

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

**OPEN MEETING MINUTES
January 29, 2025**

A duly advertised public hearing and meeting of the Administrative Charging Committee was held on January 29, 2025, in the Linwood Room of the George Howard Building, 3430 Ellicott City, Maryland 21043.

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

Excused Board Members: None

Staff Members Present: Keyonna Kinsler, Executive Secretary
Elizabeth Adams, Office of Law

Chairperson Rivers called the open meeting to order at 6:04 PM.

1. **Approval of Minutes:** The Committee discussed the minutes from the Open Meeting held on December 19, 2024. Mr. Gallant moved to approve the minutes. Mrs. Phillips-Chester seconded the motion, and it passed unanimously (5-0;). The Committee reviewed the minutes from the Closed Meeting held on December 19, 2024. Mrs. Phillips-Chester moved to approve the closed meeting minutes. Mr. Gallant seconded the motion, and it passed unanimously (5-0).
2. **Stipend Discussion:** The Committee discussed the stipend amount. Mrs. Phillips-Chester recommended that they compare the amounts from the surrounding counties to put together a proposal and elected the chairperson to provide that information in writing.
3. **Closed Session:** Mr. Gallant moved to go into closed session pursuant to *Md. Code Ann., Gen. Prov. Art. §3-305(b) (7;13): To consult with counsel to obtain legal advice*; 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 6:21 PM.

The open meeting reopened at 7:06 PM.

4. **Agenda Items:** The Committee directed staff to add to the February 26 meeting, Review of any new cases, stipend discussion and any new business.

5. **New Meeting Dates:** The Committee decided to schedule meetings until June. The Committee decided on the next meeting date for February 26, 2025.

6. **Adjournment:** Mrs. Phillips-Chester moved to adjourn. Mr. Gallant seconded the motion. The Committee voted unanimously (5-0) to adjourn the Open Meeting at 7:08 PM.

Keyonna Kinsler
Executive Secretary
Date Approved: _____