



ADMINISTRATIVE CHARGING COMMITTEE

Open Session Minutes
July 21, 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, and Steve McCarty by phone. (Charles Summers resigned his position on the ACC effective June 9, 2025).

INTRODUCTIONS

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

REVIEW OF MINUTES:

Minutes for June 9, 2025, meeting were reviewed. No additions or corrections were needed. Mr. Kauffman motioned to approve; Mr. Wood seconded. Motion passed unanimously.

NEW BUSINESS

Mr. Wood asked about an update of the salary of the Chair being enhanced. Mrs. Pascual said she would continue looking into the matter. The date of the October meeting was asked to be changed. All members agreed to move it to October 27, 2025.

CLOSED SESSION

The ACC reached a consensus to convene in closed session at 3:04 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 3:18 p.m.

RECONVENE IN OPEN SESSION

The ACC reached a consensus to reconvene in open session at 3:18 p.m.

OTHER BUSINESS

It was reminded that the PAB would be meeting on July 23, 2025. Review of next meeting date.



ADJOURNMENT

Mr. Kauffman motioned to adjourn; Mr. Wood seconded. Motion passes unanimously. The ACC adjourned its meeting at 3:21 p.m.

Amanda Brooks, *Legal Secretary*