

**Police Accountability Board Meeting
Regular Session
July 10, 2023**

The Police Accountability Board (PAB) for Dorchester County convened into open session at 4:00 p.m. A roll call of the members was conducted. Present in Room 110 were: Paul Riordan, Chair; Mike Larrimore, Sr.; Bob Kirwan; Keith Adkins; Derek Griffin; and, ChanTay Nelson. Also present were Donna F. Lane, Chief of Staff/Police Accountability Board Liaison; and Rebecca Guay, Legal Counsel.

Chairman Paul Riordan welcomed the Board Members, who introduced themselves. He provided a recap of the Chapter 122 entitled "Police Accountability Board and Administrative Charging Committee", Section 122-2-B of the Dorchester County Code. The present Board members executed their Confidentiality Agreements and provided them to Ms. Lane.

REVIEW OF DISCIPLINARY MATTERS

Pursuant to a query from Chairman Riordan, Ms. Lane said since July 2, 2022 no complaints have been filed.

Chairman Riordan asked Captain Gene Henson, Deputy Chief of Police, Cambridge Police Department; Captain John Stichberry, Deputy Chief, Dorchester County Sheriff's Office; and Major Jeff Biskach, Deputy Chief, Hurlock Police Department, to provide the amount of complaints each entity received prior to the passage of bill which was July 1, 2022.

Captain Henson advised that the City Police Accountability Board is having issues with members not showing up for meetings. He said the City of Cambridge received two complaints prior to July 1, 2022. Captain Stichberry said the Sheriff's Office has received two complaints which have been investigated that are ready to be provided to the Administrative Charging Committee (ACC) once its membership has been established. Deputy Chief Biskach said the Hurlock police Department has no received any complaints.

Mr. Riordan noted that the public should be advised that complaints can be hand delivered to the Council's Office or emailed to pab@docogonet.com.

In response to a query, Ms. Lane explained that the delay in establishing the PAB was due to the following: 1) County Council membership changes; 2) legislative amendments and finalization; 3) legal counsel review and comments; and 4) the identification of interested persons to serve as Board Members. Rebecca Guay, Legal Counsel, said multiple counties have not completely established their Boards. She noted that only two have been established at the State level.

Pursuant to a question from Mr. Griffin, Captain Henson said 34 out of 46 City of Cambridge Police Department positions are filled which leaves 12 vacancies.

ADOPTION OF THE RULES OF PROCEDURES-POLICE ACCOUNTABILITY BOARD

Ms. Guay advised that she reviewed the proposed Rules and Procedures. She said Robert Rules of Order should be followed unless the rules conflict with the legislation that formed the PAB, which, in that case, they prevail. The Board members adopted the proposed Rules and Procedures with the following amendments: 1) quarterly meetings will be held in July, October, January and April on the second Monday of the month at 4 p.m.; 2) the number of members should be 7 (5 voting members, one At-Large and a Chair); 3) a quorum is four; and, 4) to

change paragraph "VI. Public Participation" to state that public comments are permitted at the end of the session with the public comment period being 3 minutes per person and 5 minutes per group. The responsibilities under Paragraph IV regarding learning the County's Ethics Code and training on the Maryland Open Meetings Act were referenced. Ms. Lane said she will provide the Board members the link to the Maryland Open Meetings Act training.


Ms. Lane confirmed that the meetings will be advertised and placed on the County's website under the Board and Commissions page which lists the PAB and ACC. Ms. Guay said the Board may: 1) call a special meeting as needed; and, 2) want to consider holding a meeting in November 2023 so they can prepare the report that needs to be provided to the Council regarding the complaints received.

The Board agreed to limit public comments to three minutes per person and five minutes per group. Chairman Riordan said he will announce these limits at future meetings. The PAB members acknowledged that the Chairperson for the ACC is appointed by the PAB, who must be a County resident and serve four years.

ADJOURNMENT


With no further business to discuss, Board adjourned into Closed Session to discuss an appointment to the ACC.

