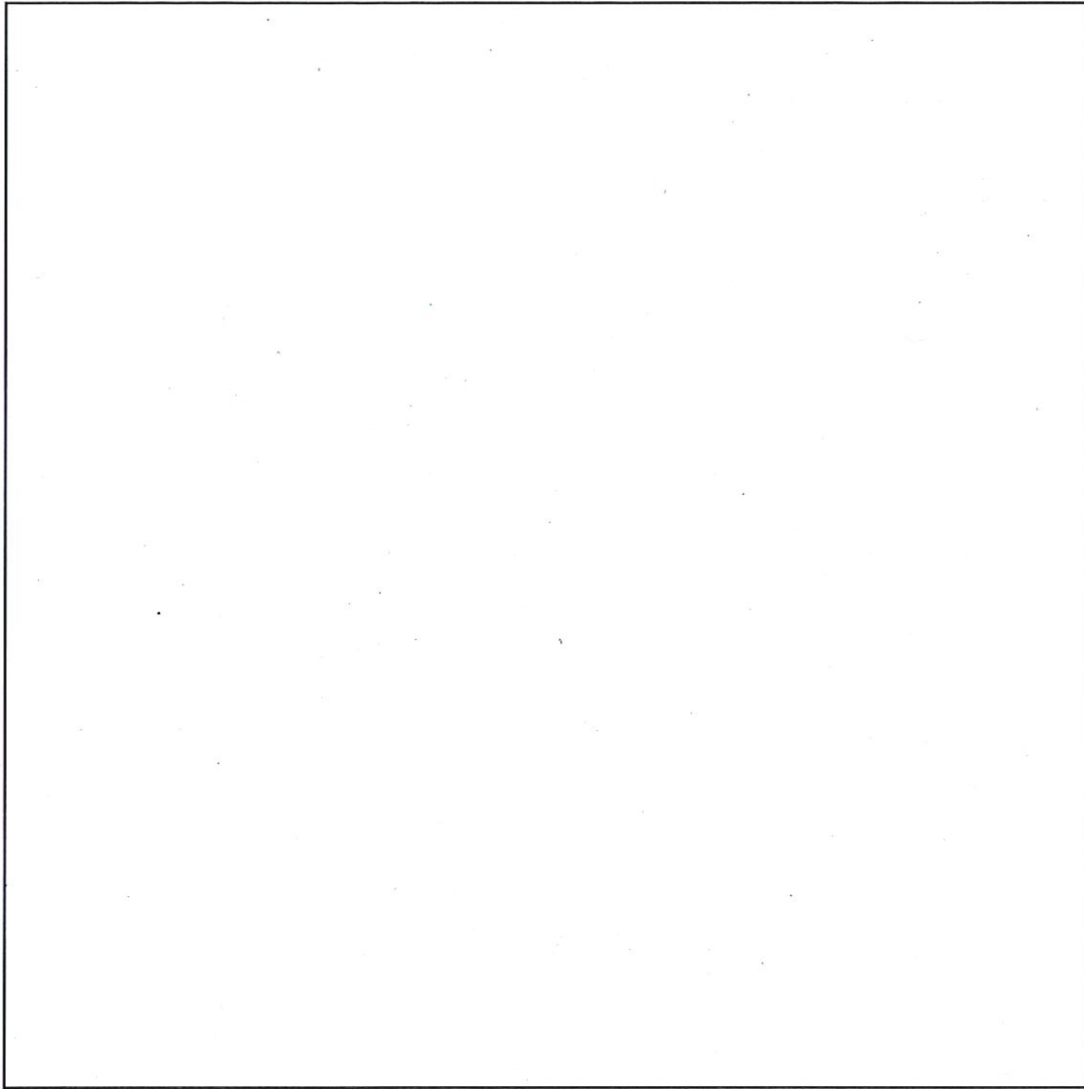
Last week, I joined Speaker Adrienne Jones and Baltimore County Executive Johnny Olszewski as we announced plans to utilize **\$7 million** in state and local funds to support not only the creation of a new park, but also Baltimore County's first recreational **Science, Technology, Engineering, Art and Mathematics (STEAM) Center**. There is also plans to raise additional dollars for this project from the philanthropic community, as we introduced and passed legislation last week that would allow the creation of a community support fund.

