



## **BALTIMORE COUNTY ADMINISTRATIVE CHARGING COMMITTEE**

### **MEETING MINUTES**

**MEETING #1 – JUNE 9, 2023 @ 1:00 PM**

**ROOM 118 – TOWSON HISTORIC COURTHOUSE AND VIA WEBEX**

#### **Introduction and Roll Call**

- Police Accountability Board Coordination Manager Henry Callegary presided over the beginning of the meeting prior to the election of a Committee Chair.
- Meeting convened at 1:05 PM.
- All members of the Committee were present in person.
- Also present were Henry Callegary (Police Accountability Board Coordination Manager), Rebecca Young (Deputy County Administrative Officer for Public Safety), Bambi Glenn (Assistant County Attorney), and Lisa Morris (Administrative Secretary to Rebecca Young).

#### **Administrative Updates**

- Henry Callegary provided administrative updates to the Committee members.
- All members have been assigned email addresses, and will receive laptops through Baltimore County.
- All members have signed their Affidavits of Confidentiality.
- The proposed Rules of Procedure were reviewed. In addition to the information contained in the Rules of Procedure, Committee members were asked to complete the Maryland Open Meetings Act training.
- The Statewide Police Disciplinary Matrix was reviewed.
- Meetings will be scheduled through the Executive Secretary once that person is hired.
- Investigatory files will be shared electronically.

#### **New Business**

- Tiffany Justice moved that the Rules of Procedure be adopted as presented. Christopher Tsui seconded the motion. The motion was adopted unanimously.

- Tiffany Justice moved that Joan Harris be appointed as Chair of the Baltimore County Administrative Charging Committee. Christopher Tsui seconded the motion. The motion was adopted unanimously.
- Following her election as Chair, Joan Harris presided over the Committee meeting.
- Chair Joan Harris moved that Christopher Tsui be appointed as Vice-Chair of the Baltimore County Administrative Charging Committee. Elizabeth Dishon-Feuer second the motion. The motion was adopted unanimously.
- Jefferson Building Room 104 will be explored as an option for July and August Committee meetings.
- The Committee will meet on **July 21, 2023 at 1 PM** in a room to-be-determined.
- Bambi Glenn will be able to answer any legal questions for the Committee in closed sessions.
- The Committee members discussed developing a “check-list” for information to request from law enforcement for every investigatory file.
- The Committee discussed scheduling an additional June meeting to hear from the Baltimore County Police Department Internal Affairs Division to develop the aforementioned “check-list.”
- The Committee will meet on **June 26, 2023 at 3 PM** in Room 118 of the Historic Courthouse in order to hear from the Baltimore County Police Department Internal Affairs Division.
- The Committee will meet on **August 18, 2023 at 1 PM** in a room to-be-determined.
- Chair Joan Harris inquired about what documents need to be preserved per the Maryland Public Information Act; namely whether personal notes need to be preserved. Bambi Glenn and Henry Callegary indicated they would look into that question before the next meeting.
- Chair Joan Harris asked all Committee members to come prepared to the next meeting with a list of items they would like included in the prospective “check-list” for law enforcement investigatory files.
- Chair Joan Harris confirmed that Henry Callegary would send to members a Maryland Open Meetings Act training course and a simplified version of Robert’s Rules of Order to the Committee members before the June 26 meeting.
- Henry Callegary reminded Committee members that the meeting was being recorded and would be accessible via YouTube.
- Vice-Chair Christopher Tsui inquired about badges for committee members. Badges are not being provided at this time.
- Henry Callegary confirmed that the IT Help Desk was prepared to assist members access their emails.
- The meeting adjourned at 1:55 PM.