

County Council of Dorchester County
Regular Meeting Minutes
January 17, 2023

The County Council of Dorchester County convened in Open Session in Room 110 of the County Office Building at 6:18 p.m. on the 17th day of January, 2023. A roll call of the members was conducted. Present in Room 110 were: George L. Pfeffer, Jr., President; Mike Detmer, Vice President; William V. Nichols; Ricky C. Travers. Rob Kramer, Jr. joined the meeting by phone. Also present in Room 110 was Jeff Powell, Interim County Manager and Donna F. Lane, Chief of Staff.

REGULAR SESSION

INVOCATION AND PLEDGE OF ALLEGIANCE

Councilman Travers led the invocation and the pledge of allegiance.

CALL FOR ADDITIONS OR DELETIONS TO AGENDA

After publication of the agenda, the following items were added: 1) Request to Sole Source – Headhunter – Interim Finance Director; and, 2) Sole Source Request – Salary Market Review. The Council approved the amended agenda.

APPROVAL OF MINUTES

The Council approved the minutes of December 20, 2022.

APPROVAL OF DISBURSEMENTS

The Council approved the vouchers as presented.

FINANCIAL REPORT: CASH AND INVESTMENTS

Councilman Pfeffer reported total cash and investments as \$33,186,885.63.

CLOSED SESSION SUMMARY

The Council convened into Regular Session on January 17, 2023 at 5:06 p.m. in Room 110, County Office Building, 501 Court Lane, Cambridge, Maryland 21613 and motioned to adjourn into Closed Session pursuant to Title 3 of the General Provisions Article of the Maryland Annotated Code, pursuant to §3-305(b)(1) 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. Present in Room 110 were: George L. Pfeffer, Jr., President; Mike Detmer, Vice President; William V. Nichols; Ricky C. Travers. Rob Kramer, Jr. attended by phone. Also present in Room 110 was Jeff Powell, Interim County Manager and Donna F. Lane, Chief of Staff. Voting in favor of the Closed Session were the present Council Members.

The Council convened into a Closed Session at 5:06 p.m. on January 17, 2023 to discuss the following items pursuant to §3-305(b)(1).

- 1- Approved the request of the Public Works Director to hire an individual as a Landfill Operator IV by a 5 to 0 vote;
- 2- Approved the request of the Detention Center Director to hire an individual as a Correctional Officer I by a 5 to 0 vote;
- 3- Approved the request of the Detention Center Director to promote an individual to Shift Supervisor by a 5 to 0 vote and to promote an individual to Sergeant by a 5 to 0 vote;
- 4- The Council discussed personnel items regarding specific employees within the Finance Department.
- 5- Agreed to hire an individual as Assistant Finance Director to be in acting status as Finance Director until that position is filled as by a 5 to 0 vote;
- 6- The Council discussed personnel items regarding specific employee within the Human Resources Department and amending the job description;
- 7- The Council discussed a salary adjustment regarding specific employee(s) within the Sheriff's Office; and,
- 8- The Council discussed a matter relating to a specific employee within the Planning & Zoning Department.

Present in Room 110 were: George L. Pfeffer, Jr., President; Mike Detmer, Vice President; William V. Nichols; Ricky C. Travers. Rob Kramer, Jr. attended by phone. Also present in Room 110 was Jeff Powell, Interim County Manager and Donna F. Lane, Chief of Staff.

PROCLAMATION – MENTORING MONTH

The Council presented a Proclamation declaring January 2023 Mentoring Month.

LEGISLATIVE SESSION

The Council adjourned into Legislative Session.

INTRODUCTION

AN ACT OF THE COUNTY COUNCIL OF DORCHESTER COUNTY TO AMEND THE OFFICIAL ZONING MAP OF DORCHESTER COUNTY REGARDING A PORTION OF A 7.66 ACRE PARCEL OF LAND OWNED BY DAVID W. NICKERSON, TRUSTEE OF THE

DAVID W. NICKERSON REVOCABLE TRUST AND SHOWN ON TAX MAP 12 AS PARCEL 16

Ms. Lane said before Council is legislation to amend the official zoning map of Dorchester County regarding a portion of a 7.66 acre parcel of land owned by David W. Nickerson, Trustee of the David W. Nickerson Revocable Trust and shown on Tax Map 12 as Parcel 16 to amend Dorchester County Zoning Map to change the zoning designation of the property from Agricultural Conservation-Resource Conservation Area (AC-RCA) District to General Business (B-2) District.

The Council agreed to proceed with the publication of a public hearing.

