



## ADMINISTRATIVE CHARGING COMMITTEE

Open Session Minutes  
November 17, 2025  
3:00 P.M.

### **CALL TO ORDER**

The meeting of the Administrative Charging Committee (“ACC”) was called to order at 3:00 p.m. with the following members present: Scott Matheny, Curtis Wood, Chuck Kauffman, Doug Mullendore, and Amber Hill.

### **INTRODUCTIONS**

Those present in addition to the ACC members were Rosalinda Pascual, Deputy County Attorney, Victor Scarpelli, Assistant County Attorney, and Amanda Brooks, Legal Secretary

### **REVIEW OF MINUTES:**

Minutes for October 27, 2025, meeting were reviewed. No additions or corrections were needed. Mr. Kauffman motioned to approve; Mr. Wood seconded. Motion passed unanimously.

### **CLOSED SESSION**

The ACC reached a consensus to convene in closed session at 3:01 p.m. to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or (ii) Any other personnel matter that affects one or more specific individuals. MD Annotated Code General Provisions Article 3-305(b)(1); to consult with counsel to obtain legal advice 3-305(b)(7); to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter 3-305(b)(13).

The closed session concluded at 3:30 p.m.

### **RECONVENE IN OPEN SESSION**

The ACC reached a consensus to reconvene in open session at 3:30 p.m.

### **OTHER BUSINESS**

Review of next meeting date

### **ADJOURNMENT**

Mr. Wood motioned to adjourn; Mrs. Hill seconded. Motion passes unanimously. The ACC adjourned its meeting at 3:33 p.m.

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Amanda Brooks, *Legal Secretary*