

**Administrative Charging Committee Minutes**  
**Regular Session**  
**September 4, 2024**

The Administrative Charging Committee (ACC) for Dorchester County convened in open session on September 4, 2024 at 4:35 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, Member. Also present were Donna F. Lane, Clerk to Council/Administrative Charging Committee Liaison, Patrick Thomas, Legal Counsel, and Paul Riordan, Chair of the Police Accountability Board.

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

The ACC Members unanimously approved the closed session minutes and open session minutes of July 24, 2024.

**CLOSED SESSION SUMMARY**

At its July 24, 2024 meeting, the ACC met in Closed Session at 4:36 p.m. until 6:08 p.m. in Room 110 of the County Office Building pursuant to §§ 3-305(b)(1) and (7) of the General Provisions Article of the Maryland Annotated Code 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 and to consult with counsel to obtain legal advice.

**OTHER**

Derek Griffin, Chair, acknowledged that Paul Riordan, Chair, Police Accountability Board, is present.

**CLOSED SESSION**

A motion was made by 4:37 p.m. to meet in closed session pursuant to §§ 3-305(b)(1) and (7) of the General Provisions Article of the Maryland Annotated Code 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 and to consult with counsel to obtain legal advice. The motion made by Zia Ashraf, Vice Chair, was seconded by Vaughn Evans and passed unanimously. A copy of the ACC's closed session statement is attached hereto.

The ACC went into closed session at 4:38 p.m.

**ADJOURNMENT**

The ACC adjourned the closed session and reconvened in open session at 5:29 p.m. A motion was made by Vaughn Evans to adjourn the meeting. The motion was seconded by Zia Ashraf, Vice Chair, and passed unanimously. The meeting adjourned at 5:30 p.m.

SEPTEMBER 4, 2024 CLOSED SESSION SUMMARY

1. Statement of the time, place, and purpose of the closed session:

Time of closed session: 4:38 p.m. to 5:28 p.m.

Place of closed session: Room 110, County Office Building, 501 Court Lane, Cambridge, Maryland

Purpose of closed session: Pursuant to §§ 3-305(b)(1) and (7) of the General Provisions Article of the Maryland Annotated Code 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 and to consult with counsel to obtain legal advice.

2. Record of the vote of each member as to closing the session:

Members voting aye: Griffin, Ashraf, Evans

Members opposed: None

Abstaining: None

Absent: None

3. Statutory authority to close session and listing of each topic actually discussed, persons present, and each action taken in the session:


Topic Description	Statutory Authority	Reason for Closed Session Discussion	Persons Present	Action Taken
To discuss three complaints filed against specific law enforcement officers	GP § 3-305(b)(1)	Discussion involves specific individuals	Griffin, Ashraf, Evans, Lane, Thomas, Riordan	The ACC made determinations on two of the three complaints and tabled the third complaint to receive further information from the law enforcement agency
To obtain legal advice from the ACC Counsel regarding the three complaints	GP § 3-305(b)(7)	Attorney-client privilege	Griffin, Ashraf, Evans, Lane, Thomas, Riordan	No action


ATTEST:

  
\_\_\_\_\_  
Irene Barnes  
Executive Administrative Specialist/  
Board Liaison

Approved the 10<sup>th</sup> day of October 2024.

ADMINISTRATIVE CHARGING COMMITTEE

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

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

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

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: **September 4, 2024**; Time: 4:37 p.m.; Location: Room 110, County Office Building, 501 Court Lane, Cambridge, Maryland; Motion to close meeting made by: Ashraf; Seconded by Evans; Members in favor Griffin, Ashraf, Evans; 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 Derek X. [Signature] Presiding Officer.

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**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: \_\_\_\_\_