REGULAR SESSION

The Council convened into Regular Session.

ANNOUNCEMENTS

Mr. Powell apologized for the late start to the meeting, faulting himself, after which, he announced; 1) Councilman George L. Pfeffer, Jr., President, was named Treasurer of the Maryland Association of Counties 2023 Board of Directors; 2) Steve Nuwer, Airport Director, was elected as the Secretary for the Maryland Aviation Council; 3) Ms. Lane was promoted to Chief of Staff and 4) Becky Dennis, Human Resources Director will be retiring as of March 1, 2023. Ms. Dennis has been employed with for Dorchester County for over 20 years, working with 300 full and 300 contractual or part time employees.

MANAGERS COMMENTS

BUDGET AMENDMENT – THE BOARD OF EDUCATION OF DORCHESTER COUNTY

The Council approved the request of Timothy L. Brooke, Chief Financial Officer, Board of Education, to distribute revenues from State Sources, BluePrint for Maryland of \$4,122,138 in the FY 2023 Operating Budget to the following categories: 1) Instructional Salaries, \$308,003; 2) Instructional Supplies, \$546,812; 3) Other Instructional Costs, \$117,655; 4) Student Personnel Services, \$2,538,787; 5) Student Transportation, \$5,000; and 6) Fixed Charges, \$605,881.

Mr. Brooke explained that BluePrint started out by giving grants, now the funds are being pushed into the General Fund by moving things around, leaving the total assets the same. In response to Councilman Pfeffer's question, Mr. Brooke explained that Student Personnel Services is the largest portion because it includes school Social Workers within the concentration of poverty between four elementary schools in town and Maces Lane Middle School. Mr. Brooke advised that BluePrint funding is now being treated as unrestricted General Funds. He said the changes for the Concentration of Poverty and Transitional Supplemental Instruction programs began after the current year started, reflecting the revenue and expenses in the General Fund Operating Budget.

RESOLUTION ADOPTION – 2022 DORCHESTER COUNTY ALL-HAZARD MITIGATION PLAN – EMERGENCY SERVICES

Based on the request of Dozia Rahilly, Emergency Services Director, the Council agreed to execute a resolution adopting the 2022 Dorchester County All-Hazard Mitigation Plan (“plan”) as an official plan and authorizing Emergency Services to submit on behalf of the participating municipalities the adopted plan to the Federal Emergency Management Agency for final review and approval. Councilman Pfeffer reviewed the plan and gave kudos to staff and the company that helped with its completion.

TRAVEL REQUEST – MOTOROLA SOLUTIONS SUMMIT – EMERGENCY SERVICES

The Council deferred the request of Dozia Rahilly, Emergency Services Director, for four employees including herself to attend the Motorola Solutions Summit in order to obtain further clarification regarding attendees for further clarification.

TRAVEL REQUEST – NAVIGATOR CONFERENCE – EMERGENCY SERVICES

The Council approved the request of Ms. Rahilly, for Loreal Vaughn, 911 Dispatcher and, Brian Stevanus, 911 Shift Supervisor to travel to Denver, Colorado to attend the Navigator Conference from April 17, 2023 to April 20, 2023. The Council acknowledged that the airfare (\$836), hotel (\$1,434) and meals (\$330) costs totaling \$3,750 will be paid out of the 911 Training budget.

GRANT AWARD – FY2023 MARYLAND INSTITUTE FOR EMERGENCY MEDICAL SERVICES SYSTEMS CARDIAC DEVICES GRANT – EMERGENCY SERVICES

The Council, based on the request of Ms. Rahilly, accepted the FY2023 Maryland Institute for Emergency Medical Services Systems Cardiac Devices Grant award of \$22,677.64 with a 50% match of \$22,677.64 from the FY23 Capital Budget Allocation for replacement of cardiac monitors (LP15) in the amount of \$120,000.

LEASE EXTENSIONS – AIRPORT

Cordtown Road Farm Lease

The Council approved the request of Mr. Nuwer, on behalf of Garrett Luthy, Lessee, to exercise the third and final farm lease extension for the Cordtown Road Property and enter into a new two year lease beginning January 1, 2024. Ms. Lane explained to Council that extensions do not need a public hearing, however a public hearing will be held for this new lease pursuant to Section §10-312(f) of the Local Government Article of the Annotated Code of Maryland entitled “County property; housing projects; franchise; required notice.” She stated that prior to the leasing of County property: 1) a notice shall be published for three successive weeks in at least one newspaper of general circulation in the County and 2) the notice shall include the terms and compensation to be received to provide the opportunity for objection. Ms. Lane noted an amendment to this legislature has been requested because the three advertisements typically total

\$600, which is very costly. Councilman Travers suggested waiting until July before moving forward with the new lease, in hopes that the amendment is approved.

