

Washington County Administrative Charging Committee (ACC)
Meeting Minutes
May 10, 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

Call to Order: Mr. Matheny (Chair) called the ACC monthly meeting to order at 3:30 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 April 24, 2023, meeting were reviewed. No additions or corrections were needed. Mr. Wood, seconded by Mr. Summers moved to approve the meeting minutes. The motion passed unanimously.

New Business:

1. Mr. Kieffer handed out expense reimbursement sheets for review to be signed and collected at the end of the meeting.
2. Adoption of new procedures. All members are to review the procedures as written for changes and they will approve at the next meeting on June 12, 2023.
3. Mr. Matheny addressed reappointment dates. If a member is deciding on leaving the committee he requested that they give advance notice. Mr. Kieffer addressed that a member can serve until a new member is appointed. New appointments will have to be reappointed in the same manner they were appointed.
4. Mr. Matheny addressed the process of taking complaints. Page 32 of House Bill 670 states that people filing a complaint must provide their name and contact information. He would like the police departments to be advised of the law.
5. General review of cases and PAB report. Mr. McCarty has questions of what case information will be required for the year end report. Mr. Downey advised any case review would happen during closed session. There will not be any

- officer identifying information on the PAB report. It will be general informal regarding the agencies and type of cases.
6. Mr. Matheny requested information who will be present during closed session. Mr. Downey addressed that counsel can be in closed session for legal advice. The Committee addresses the cases. Mr. Kauffman asked if they subpoena someone in regarding a case, will they be recorded and a transcript needed? Mr. Downey addressed all closed sessions are recorded to prepare minutes. Transcripts would not be needed as the next step would be a Trial Board and the process would start over. Additional information regarding a Trial Board to be determined in the future.

Next Meeting: The next meeting will be set for June 12, 2023 at 2:30 pm.

Adjournment: Mr. Kauffman, seconded by Mr. Wood, moved to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 4:45 P.M.