As this process continues, the County will be hosting public input meetings to hear ideas and suggestions from the community. I will share this information once dates and times have been scheduled and confirmed.

**#CommunityInvestment**







FOLLOW US

Donate

This email is intended for [REDACTED]  
[Update your preferences](#) or [Unsubscribe](#)



[REDACTED]

**From:** County Council District 4  
**Sent:** Monday, August 9, 2021 11:30 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Fw: Job Vacancies (Woodstock Job Corps Center): APPLY NOW

[REDACTED]

Julian E. Jones, Jr., Councilman 4th District.  
Baltimore County Council  
Historic Courthouse  
400 Washington Ave.  
Towson, Maryland 21204

410-887-3389

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**From:** [REDACTED]  
**Sent:** Monday, August 9, 2021 8:29 PM  
**To:** County Council District 4  
**Subject:** RE: Job Vacancies (Woodstock Job Corps Center): APPLY NOW

**CAUTION:** This message from [REDACTED] originated from a non Baltimore County Government or non BCPL email system. Hover over any links before clicking and use caution opening attachments.

Hi Julian,  
While traveling the last two weeks in July, I discovered the bank had frozen my debt card due to suspicious activity.  
One of the transactions that had been declined was my online contribution for your fundraiser. Send me the link and I'll resend it or should bring it by your office.  
Best regards.

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: Council Chair Julian Jones <Council4@baltimorecountymd.gov>

Date: 8/9/21 6:04 PM (GMT-05:00)

To: [REDACTED]  
Subject: Job Vacancies (Woodstock Job Corps Center): APPLY NOW



## WOODSTOCK JOB CORPS CENTER: **JOB VACANCIES (APPLY NOW!)**

**RESIDENTIAL ADVISORS** — High school diploma or equivalent and prefer one year's experience working with youth Excellent written and verbal communication skills. Scheduled hours: Evenings, weekends, and overnight shifts. **Salary: \$15.25/HR**

**SECURITY OFFICERS** – Need Full time and On-Call. Hours: Varied High school diploma or equivalent, One year's security experience or college degree in a related field. youth, excellent written and verbal communications skills and computer proficiency required. **Salary: \$14.50/HR**

**RECREATION AIDE (PT)** - High School Diploma with one year recreation experience. Assist the supervisor, recreation in planning, implementing and coordinating activities which will attract voluntary participation. Organize and supervise student participation in a variety of recreation activities. Conduct and coordinate functions. Assist with monitoring of the student store. Assist in the evaluation of DVD/video offerings through student input and personal evaluation. Career Development Services System (CDSS) by creating positive peer leadership and role modeling techniques through activities on and off campus.



**DENTAL ASSISTANT (PT)** - Current x-ray certification and one year related experience. Excellent written and verbal communication skills are required to provide services by preparing patients in chair and handling required instruments, equipment and dental plastics. Sterilize instruments and keep office schedule. Keep records of patients. Provide postoperative and oral hygiene instructions as prescribed by the dentist. Maintain a safe and clean environment. Assist in taking patient X rays.

**Salary: \$22.25/hr.**

**LPN – FT/PT** - Valid licensed practical nurse in the state of Maryland, current CPR certification and one year related experience required. Excellent clinical skills and computer proficiency also required. Treat minor injuries and illnesses according to physician instructions as authorized per health care regulations. 24 hours on center. Clean and dress wounds, operate emergency equipment, and provide follow up care, as required. Prepare and administer medications.

**SENIOR TECHNICIAN** - High school diploma or equivalent and three years related craft experience. Must demonstrate maintenance skills. Perform heating, plumbing, air conditioning and drainage systems. Plan and coordinate the administrative and maintenance service of the department. Develop policies and procedures affecting facility maintenance. Review and audit all assigned areas regularly for contractual compliance and effectiveness of buildings, grounds and equipment to ensure proper repair; complete facility improvements and preventative maintenance in compliance with regulations. Perform maintenance and custodial tasks on buildings, grounds and equipment as needed and maintain an effective work order system use of materials.