Office Lease Space – Dalcom, LLC

The Council approved the request of Mr. Nuwer, on behalf of Dalcom, LLC, to exercise the first of two 1-year extensions for the office space at the Airport Terminal building.

REQUEST TO ADVERTISE FOR PROPOSALS – ELECTRIC EXPANSION – AIRPORT

The Council approved the request of Mr. Nuwer to advertise a request for proposals to install the identified outlets to code improving accessibility and to increase safety in the South Hangar which will be funded by the Airport's FY23 Capital Budget allocation for expansion of electrical service in the amount of \$10,000.

AVIGATION EASEMENT EXPERT WITNESS FUNDING – AIRPORT

The Council approved the request of Mr. Nuwer to sole source with Carroll Land Services, Inc and expend \$2,400 to receive an expert witness testimony with respect to the legal description of the avigation easement and the surveys that the MacLeod Law Group, LLC., Interim County Attorney, intends to introduce into evidence on the County's behalf for the Burns parcel 83 (F9), funded by the Federal Aviation Administration (90%) and FY22 Capital Budget allocation for CGE Obstruction Removal Phase 2 – Easements in the amount of \$82,500 (10%).

REQUEST TO DONATE OLD PHONES TO CHARITY – HELP SOLDIERS CALL HOME – FINANCE

The Council approved the request of Grace Tydings, Acting Finance Director, to donate old/unused cell phones to the charity, *Help Soldiers Call Home*. The Council acknowledged that there will be a complete factory reset on all phones before they're donated.

GRANT AWARD – FY23 MARYLAND HERITAGE AREAS AUTHORITY GRANTS – TOURISM

The Council, based on the request of Holly Gilpin, Director of Tourism, accepted the following two FY 2023 Management Grant Awards from the Maryland Heritage Areas Authority (MHAA),

1) FY23 Non Capital Grant of \$50,000, requiring a 100% match to total \$100,000 which is a Multi-County grant so the match will be funded by the three area Heritage Organizations as well as the nine counties with Dorchester County's portion being expended from the Heritage Management Grant Budget.

2) FY23 mini Grant of \$25,000 with no match requirement from the County: 1) the Council acknowledged that the match will come from the agencies that are receiving grant funds for 2023; 2) this is a pass through annual grant and 3) the performance period end twenty-four months after execution of the MHAA agreement. This funds will be used to cover costs

including, way finding signs, videos, signage, printing, traveling displays and marketing of the Scenic Byway.

**REQUEST TO SOLE SOURCE – REPLACE GYM ROOF TOP HEATING UNIT –
DETENTION CENTER**

The Council deferred the request of Kenneth Rodgers, Department of Corrections Director, to sole source with Gannon's Refrigeration Service Inc. and expend \$48,900 from the FY22 Capital Budget to remove and replace the Detention Center's Gym rooftop heating unit. The Council asked him to provide two additional quotes.

**REQUEST TO ADVERTISE FOR PROPOSALS – MOWING & TRASH REMOVAL –
VIOLATION ABATEMENTS – PLANNING & ZONING**

The Council approved the request of Susan Webb, Planning and Zoning Director, to advertise a Request for Proposals for mowing and trash removal for the violation of abatements which will be funded by the clean and lien account line item in the FY23 Planning and Zoning Operating Budget. Ms. Webb stated that finding a contractor now will streamline the process, instead of waiting to obtain bids after the job list is created.

REQUEST TO SOLE SOURCE – GUARDRAIL REPLACEMENTS – PUBLIC WORKS

The Council approved the request of Dave Edwards, Public Works Director, to sole source with L.S. Lee, Inc. and expend \$22,460 to repair the following guardrails: 1) Dorchester County Landfill in the amount of \$5,200, funded by the Operational Budget; 2) Best Pitch Ferry Bridge for \$5,100, funded by the FY23 Capital Budget allocation for guardrail repairs and 3) Hoopers Island Causeway \$12,160, also funded by the FY23 Capital Budget allocation for guardrail repairs. Mr. Edwards stated that L.S. Lee Inc. is one of the only contractors that will serve all of the geographical areas of Dorchester County. In response to Councilman Travers's query, Mr. Edwards stated the causeway damage is from the recent storm, totaling about 246 feet of guardrail and that 56 posts are in need of repair.

