



BALTIMORE COUNTY ADMINISTRATIVE CHARGING COMMITTEE

MEETING MINUTES

MEETING #2 – JUNE 26, 2023 @ 3:00 PM

**MEZZANINE CONFERENCE ROOM – TOWSON HISTORIC COURTHOUSE AND
VIA WEBEX**

Call to Order and Roll Call:

- Chair Joan Harris called the meeting to order at 3:06 PM.
- Chair Joan Harris, Vice-Chair Christopher Tsui, Sharon Knecht, and Elizabeth Dishon-Feuer were all present, and attended in-person. Tiffany Justice was absent.
- Henry Callegary, Rebecca Young, Lauren Phillips, and Lisa Morris were present from the County Administrative Office.
- Marvin Bryan and Bambi Glenn were present from the Baltimore County Office of Law.
- Col. Dennis Delp, Lt. Steve Longo, Cpt. Dave Trivett, Sgt. Christopher Smith, and Meg Ferguson were present from the Baltimore County Police Department.

Approval of June 9, 2023 Meeting Minutes

- Elizabeth Dishon-Feuer moved to accept the minutes of the June 9, 2023 Baltimore County Administrative Charging Committee. Sharon Knecht seconded the Motion.
- The Motion to accept the minutes of the June 9, 2023 Baltimore County Administrative Charging Committee was approved unanimously.

Administrative Updates

- Coordination Manager Henry Callegary provided administrative updates to the members of the Committee.
- Committee Members received their County-issued laptops and email addresses prior to the meeting.
- The Committee will meet in Jefferson Building Hearing Room 104 for their July and August meetings, barring any unforeseen technical issues.
- Baltimore County hopes to onboard an Executive Secretary by August.
- The Baltimore County Council is considering legislation codifying Committee Members' stipends. Payment of stipends will be consistent with the action taken by the Council.

- Committee Members were reminded to complete Open Meetings Act Training as soon as possible.

Presentation by Captain Dave Trivett, Internal Affairs Section Commander, Professional Standards Bureau, Baltimore County Police Department

- Captain Trivett presented on the Internal Affairs Section's investigatory process, rules, and procedures and took questions regarding these matters.
- At 3:21 PM, Chair Joan Harris moved to close the meeting to the public for the purposes of reviewing confidential internal affairs files and for discussion with legal counsel regarding the Maryland Public Information Act (General Provisions Art. §3-305(b)(7, 12, &13)). The Motion was seconded by Vice-Chair Christopher Tsui, and approved unanimously. Tiffany Justice was absent from the vote.
- At 4:00 PM, Chair Joan Harris moved to reopen the meeting to the public. The Motion was seconded by Vice-Chair Christopher Tsui, and approved unanimously. Tiffany Justice was absent from the vote.
- Captain Trivett answered questions from members of the Committee pertaining to the Internal Affairs Section's investigatory process, rules, procedures, and what information would be provided to the members of the Committee as a part of their investigatory reports.

Presentation by Marvin Bryan and Bambi Glenn from the Office of Law

- Marvin Bryan presented regarding the Maryland Public Information Act (MPIA), and answered two questions from the June 9, 2023 meeting as to whether Committee Members' notes were protected under the MPIA, and whether notes and documents from a closed meeting were protected under the MPIA.
- Mr. Bryan noted that work related notes are considered documents, but they are protected from inspection under the MPIA. Likewise, documents presented in a closed session are protected from inspection unless subpoenaed by a Judge, in which case the Office of Law could contest the order, but the documents could still be unsealed.
- Elizabeth Dishon-Feuer asked whether complainants were bound by the same confidentiality rules as Committee Members pertaining to the Committee's written opinions. Henry Callegary noted that the statute and rules do not appear to bind complainants to the same standards.
- Chair Joan Harris noted any questions from the media or public should be referred to Henry Callegary
- Chair Joan Harris moved that to close the meeting to the public for the purposes of discussion legal counsel (General Provisions Art. §3-305(b)(7)). The Motion was seconded by Vice-Chair Christopher Tsui, approved unanimously. Tiffany Justice was absent from the vote.
- At 4:25 PM, Chair Joan Harris moved to reopen the meeting. The Motion was seconded by Vice-Chair Christopher Tsui, and approved unanimously. Tiffany Justice was absent from the vote.

Adjournment and Next Meeting

- At 4:25 PM, Chair Joan Harris adjourned the meeting.
- The Baltimore County Administrative Charging Committee will meet on July 21, 2023 at 1:00 PM in Room 104 of the Jefferson Building and via WebEx.