

Washington County Administrative Charging Committee (ACC)
Monthly Meeting Minutes
April 24, 2023
3:30 PM

Members Present: Scott Matheny, Chuck Kauffman, Steve McCarty, Charles Summers, Curtis Wood,

Members Absent: N/A

County Staff Present: County Attorney Kirk C. Downey, Deputy County Attorney Kendall A Desaulniers, Assistant County Attorney Zachary J. Kieffer, Legal Secretary Dawn Marcus

Call to Order: Mr. Matheny (Chair) called the ACC monthly meeting to order at 3:02 pm in the Second Floor Workshop Room of the County Administration Building, 100 W. Washington Street, Hagerstown, MD 21740.

Review of Minutes: Minutes for the February 27, 2023, meeting were reviewed. No additions or corrections were needed. Mr. Summers, seconded by Mr. Wood moved to approve the meeting minutes. The motion passed unanimously.

New Business:

1. All members have successfully completed the state-required 40 hour training. Mileage reimbursement forms were given to the members for expense reimbursement. Receipts were received from Mr. Matheny and Mr. McCarty. Confirmation of prior receipt of Mr. Kauffman and Mr. Wood's expense receipts.
2. Mr. Matheny addressed appointment dates and terms. Ms. Marcus provided confirmation of the dates of appointment: Mr. McCarty July 1, 2022, Mr. Summers September 1, 2022, Mr. Wood September 1, 2022, Mr. Kauffman October 18, 2022, and Mr. Matheny November 9, 2022.
3. Mr. Matheny addressed the need for how transfer of investigation files. Will the ACC need laptops from IT for the secure review of cases. In the training, the other counties were providing laptops for their ACC members. Mr. Downey will reach out to the IT department to discuss.
4. Mr. Matheny is planning on attending the May 17, 2023, meeting of the PAB to address any concerns with the Law Enforcement Agency Heads.

5. Review of Complaints due dates to adhere to timelines. Naming of cases and breakdown of law enforcement agencies in the binders.
6. Mr. Matheny advised the ACC members that they need to think about operating procedures to be discussed at the next meeting. The County Attorney's Office will prepare a standard set of operating procedures that other counties have already adopted.
7. Mr. Matheny addressed obtaining compensation for the ACC members. Mr. Downey asked what they thought would be fair and reasonable. Mr. Matheny and the ACC members previously discussed the matter and thought that \$4,000.00 per year and \$750.00 per member for time lost from work for training would be reasonable. Some of the counties are paying astronomical amounts and had outside counsel and other counties lower amounts. In general, this was based on the number of complaints they were reviewing. The ACC Board does not have any issue with the County Attorney's Office staying on to advise at this time. In the training it was discussed that there is a state grant available regarding the Police Accountability Act. Attorney Kieffer sent a request to Grants Management Department to look into the grant process.
8. The next monthly meeting will be set for May 10, 2023 at 3:30 pm to address operating procedures. This meeting will be short. The ACC will not start to review cases until file transfer and security process is worked out. Beginning on June 12, 2023, monthly meetings will start the second Monday of the month at 2:30 pm. Mr. Matheny will correspond with Mr. Downey via e-mail regarding the meeting agendas.

Adjournment: Mr. Matheny, seconded by Mr. Wood, moved to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 4:05 pm.