ATTEST:



Donna F. Lane
Chief of Staff/Board Liaison

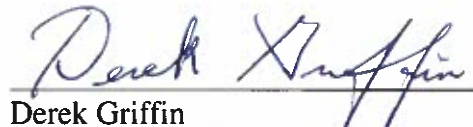
POLICE ACCOUNTABILITY BOARD



Paul Riordan, Chair




Keith Adkins




Derek Griffin



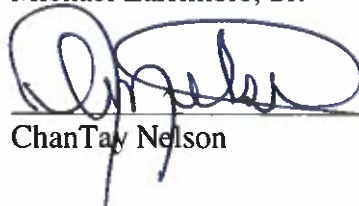
Eddie James



Robin Kirwan



Michael Larrimore, Sr.



ChanTay Nelson

Approved the 16th day of October 2023.

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

Instructions to presiding officer: To meet in a closed session under the Act, the public body must first meet in open session, after providing proper notice. Make sure that the open session is attended by a member designated to receive open meetings training. If a designated member cannot attend, complete the Compliance Checklist.¹ If the public body has never designated a member for training, it must do so **before closing the session.**

Before closing the session, take two steps: (1) conduct a recorded vote on a motion to close; and (2) make a written "closing" statement. If the public body might return to open session afterwards, be sure to tell the public that. During the closed session, keep the discussion topics within the confines of the closing statement. After the closed session, the events of the closed session must be disclosed in the next open-session minutes.

The top part of this form is a model closing statement. **It has two sides. Before closing the open session, complete items 1 through 4 on this form or in any writing with the same information.** If someone pre-prepared the form for you, make sure it reflects the public body's own intended topics and reasons for closing the meeting. A member of the public may inspect the closing statement at the time of the closing and may object to the decision to close the meeting. Once the meeting is closed, the closing statement sets the agenda and may not be changed.

The bottom part of the form is a worksheet that provides a checklist of the disclosures that must be made in the next open-session minutes. The worksheet is not part of the closing statement.

1. Recorded vote to close the meeting: Date: 7/10/2023; Time: 4:21p; Location: County office; Bldg
Rm.
110
Motion to close meeting made by: Mr. Koirdan; Seconded by: Ms. Nelson
Members in favor: all; Opposed: none
Abstaining: none; Absent: none

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

This meeting will only be closed under the provision or provisions checked below, all from General Provisions Art. § 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 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

¹ http://www.marylandattorneygeneral.gov/OpenGov%20Documents/Openmeetings/COMPLIANCE_CHECKLIST%20.pdf

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," such as information that is related to passwords, personal ID numbers, access codes, encryption, security devices, or vulnerability assessments or that a governmental entity collects or maintains to prevent, detect, or investigate criminal activity; or (iii) "deployments or implementation of security personnel, critical infrastructure, or security devices."

3. For each provision checked above, the corresponding topic to be discussed and the public body's reason for discussing that topic in closed session, in as much detail as possible without disclosing the information that may be discussed behind closed doors:

Citation (insert # from above)	Topic We expect to discuss these matters:	Reason for closed-session discussion of topic - We are closing the meeting to discuss this topic because:
§ 3-305(b) <input checked="" type="checkbox"/>	appointment of ACC mbr.	to chat about the possible appointment of an ACC member.
§ 3-305(b) <input type="checkbox"/>		
§ 3-305(b) <input type="checkbox"/>		
§ 3-305(b) <input type="checkbox"/>		

4. This statement is made by Paul Roirdan, Presiding Officer.

WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION THAT MUST BE DISCLOSED IN THE MINUTES OF THE NEXT OPEN SESSION (§ 3-306)(c)(2) or § 3-104

For meetings closed under an exception, as disclosed above:

Time of closed session: 4:26 Place: Council Chambers

Purpose(s): To appoint ACC mbr.

Members who voted to meet in closed session: PAB members present

Persons attending closed session: PAB members

Authority under § 3-305 for the closed session (see chart above): _____

Topics actually discussed: _____

Each action Taken: postponed b/c applicant didn't attend and no member of the PAB was knowledgeable of them.

* Paul Roirdan, Mike Larrimore, Bob Kirwan, Keith Adkins, Derrick Griffin, Chan Tay Nelson