



ADMINISTRATIVE CHARGING COMMITTEE

Open Session Minutes

August 11, 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 Kimberly Jacobson, Legal Assistant.

REVIEW OF MINUTES:

Minutes for July 21, 2025, meeting were reviewed. No additions or corrections were needed. Mr. Kauffman motioned to approve; Mr. Wood seconded. Motion passed unanimously.

NEW BUSINESS

New members to the ACC, Doug Mullendore and Amber Hill, were introduced.

CLOSED SESSION

The ACC reached a consensus to convene in closed session at 3:03 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 3:50 p.m.

RECONVENE IN OPEN SESSION

The ACC reached a consensus to reconvene in open session at 3:55 p.m.

OTHER BUSINESS

Review of next meeting date.

ADJOURNMENT

Mr. Matheny motioned to adjourn; Mr. Wood seconded. Motion passes unanimously. The ACC adjourned its meeting at 3:55 p.m.

Kimberly Jacobson, *Legal Assistant*