**REQUEST TO ESTABLISH DISPERSAL PROCEDURE – SUB RECIPIENT
MEMORANDUM OF UNDERSTANDING – RURAL FUNDING – ECONOMIC
DEVELOPMENT**

The Council acknowledged that the County received \$3,200,000 in funding from Mid Shore Regional Council. Based on the recommendation of Susan Banks, Economic Development Director, the Council agreed to establish a procedure for dispersals and create Memorandum of Understandings with each of the sub recipients. Ms. Banks explained that a template was provided however, she recommended changing the distributions listed on page three from quarterly to monthly. She also stated that Economic Development will receive the invoices and will provide payment authorizations and proof of payment to the Finance Department. Councilman Travers asked Mr. Powell to review the information with Ms. Banks and Charles MacLeod, Interim County Attorney.

REQUEST TO SOLE SOURCE – POOL OPERATIONS AND MAINTENANCE – RECREATION & PARKS

The Council approved the request of Duc Trieu, Recreation & Parks Director, to sole source with Coastline Pool Services and expend \$129,320 from the Recreation and Parks FY23 Operating Budget Swimming Pool-Contractual Services for operating and maintaining the Dorchester County Pool for 2023 with the closing date of August 20, 2023. Mr. Trieu explained that the cost is 6.5% higher than last year due to minimum wage increasing and the price of chemicals have increased substantially. Councilman Travers noted that the pool is open for roughly two months each year.

REQUEST TO HIDE GEOCACHE CONTAINER – EGYPT PARK – RECREATION & PARKS

The Council approved the request of Mr. Trieu, to allow Joe Andrews to hide a Geocache container towards the back of the park off one of the trails at Egypt Park. The Council acknowledged that 1) a Geocache is a container that is hidden with a log book inside; 2) the respective coordinates are posted on the geocaching website, and, 3) other Geocachers can look for the hidden container by using an “App” on a smart phone or a Handheld GPS.

REQUEST TO SOLE SOURCE – LAWN REPAIRS – RECREATION & PARKS

The Council approved the request of Mr. Trieu to sole source with Marshall’s Property Management, LLC and expend \$1,160 from the contractual funds line item in the FY23 Recreation and Parks Budget to rake, seed, and straw the damage areas at Christ Rock Park and Egypt Park due to cars performing donuts. Councilman Detmer asked if there is a way to prevent future damages. Mr. Powell noted he will be attending the Recreation and Parks Advisory Board (RPAB) meeting to seek suggestions. Mr. Powell further noted that he received a request to extend the Boys and Girls Club (BGC) lease on Leonard’s Lane. He said this was not put on the agenda because he will receive information at the RPAB meeting regarding the BGC expenditures.

REQUEST TO ADVERTISE FOR PROPOSALS – NEW WEBSITE – TECHNOLOGY

The Council approved the request of Don Keyes, Information Technology Director, to advertise a request for proposals for a new website, funded by the \$50,000 allocated in the FY23 Capital Budget.

REQUEST TO USE DORCHESTER COUNTY VISITORS CENTER – MARYLAND FREEDOM SWIM EVENT

The Council approved the request of Jason Chance, USA Triathlon Certified Race Director and RRCA Certified Race Director, TriCycle & Run (TCR) Event Management, to use the Dorchester County Visitors Center for the Maryland Freedom Swim event held on Saturday, May 13, 2023 from roughly 9am to 12pm. The Council acknowledged that the park will remain open to the public and the setup and cleanup will be done by TCR Event Management. Ms. Lane stated she reached out to Cambridge Waterfront Development, Inc., who owns part of the

property and they support the event.

COMMUNITY TRANSPORTATION ADVISORY COMMITTEE APPOINTMENT REQUEST – DELMARVA COMMUNITY SERVICES INC.

The Council deferred the request of Keith Adkins, Deputy Director, Delmarva Community Services, Inc., to appoint three citizens and at least one representative from the local government to the Community Transportation Advisory Committee.

REQUEST TO CHANGE OWNER – 503 HUBERT STREET

The Council approved the request of Doretha Sampson, to change ownership of the 503 Hubert Street property to her two children; Joe Sampson, Jr. and Denita Sampson-Fisher, instead of deeding it to Ms. Sampson. The Council acknowledged its decision to sell the property to Ms. Sampson for \$9,000 at the December 20, 2022 Council meeting.

BOARD APPOINTMENTS

Non District:

The Council reappointed Robert Whaples to the Seafood Reconciliation Committee.

