

**Administrative Charging Committee Minutes  
Regular Session  
May 22, 2024**

The Administrative Charging Committee (ACC) for Dorchester County convened into open session on May 22, 2024 at 4:43 p.m. A roll call of the members was conducted. Present in Room 110 were: Derek Griffin, Chair; Zia Ashraf, Vice Chair and Vaughn Evans. Also present were Donna F. Lane, Clerk to Council/Administrative Charging Committee; and Patrick Thomas, Legal Counsel.

**CLOSED SESSION SUMMARY**

The Administrative Charging Committee convened into Regular Session on April 24, 2024 at 4:31 p.m. in Room 110, County Office Building, 501 Court Lane, Cambridge 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; pursuant to §3-305(b)(7) to consult with counsel to obtain legal advice. Present in Room 110 were: Derek Griffin, Chair; Vaughn Evans; and Zia Ashraf. Also present were Donna F. Lane, Chief of Staff/Police Accountability Board Liaison; and Patrick Thomas, Legal Counsel. Zia Ashraf joined the meeting via telephone.

The Administrative Charging Committee convened into a Closed Session on April 24, 2024 at 4:32 p.m. in Room 110, County Office Building, 501 Court Lane, Cambridge 21613 to discuss the following items: 1) consideration of complaints regarding specific individuals over whom the ACC has jurisdiction; and, 2) to consult with legal counsel to obtain legal advice regarding complaints.

**APPROVAL OF MINUTES-APRIL 24, 2024**

The ACC Members approved the Closed Session minutes of April 24, 2024 and the Regular Session minutes of April 24, 2024.


**ADJOURNMENT**

With no further business to discuss, Board adjourned into Closed Session pursuant to Sections 3-305(b)(1) and 3-305(b)(7) to obtain legal advice.


ATTEST:

  
\_\_\_\_\_  
Donna F. Lane  
Clerk to Council/Board Liaison

ADMINISTRATIVE CHARGING COMMITTEE

  
\_\_\_\_\_  
Derek Griffin, Chair

  
\_\_\_\_\_  
Zia Ashraf, Vice Chair

  
\_\_\_\_\_  
Vaughn Evans

Approved this  June, 2024.

**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: **May 22, 2024**; Time: **4:43** p.m.; Location: Room 110, County Office Building, 501 Court Lane, Cambridge, Maryland; Motion to close meeting made by by: Evans; Seconded by Ashraf; Members in favor Griffin, Ashraf, Vaughn; Opposed: N/A; Abstaining: N/A; Absent: N/A.

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

**This meeting was 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)	Consideration of Complaints Regarding Specific Individuals over whom the ACC has Jurisdiction	Complaints related to specific police officers and potential/actual discipline thereof
§3-305(b)(7)	Legal Advice-Review of Complaints	To consult with counsel to obtain legal advice regarding complaints

4. This statement is made by Deak Affari, 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: \_\_\_\_\_