**ADMINISTRATIVE ASSISTANT (F&A)** - Receive telephone calls and visitors; handle routine matters personally and route non-routine business to appropriate personnel. Act as liaison between director and other center and departmental staff. Maintain correspondence control log, receive incoming mail and audit all assigned areas regularly for contractual compliance and effectiveness of delivery of services to student. Prepare related reports, special reports, type and distribute meeting minutes, maintain files and records, statistical data, make travel arrangements, etc. as required. Maintain a safe work environment. Enter information into CIS, EIS and other automated system as directed. Prepare special reports as directed. **Salary: \$17.00/hr.**

**DRUG AND ALCOHOL COUNSELOR (PT)** -Must have active, unrestricted substance abuse license or certification that meets the minimum requirements of the state of Maryland. Experience working with youth, excellent written and verbal communication skills and computer proficiency also required. Valid driver's license. Assist in developing procedures to coordinate and integrate drug and alcohol counseling components with other center programs.

**MAINTENANCE WORKER** - High school diploma or equivalent. Technical training and general knowledge of maintenance/repair and two years related experience. Excellent written and verbal communication skills also required. Unless waived by management, valid driver's license with an acceptable driving record. Perform heating, plumbing, air conditioning and drainage systems. Repair or replace faulty or damaged light fixtures, outlets, fuses as directed. Perform repair or replacement of windows, doors, locks, plumbing, fixtures, washers, and seals. **Salary: \$16.50/hr.**

**COOK** - High school diploma or equivalent preferred. Food service training and one year relevant experience preferred. Must obtain ServSafe quantity of food required according to menu and number of students. Assist in instructing cook helpers and work-based learning students in the eye-appealing meals. Maintain kitchen equipment in orderly workable condition; ensure work area is safe, clean and sanitary at all times. Pre off-center assignments. **Salary: \$15.00/hr.**

**REGISTERED NURSE (SCHOOL NURSE)** - Active, unrestricted registered nurse license in the state of employment. Experience working with excellent written and verbal communication skills and computer proficiency required. Valid driver's license with an acceptable driving record. provider and within scope of practice for state-specific Nurse Practice Act. Provide supervision to the staff LPNs/LVNs to assure compliance with the Act for practical and/or vocational nurses. Provide basic healthcare to students as required by DOL including all entry requirements and immunization class. Provide input on staff nurses performance to the HWD for annual evaluations. Provide staff training for wellness staff as well as require absence of the HWD. Provide input on the development and assistance in the implementation of new and revised Standard Operating Procedures record audits and participate in the continuous quality improvement program to identify needed improvements and employ mechanisms to improve services to students. Conduct coordinated health care for students and implementation of other health related programs. Assure chronic care of all students with chronic illnesses. Assure that clinical services, including medication management are within health staff's scope of practice - **\$26 – 28.00/hour.**

**COOK HELPER** - Preferred six months' food services experience or completion of culinary training program. Valid food handler's permit required and an acceptable driving record, unless waived by management. Provide adequate supply of foods and transfer necessary ingredients to the cook. Prepare vegetables, salads, meats, breads and desserts as instructed and routinely set forth in an appetizing, eye appealing manner. Work with and adhere to schedules. Serve all meals when scheduled with a pleasant demeanor and clean up after service. Perform clean up and sanitation duties in the kitchen at all times. Provide healthy, nutritious meals during all periods of career development services system. Maintain a safe and clean work area that meets quality customer services to students, staff and other center customers. Requires reaching, bending, stooping, or standing. Occasionally require lifting materials or objects. **Salary: \$13.50/hr**

**CUSTODIAN** - High school diploma or equivalent. Must understand basic cleaning compounds, waxes, polishes, disinfectants, etc. and their proper use. Experience with youth preferred. Valid driver's license with an acceptable driving record, unless waived by management. Maintain and preserve the center by buffing and sweeping. Clean and sanitize restrooms and associate fixtures. Dust desks, bookshelves, cabinets and other office furniture when necessary. Sweep and clean exterior steps, entrances, landings, interior walls, ceilings, lights fixtures and sidewalks. Mix and use basic cleaning products. Maintain work area that models high standards for a work environment. Maintain center appearance and grounds by cleaning, weeding, mowing, trimming

