

**Administrative Charging Committee
3430 Court House Dr.
Ellicott City, MD 21043**

**OPEN MEETING MINUTES
February 6, 2024**

A duly advertised public hearing and meeting of the Administrative Charging Committee was held on February 6, 2024, in the Linwood Room of the George Howard Building, 3430 Ellicott City, Maryland 21043.

Board Members Present: Paul Rivers, Chair
Samantha Phillips-Chester
Shawn Lamb
Christopher Gallant
Octavia Kidd

Board Members Excused: None

Staff Members Present: Keyonna Kinsler, Executive Secretary
Stephen Yaeger, Office of Law

Chairperson Rivers called the open meeting to order at 6:07 PM.

1. Approval of Minutes: The Committee discussed the minutes from the Open Meeting held on January 24. Mr. Gallant moved to approve the minutes. Mrs. Kidd seconded the motion and it passed unanimously (5-0). The Committee reviewed the minutes from the Closed Meeting held on January 24. Mr. Gallant moved to approve the closed meeting minutes with edits. Mrs. Kidd seconded the motion and it passed unanimously (5-0).

2. Stipend Discussion: Mr. Rivers informed the Committee that he spoke with Mr. Pope and payment documents were provided to the Committee. Mrs. Phillips-Chester added that the documents provided should accompany a letter or memo that details the process of receiving the stipends.

4. Closed Session. Chair Rivers moved to go into closed session pursuant to *Md. Code Ann., Gen. Prov. Art. §3-305(b) (13)* To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter”.

The closed session began at 6:19 PM.

The open meeting reopened at 9:05 PM.

5. Future Meeting Dates: The Committee decided on a new meeting date scheduled for February 12, 2024.

6. Agenda Items: The Committee directed staff to add to the February 12, 2024, meeting, the completion of case reviews.

7. Adjournment: Mr. Gallant moved to adjourn. Mrs. Phillips-Chester seconded the motion. The Committee voted unanimously (5-0) to adjourn the Open Meeting at 9:06 PM.

Keyonna Kinsler

Executive Secretary

Date Approved: _____