



ADMINISTRATIVE CHARGING COMMITTEE

Open Session Minutes
December 18, 2023
3:00 P.M.

CALL TO ORDER

The meeting of the Administrative Charging Committee (“ACC”) was called to order at 2:33 p.m. with the following members present: Scott Matheny, Charlie Summers, Curtis Wood, Chuck Kauffman, and Steve McCarty.

INTRODUCTIONS

Those present in addition to the ACC members were Zachary J. Kieffer, Deputy County Attorney and Amanda Brooks, Legal Secretary.

REVIEW OF MINUTES:

Minutes for November 6, 2023 meeting were reviewed. No additions or corrections were needed. Mr. Summers motioned to approve, Mr. McCarty seconded. Motion passed unanimously.

NEW BUSINESS

No new business at this time.

CLOSED SESSION

The ACC reached a consensus to convene in closed session at 2:32 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 3:50 p.m.

OTHER BUSINESS

Best way to address cases with little or no information.

ADJOURNMENT

Mr. Kauffman motioned to adjourn; Mr. Wood seconded. Motion passes unanimously. The ACC adjourned its meeting at 3:53 p.m.

Amanda H. Brooks, *Legal Secretary*