**APPLY AT:** [https://secure-web.cisco.com/13o4yATvq\\_t7DvDV0Vs3SqWf3pqGjXtmM-suY2NdIErzNJb6gdBtmRq5k3to3aRu6zLgIOBEq429cpbVyLHr11sg5AYqJfZyVf\\_GYzknRzsJ12Pl1HNFi8qklySRed6BfiwTGsFE1-cnU1Q1Od-FIZWXjUgNyTtpMlww\\_YAh-w88HahBenF3A-rSh\\_d](https://secure-web.cisco.com/13o4yATvq_t7DvDV0Vs3SqWf3pqGjXtmM-suY2NdIErzNJb6gdBtmRq5k3to3aRu6zLgIOBEq429cpbVyLHr11sg5AYqJfZyVf_GYzknRzsJ12Pl1HNFi8qklySRed6BfiwTGsFE1-cnU1Q1Od-FIZWXjUgNyTtpMlww_YAh-w88HahBenF3A-rSh_d)

C8FXlr FRxGnyeCiY4JFVZAQUgkrP8EysziAltQcxRddlfbRGXVCDI92JSaQYPCiWCgZMCT0Mk5njGM3dOAMfRdHV5CMo2\_qwJjPDOHN  
1PDekJw9ucoa8WkQ8OIYlgVaoTwaLX7NOblIRW\_xmR6BOJ9pa2WqW-ILP6jQ/https%3A%2F%2Fwww.mtctrains.com%2Fcareers%2F OR

**NOTE: TRANSPORTATION IS REQUIRED**

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**COUNTY COUNCIL OF BALTIMORE COUNTY**  
COURT HOUSE, TOWSON, MARYLAND 21204

JULIAN E. JONES, JR.  
COUNCILMAN, FOURTH DISTRICT  
COUNCIL4@BALTIMORECOUNTYMD.GOV

COUNCIL OFFICE: 410-887-3389  
DISTRICT OFFICE: 410-887-0784  
FAX: 410-887-5791

April 16, 2022

Kelly Madigan  
Inspector General  
Office of the Inspector General  
400 Washington Avenue  
Towson, Maryland 21204

**Re: OIG External Report 22-008**

Dear Ms. Madigan:

This letter is in response to OIG External Report 22-008 concerning a complaint your office received in December 2021 related to campaign-related emails being sent from a Baltimore County email address.

I want to thank you for the opportunity to respond to your March 9, 2022 report. Although your report generally presents the facts and circumstances of the situation accurately, I also believe some aspects of the report need to be addressed and clarified.

As an initial matter, I am concerned about the factual details about the complaint. The OIG report states that "The complaint filed with the office alleged that from approximately April 2021 until February 2022 emails were sent from the Councilmember's shared County email address.....". It begs the questions, how did the person making the complaint know additional emails would be sent in January and February 2022 and why did the person making the complaint wait until December 2021 to make a complaint if they stated in their complaint it started in April 2021? During my interview with you and the Deputy IG, I asked how did the OIG acquire these emails? You stated you received a complaint in December 2021 and the deputy IG stated he searched every "council4" email looking for these emails and they went back to April 2021 before they found emails without the donate button. The statement made to me during the interview and the statement in this report are not the same. Maybe you were mistaking about the details about the complaint or the statement made to me and Mr. Bostwick.

As an additional matter, I am concerned about your characterization that an error associated with the County Council District 4 email address your investigation found constituted a "violation" of the County's Electronic Communications Policy. You state in your conclusion that a violation occurred by virtue of the fact that a "Donate" button was attached to the bottom of an email that came from a private server sent by "Council 4," a County-owned email address.