The Council appointed Mike Henry to the Burial Sites Preservation Board.

District:

The Council acknowledge that Lin Spicer will remain on the Board of Zoning Appeals as the District representative.

Councilman Nichols stated he will have one for Board of Zoning Appeals next week. Mr. Powell expressed concern that the Board of Zoning Appeals meetings have been cancelled several times due to lack of a quorum. He stated that whoever is appointed to the board must be committed. Councilman Detmer asked Council to consider adding an alternate member or two. Councilman Pfeffer noted that Ms. Webb is looking into a couple of options to correct this issue. Mr. Powell stated that a poll being completed with neighboring counties on their procedure is when things like this occur. Ms. Lane confirmed with Council that legislation is required to change the County Code.

COUNTY COUNCIL REP BOARD APPOINTMENTS

The Council appointed Councilman Detmer to the Traffic Safety Committee.

Councilman Detmer stated he is available if needed as a board liaison. Mr. Powell noted that Council is welcome at any and all board meetings.

Local Government Justice Reinvestment

In response to Councilman Detmer's question, Mr. Powell is going to check with Mr. Rodgers to see if he would like to be on this board.

BOARD APPOINTMENTS – POLICE ACCOUNTABILITY BOARD – ADMINISTRATIVE CHARGING COMMITTEE

The Council acknowledged that they are mandated by law to ensure the boards are in place and the importance of getting these positions filled. Ms. Lane noted that that Council's Office are obtaining more information from other counties to compare procedures and compensation of board members.

REQUEST TO SOLE SOURCE – HEADHUNTER – INTERIM FINANCE DIRECTOR

The Council approved the request of Mr. Powell, to sole source with Mercer Group Associates and expend a maximum of \$2,500 to recruit an Interim Finance Director within the Finance Department. Mr. Powell announced that the current Acting Finance Director tendered her resignation last week with her last day being January 20, 2023.

SOLE SOURCE REQUEST – SALARY MARKET REVIEW

The Council approved the request of Mr. Powell, to sole source with Mercer Group Associates and expend an amount not to exceed \$25,000 to complete a salary market review which will be used to complete the FY24 Budget to help hire and retain employees. He expressed this is one of the top three issues within the County.

COUNCIL'S COMMENTS

Councilman Travers said believes the issues within the County will be resolved with the current team of professionals aboard.

Councilman Detmer motioned to allow the Road Foremen, one Emergency Medical Services (EMS) Supervisor and the Public Works Director to use take-home-vehicles so they can respond to emergency situations. Ms. Powell noted that an EMS individual responded to an emergency in their personal car but was not allowed on scene because they were in an unmarked vehicle. Mr. Powell explained staff has to drive to the office to pick up a work vehicle before responding to a call. He also explained that work vehicles are equipped with the necessary tools needed to complete a task that personal vehicles may not have. Mr. Powell said there are some taxable consequences to employees, so take-home-vehicle will be optional. The Council approved the request to allow the above mentioned positions to use take-home-vehicles with the following stipulations: 1) they must be on-call; 2) live within the County; 3) for County business use only; 4) approved by the County Manager and 5) no non-County employees are in the vehicle.

The Council briefly discussed appointing new members to the Charter Review Commission so they can consider removing the requirement that the Finance Director and County Manager be county residents and other items. The Council agreed to seek clarification on whether it can be re-formed or can only be formed every 10 years.

Councilman Detmer encouraged citizens to consider being on the Police Accountability Board and other boards, as these positions need to be filled.

PUBLIC COMMENTS

None

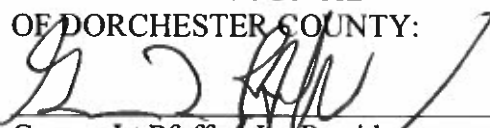
ADJOURNMENT


With no further business to discuss, the Council adjourned.

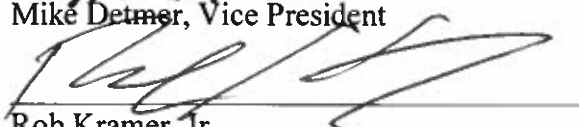
ATTEST:



Jeff Powell
Interim County Manager


THE COUNTY COUNCIL
OF DORCHESTER COUNTY:


George J. Pfeffer, Jr., President


Mike Detmer, Vice President


Rob Kramer, Jr.


William V. Nichols


Ricky C. Travers

Approved the 7 day of February, 2023.

