

**Administrative Charging Committee Minutes**  
**Open Session**  
**December 18, 2024**

The Administrative Charging Committee (ACC) for Dorchester County convened into Open Session on December 18, 2024, at 4:31 p.m., in Room 110 of the County Office Building, 501 Court Lane, Cambridge, Maryland 21613. Present in Room 110 were: Derek Griffin, Chair; and Vaughn Evans, Member. Also present in Room 110 were Patrick Thomas, Legal Counsel; and Irene Barnes, Executive Operations Specialist. Zia Ashraf, Vice Chair, joined by phone.

**APPROVAL OF MINUTES – NOVEMBER 27, 2024**

Upon motion by Mr. Evans and seconded by Mr. Ashraf, the ACC unanimously approved the Open Session and Closed Session minutes of November 27, 2024.

**ACC 2025 MEETING SCHEDULE**

Upon motion by Mr. Ashraf, seconded by Mr. Evans the ACC unanimously approved the ACC 2025 Meeting Schedule, with updating the February 26, 2025 meeting to February 19, 2025.

**CLOSED SESSION**

Upon motion by Mr. Evans, seconded by Mr. Ashraf the ACC unanimously adjourned into Closed Session at 4:36 p.m. 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; §3-305(b)(13) to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter; and §3-305(b)(7) to consult with counsel to obtain legal advice. The Written Statement for Closing a Meeting under the Open Meetings Act is attached hereto.

**RECONVENE IN OPEN SESSION**

The ACC adjourned the Closed Session at 4:59 p.m. and reconvened into Open Session at 5:00 p.m.

**CLOSED SESSION SUMMARY**

The ACC convened into a Closed Session at 4:37 p.m. on December 18, 2024 to discuss the following items pursuant to Title 3 of the General Provisions Article of the Maryland Annotated Code §3-305(b)(1), (13) and (7):

1. Discussed a complaint filed against a specific law enforcement officer; and
2. Obtained legal advice from the ACC Counsel regarding the complaint.

**ADJOURNMENT**

Upon motion by Mr. Evans, seconded by Mr. Ashraf the ACC unanimously voted to adjourn the meeting at 5:01 p.m.

**DECEMBER 18, 2024, CLOSED SESSION SUMMARY**

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

Time of closed session: 4:37 p.m. to 4:59 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), (7), and (13) 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; to consult with counsel to obtain legal advice; and to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter.

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:

4.

<b>Topic Description</b>	<b>Statutory Authority</b>	<b>Reason for Closed Session Discussion</b>	<b>Persons Present</b>	<b>Action Taken</b>
To discuss a complaint filed against a specific law enforcement officer	GP § 3-305(b)(1)	Discussion involves specific individual	In person: Griffin, Evans, Thomas and Barnes  By Phone: Ashraf	The ACC made a determination on the complaint.

To obtain legal advice from the ACC Counsel regarding the complaint	GP § 3-305(b)(7)	Attorney-client privilege	In person: Griffin, Evans, Thomas and Barnes  By Phone: Ashraf	S/A
To comply with a specific statutory requirement that prevents public disclosures about a particular proceeding or matter	GP § 3-305(b)(13)	Md. Code Ann., Public Safety § 3-104(h) requires that the ACC maintain confidentiality regarding matters considered until final disposition.	In person: Griffin, Evans, Thomas and Barnes  By Phone: Ashraf	S/A

ATTEST:

Irene Barnes  
 Executive Operations Specialist

ADMINISTRATIVE CHARGING  
 COMMITTEE

Derek Griffin, Chair

Zia Ashraf, Vice Chair

Vaughn Evans

Approved the 22 day of Jan 2025.

**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: 12/18/24; Time: 4:34 p.m.; Location: 501 Court Lane, Room 110,  
Cambridge, MD 21613; Motion to close meeting made by: Evans Seconded by: Ashraf  
Members in favor: Griffin, Evans, Ashraf  
Opposed: \_\_\_\_\_ Abstaining: \_\_\_\_\_ Absent: \_\_\_\_\_

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

Ashraf by  
Phone

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	Topic	Reason for closed-session discussion of topic
§3-305(b) (1)	To discuss a complaint filed against a specific law enforcement officer.	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.
§3-305(b)(13)	Same topic as above	To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter.
§3-305(b) (7)	To receive legal advice regarding a complaint filed against a specific law enforcement officer.	To consult with counsel to obtain legal advice.

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

**CLOSED SESSION SUMMARY**  
**December 18, 2024**

The Council convened into a Closed Session at 4:37 p.m. on December 18, 2024 to discuss the following items pursuant to Title 3 of the General Provisions Article of the Maryland Annotated Code §3-305(b)(1), §3-305(b)(13) and §3-305(b)(7):

1. Discussed a complaint filed against a specific law enforcement officer; and,
2. Obtained legal advice from the ACC Counsel regarding the complaint;