I believe your conclusion makes two inaccurate assumptions. First, it assumes that the emails sent were solicitations for campaign funds. They were not. The emails, as their content readily indicates, were notifications to constituents of community and constituent-related topics. Indeed, the emails attached to your report notify email recipients of: (1) an upcoming Easterseals–Safeway Vaccination Clinic; (2) pre-registration for a virtual Town Hall meeting; (3) information on ordering up to four free at-home COVID-19 testing kits; and (4) the kick-off of a new park and STEAM Center behind the Randallstown Community Center. I am sure all other emails you reviewed contained similar community news and notifications. I readily acknowledge there was an oversight where these emails from a private, non-County server contained a “Donate” button. But these were not campaign solicitations and they were not sent for that purpose. The Donate button was among four other buttons, I.E. Facebook, twitter, Instagram and unsubscribe button. At no time did I ever ask for or suggest someone make a donation to my campaign. There is no evidence that the donate button resulted in a donation to my campaign. The two emails referenced in your **Exhibit 3** were made because one email was sent after fundraising phone calls and the other was after a fundraiser that took place a few weeks before (**Exhibit 5 (email & link page)**) and a donor had an issue with their bank card. Below is an excerpt of that email from your **Exhibit 3**:

“While traveling the last two weeks of July, I discovered the bank had frozen my debit card due to suspicious activity. One of the transactions that had been declined was **my online contribution for your fundraiser. Send me the link and I’ll resend it** or should bring it by your office.”

Clearly the email was the result of a declined online contribution made in reference to a fundraiser. Furthermore, the person asked for a link. Again, your characterization of these emails implies they were the result of the “donate” button. You then go on to state, “It is unknown how many people actually donated to the Councilmember’s political campaign as the result of the 40 emails that were identified by the office.” The answer is none and there is no evidence or any examples provided. Having read the text of the email, how could anyone think this email had anything to do with a “donate” button? The conclusion or insinuation by the OIG that the email referenced in Exhibit 3 is in response to a donate button appears to be a misrepresentation of the facts.

Second, your conclusion assumes, or at least intimates, that the emails sent to constituents and community groups were sent by “Council 4” and therefore constituted an email from a County-owned email address and a violation of the County’s email policy, particularly when a recipient hit the “reply” button and the email came back through a County server. Although the emails utilized the “Council 4” email address, they were sent for a legitimate business purpose over a non-County, private server utilized by me for the express purpose of sending electronic communications in order to inform all of my constituents. Further, the reason the “Council 4” address was used is so that constituents could reply and get back the quickest, most reliable responses to any questions related to the contents of those emails from me or my staff. It was not to solicit campaign funds. I have attached an example of a solicitation for campaign funds for your review and comparison (**Exhibit 4**).

I am also concerned about the nature and tenor of this investigation, and where exactly it fits into the mission of the OIG to identify fraud, abuse and illegal acts, and identify ways to promote efficiency, accountability and integrity in County government. Clearly, anyone who is an elected official is acutely aware of the line between constituent work and campaign work. In fact, soliciting for campaign funds is about the easiest and brightest-line rule to understand. It would be rather brazen and obvious for a candidate or an office-holder to intentionally send out emails



on government time or using government resources to improperly solicit campaign funds. That is Elective Office 101.

However, that is not to say an error could not be made, such as with the email templates that occurred in this situation, where a mistake by me, my staff or volunteers caused a template with a "Donate" button to be pasted into constituent emails. We all make mistakes and clearly, that was not my intent and as soon as I was made aware of it, the error was rectified. But I do believe it would have been more constructive and productive to simply communicate the problem sooner rather than later as to what had occurred so it could be quickly rectified. Perhaps in this "gotcha" environment, a more benign response from your office was not to be expected or even considered.