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING
("CLOSING STATEMENT") UNDER THE OPEN MEETINGS ACT (General
Provisions Article § 3-305)**

This form has two sides. Complete items 1 – 4 before closing the meeting.

1. Recorded vote to close the meeting: Date: 1/17/23, Time: 5:05 p.m.; Location: Room 110, County Office Building, 501 Court Lane, Cambridge, Maryland; Motion to close meeting made by: Detmer Seconded by Nichols; Members in favor: Pfeffer, Detmer, Nichols, ~~Travers~~, Travers; Opposed: N/A; Abstaining: _____; Absent: Rob Kramer. Rob Kramer joined meeting via telephone after meeting was closed

2. Statutory authority to close session (check all provisions that apply).

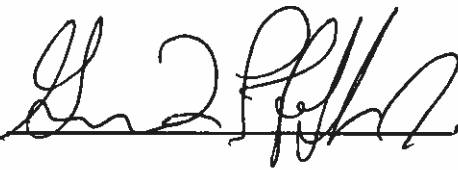
This meeting will be closed under General Provisions Art. § 3-305(b) only:

(1) "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"; (2) ___ "To protect the privacy or reputation of individuals concerning a matter not related to public business"; (3) ___ "To consider the acquisition of real property for a public purpose and matters directly related thereto"; (4) ___ "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State"; (5) ___ "To consider the investment of public funds"; (6) ___ "To consider the marketing of public securities"; (7) ___ "To consult with counsel to obtain legal advice"; (8) ___ "To consult with staff, consultants, or other individuals about pending or potential litigation"; (9) ___ "To conduct collective bargaining negotiations or consider matters that relate to the negotiations"; (10) ___ "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans"; (11) ___ "To prepare, administer, or grade a scholastic, licensing, or qualifying examination"; (12) ___ "To conduct or discuss an investigative proceeding on actual or possible criminal conduct"; (13) "To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter"; (14) ___ "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process." (15) ___ "To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to: (i) security assessments or deployments relating to information resources technology; (ii) network security information . . . or (iii) deployments or implementation of security personnel, critical infrastructure, or security devices."

Continued →

3. For each provision checked above, disclosure of the topic to be discussed and the public body's reason for discussing that topic in closed session.

Citation (insert # from above)	Topic	Reason for closed-session discussion of topic
§3-305(b) (1)	To consider the request of the Public Works Director to hire an individual as a Landfill Operator IV.	Public Discussion of applicant's names and job info could discourage people from applying for County jobs
§3-305(b)(13)	Same topic as above	Public Information Act, GP Section 4-310 and 311 requires us to shield recommendation letters and job applications
§3-305(b) (1)	To consider the request of the Detention Center Director to hire an individual as a Correctional Officer I.	Public Discussion of applicant's names and job info could discourage people from applying for County jobs
§3-305(b)(13)	Same topic as above	Public Information Act, GP Section 4-310 and 311 requires us to shield recommendation letters and job applications
§3-305(b) (1)	To consider the request of the Detention Center Director to promote an individual to Shift Supervisor and to promote an individual to Sergeant.	Public Discussion of applicant's names and job info could discourage people from applying for County jobs
§3-305(b)(13)	Same topic as above	Public Information Act, GP Section 4-310 and 311 requires us to shield recommendation letters and job applications
§3-305(b) (1)	To discuss personnel items regarding specific employees within the Finance Department.	Public Discussion of applicant's names and job info could discourage people from applying for County jobs
§3-305(b)(13)	Same topic as above	Public Information Act, GP Section 4-310 and 311 requires us to shield recommendation letters and job applications
§3-305(b) (1)	To consider a recommendation to hire an individual to fill the Assistant Finance Director position in the Finance Department	Public Discussion of applicant's names and job info could discourage people from applying for County jobs
§3-305(b)(13)	Same topic as above	Public Information Act, GP Section 4-310 and 311 requires us to shield

4. This statement is made by , Presiding Officer.

WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION FOR SUMMARY TO BE DISCLOSED IN THE MINUTES OF THE NEXT OPEN MEETING. (See also template for summary.)

➤ **For a meeting closed under the statutory authority cited above:**

Time of closed session: _____

Place: _____

Purpose(s): _____

Members who voted to meet in closed session: _____

Persons attending closed session: _____

Authority under § 3-305 for the closed session: _____

Topics actually discussed: _____

Actions taken: _____

Each recorded vote: _____

➤ **For a meeting recessed to perform an administrative function (§ 3-104):** Time: _____

Place: _____

Persons present: _____

Subjects discussed: _____