I would also be remiss if I did not point out one other anomaly of this situation. An elected official is not a "County employee" in the conventional sense. Although certainly subject to the rule of law just like anyone else, first and foremost, we are accountable to the people who elected us and placed us in office – the voters. We are not merit or non-merit employees. We are not temporary or seasonal employees. We are not full time or part time employees. We are not supervisory or management employees. We are not part of a union. We do not have supervisors and are not subject to discipline in the same manner as other County employees. It is not exactly clear how a Councilmember in the Legislative Branch of County government (or any other County elected official for that matter) fits into the applicability of the Electronic Communications Policy cited in your report. Perhaps that is an issue for another day. Furthermore, even if I were an employee, I did not violate the county email policy because I never used Baltimore County equipment, I.E. Computers or servers, to send any of the emails in question. Your conclusion that there is a violation of the county's emails policy because the county "owns" the name of the email address is a huge leap and demonstrates an attempt to make something out of nothing. The two rules cited clearly is making reference to physical electronic communication systems owned by Baltimore County. Not an email address.

The reason I raise this issue is not to excuse the error that prompted the extensive investigation by your office and the adversarial posture it created. Rather, it is to reiterate an acknowledgement of the computer glitch that caused this unfortunate brouhaha, to state that the issue has been rectified, and to further advise that I consider this matter now concluded.

Finally, in order to protect and respect the privacy of the persons whose emails were reviewed by you and included as exhibits in your report, I would request that your office redact the identity of those persons so that they are not subject to any unwanted or unwarranted inquiries or harassment.

Sincerely,

A handwritten signature in blue ink, reading "Julian E. Jones, Jr." in a cursive style.

Julian E. Jones, Jr.  
Chairman, Baltimore County Council  
Councilman, Fourth District

CC: John A. Olszewski, Jr., County Executive  
James R. Benjamin, Jr. County Attorney  
Thomas Bostwick, Legislative Council / Secretary

To: Julian Jones <julianejonesjr@gmail.com>  
From: Council Chair Julian Jones  
From Email: julianejonesjr@gmail.com  
Subject: Today is Our Deadline!  
Preheader:



I want to again wish you all a safe and Happy New Year as we enter 2022. I also want to give again, a [special thanks to my council colleagues for unanimously putting their trust in me to serve as the Baltimore County Council Chairman for another term.](#)

As your Council Chair, I will continue to work with my colleagues to move Baltimore County in a more prosperous direction. However, in order to continue this critical work - [I need your help.](#)

TODAY is our campaign's major fundraising deadline, and [I need your help to continue my work as Council Chairman and keep serving the communities of Baltimore County's Fourth Council District.](#)

Can you support my campaign with a contribution of \$10, \$25, or \$50 today so our campaign can reach our goal?

You can make a secure online donation [here](#). To reply by mail, send a check payable to Citizens for Julian Jones, 17 W Courtland St, Ste 210, Bel Air, MD 21014.

Thank you so much for all of your support and I look forward to the chance to continue to serve the residents of Baltimore County.

If you have any questions, call my team at 410-838-6355.

Yours in service-

Julian E. Jones, Jr.

Chair, Baltimore County Council

# Thank You!

\*\*\*\*\*



Baltimore County Council Chairman

*Julian Jones*

Authority Citizens for Julian E. Jones, Jr., Gregory Banks, Treasurer

Citizens for Julian Jones

17 W. Courtland St Suite 210 Bel Air, MD 21014 United States

Donate



FOLLOW US

This email is intended for [julianejonesjr@gmail.com](mailto:julianejonesjr@gmail.com).  
[Update your preferences](#) or [Unsubscribe](#)



To: Julian Jones <julianejonesjr@gmail.com>  
From: Council Chair Julian Jones  
From Email: julianejonesjr@gmail.com  
Subject: Today Is The Day!  
Preheader:



## **Julian**

**Today is the day - Join me in the heart of Baltimore County to show your support for my leadership and our local businesses in the hospitality industry that have been most impacted during these challenging times. As we recover from the devastating impacts of the COVID-19 pandemic, we must ensure that our local businesses are not left behind in our recovery efforts.**

**Click here [bit.ly/JonesMiddle](https://bit.ly/JonesMiddle) to purchase your ticket. Thank you for your support! If you have any questions, call my team at 410-838-6355.**

**[I look forward to seeing you today!](#)**

**Julian E. Jones, Jr.**

**Chair, Baltimore County Council**

Join  
**Julian E. Jones, Jr.**

Chairman of the Baltimore  
County Council  
for a

***Meet Me in the Middle  
Happy Hour***



**Tuesday, July 20, 2021**

**5:30 - 7:30 PM**

**The Rec Room Patio  
514 York Rd | Towson, MD 21204**

**Contribution Levels:**

**\$5,000** Gunpowder River Sponsor

**\$2,500** Back River Sponsor

**\$1,000** Loch Raven Reservoir Sponsor

**\$500** Patapsco Sponsor

**\$100** Friend

***Join me in the heart of Baltimore County in support  
of Citizens for Julian Jones and the hospitality  
industry that has been impacted by COVID-19.***

Please contribute securely online at:

**[bit.ly/JonesMiddle](https://bit.ly/JonesMiddle)** *(case sensitive)*

or make checks payable to: Citizens for Julian Jones c/o

Rice Consulting 17 W Courtland Street, Suite 210, Bel Air, MD 21014

**COVID precautions will be observed.**

For more information, contact Rice Consulting at 410-838-6355 or  
[julianjones@riceconsultingllc.com](mailto:julianjones@riceconsultingllc.com).

Between January 1, 2019-December 31, 2022, individuals, PACs and business entities may  
contribute up to \$6,000 for the 2022 election cycle

Authority Citizens for Julian E. Jones, Jr. • Gregory A. Banks, Treasurer

**Donate**



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This email is intended for [julianejonesjr@gmail.com](mailto:julianejonesjr@gmail.com).

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Join

**Julian E. Jones, Jr.**

Chairman of the Baltimore County Council

for a

***Meet Me in the Middle Happy Hour***

**Tuesday, July 20, 2021**

**5:30 - 7:30 PM**

**The Rec Room Patio**

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**\$5,000** Gunpowder River Sponsor

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**\$1,000** Loch Raven Reservoir Sponsor

**\$500** Patapsco Sponsor

**\$100** Friend

1 Amount

2 Details

3 Payment

Gunpowder  
River  
Sponsor  
(\$5,000)

Back River  
Sponsor  
(\$2,500)

Loch Raven  
Sponsor  
(\$1,000)

Patapsco  
Sponsor  
(\$500)

Friend (\$100)

\$ 0.00

Next

***Join me in the heart of  
Baltimore County in support of  
Citizens for Julian Jones and  
the hospitality industry that has  
been impacted by COVID-19.***

Please contribute securely online or make  
checks payable to: Citizens for Julian Jones  
c/o Rice Consulting 17 W Courtland Street,  
Suite 210, Bel Air, MD 21014


**COVID precautions will be observed.**

For more information, contact Rice  
Consulting at 410-838-6355 or  
[julianjones@riceconsultingllc.com](mailto:julianjones@riceconsultingllc.com).

Between January 1, 2019-December 31,  
2022, individuals, PACs and business  
entities may contribute up to \$6,000 for the  
2022 election cycle

<http://www.julianejones.com/>

Citizens for Julian E. Jones, Jr. • Gregory A. Banks, Treasurer

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KELLY MADIGAN  
*Inspector General*

STEVE QUISENBERRY  
*Deputy Inspector General*

## Office of the Inspector General

---

April 19, 2022

Julian Jones, Chair  
Baltimore County Council  
400 Washington Avenue  
Towson, Maryland 21204

Stacy L. Rodgers  
County Administrative Officer  
400 Washington Avenue  
Towson, Maryland 21204

Re: OIG External Report 22-008 – Reply

Thank you for your response dated April 16, 2022 to our External Report 22-008 dated March 9, 2022 concerning violations of the County's Electronic Communications Policy by a member of the Baltimore County Council ("the Councilmember") who had co-mingled campaign-related materials with a County email address. The Office of the Inspector General ("the Office") would like to address several of the points made by the Councilmember in their response as follows:

On page 1 of your response, you highlight that there is a conflict between when the Office said the complaint had been filed (late December 2021) and the statement in our report that the complaint pertained to emails occurring between approximately April 2021 until February 2022. You stated in your response "It begs the questions, how did the person making the complaint (sic) know additional emails would be sent in January and February 2022..." The Office asserts there is no conflict in the dates. The complainant filed their initial complaint with the Office in late December 2021 and continued to contact the Office and update their complaint as they received additional emails containing a "Donate" button from the Councilmember's shared email account up until February 2022. It should be noted that the emails presumably only stopped in February 2022 because the Office had contacted the Councilmember in late January 2022 about the complaint during the interview phase of the investigation.

On pages 1 and 2 of your response, you raised concerns about two inaccurate assumptions made by the Office when characterizing the subject emails as violations of the County's Email Communications Policy. You stated the first inaccurate assumption made by the Office was that the purpose of the subject emails was to solicit funds for the Councilmember's campaign. That statement is not true. The Office never assumed the purpose of the subject emails was to solicit campaign funds for the Councilmember, nor did the Office state that in its report. The Office only stated in its report that the emails in question had a "Donate" button in them that when selected, took the recipient of the email to a webpage that was soliciting funds for the Councilmember's political campaign. Further, examples of the subject emails were attached

to the Office's report, all of which clearly showed that the main purpose of the subject emails was to inform the email recipients of constituent-related matters. In addition, the Office clearly explained the Councilmember's version of events as to how the "Donate" button ended up in the constituent-related emails. You stated that the Office's second inaccurate assumption was "the emails sent to constituents and community groups were sent by 'Council 4' and therefore constituted an email from a County-owned email address and a violation of the County's email policy, particularly when a recipient hit the 'reply' button and the email came back through a County server." The Office stands by the statement in the conclusion of its report that "Because the Shared Email Address, which is the property of the County, was used in the 'To' line in emails containing solicitations for campaign funds via a 'Donate' button, those emails were violations of the County's Electronic Communications Policy."

On page 2 of your response, you express concern about "the nature and tenor of this investigation" and "where exactly it fits into the mission of the OIG to identify fraud, abuse and illegal acts, and identify ways to promote efficiency, accountability and integrity in County government." The Office disagrees with your assertion that this investigation does not fit into the Office's mission. To the contrary, this type of investigation is exactly the reason the Office exists – to reassure the citizens of the County that there is transparency in their County government. In this instance, a citizen made a complaint that a public official was using County resources (i.e. a County email address) to solicit campaign funds, which the Office believed fell within the Office's mission of holding County employees, to include elected officials, accountable for their use of County resources. The Office conducted its investigation in an objective, thorough, and professional manner, which included gathering the relevant information and giving the accused Councilmember an opportunity to explain their version of what had transpired. The Office concluded the investigation by writing an unbiased and factual report, which clearly detailed the Councilmember's version of the events. The Office stated in that report's conclusion that "it does not appear the violations were done intentionally based on the explanation provided by the Councilmember, nor is there a basis for the Office to question the validity of the Councilmember's version of what transpired."

As to the statements made by you on the final page of your response about elected officials not being County employees in the conventional sense, and it being unclear as to how applicable the County's Electronic Communications Policy is to a councilmember or any other County elected official, the Office directs you to Article 4 of the County Code titled "Human Resources" which defines an "Employee" as "a person employed by the County." The definition specifically excludes independent contractors and volunteer workers from the definition. It does not exclude elected officials. As such, members of the County's legislative branch of government are deemed County employees. Further, the County's Electronic Communications Policy states that it "applies to all County employees" and therefore, it applies to the Councilmember. As for your argument that the misuse of the County email address on a private server is somehow not a violation of the County's Electronic Communications Policy, the Office disagrees. Any email address ending with the domain name "@baltimorecountymd.gov" belongs to the County, and any use of that domain name, even by accident, for a purpose that is not solely related to County business, is a technical violation of the Policy. When such an infraction occurs repeatedly over an extended period of time, which is what took place in this matter, it certainly warrants the Office's involvement.

Sincerely,



Kelly Madigan  
Inspector General  
Office of the Inspector General

cc: John A. Olszewski, Jr., County Executive  
James R. Benjamin, Jr., County Attorney  
Thomas Bostwick, Legislative Council/Secretary