



## **BALTIMORE COUNTY ADMINISTRATIVE CHARGING COMMITTEE**

### **MEETING MINUTES**

**MEETING #3 – JULY 21, 2023 @ 1:00 PM**

**ROOM 104 – JEFFERON BUILDING AND VIA WEBEX**

#### **Call to Order and Roll Call:**

- Chair Joan Harris called the meeting to order at 1:00 PM.
- Chair Joan Harris, Vice-Chair Christopher Tsui, Sharon Knecht, Tiffany Justice, and Elizabeth Dishon-Feuer were all present, and attended in-person.
- Henry Callegary and Lauren Phillips were present from the County Administrative Office.
- Bambi Glenn was present from the Baltimore County Office of Law.

#### **Approval of June 26, 2023 Meeting Minutes**

- Vice-Chair Christopher Tsui moved to accept the minutes of the June 26, 2023 Baltimore County Administrative Charging Committee. Elizabeth Dishon-Feuer seconded the Motion.
- The Motion to accept the minutes of the June 26, 2023 Baltimore County Administrative Charging Committee was approved unanimously.

#### **Administrative Updates**

- Coordination Manager Henry Callegary provided administrative updates to the members of the Committee.
- The Baltimore County Council approved compensation for members of the Administrative Charging Committee. Quarterly stipends will begin soon.
- Committee members were reminded to complete Maryland Open Meetings Act training as soon as practicable.

#### **New Business**

- Vice-Chair Christopher Tsui moved to adopt the Administrative Charging Committee Written Opinion template as presented. Sharon Knecht seconded the Motion.

- The Motion to adopt the Administrative Charging Committee template as presented was approved unanimously.
- At 1:04 PM, Vice-Chair Christopher Tsui moved that the Administrative Charging Committee meet in closed session for the purposes of reviewing Baltimore County Police Department investigatory files and make determinations as to whether to administratively charge and recommend discipline against accused law enforcement officers (3-305(b)(12) & 3-305(b)(13)). The Motion was seconded by Tiffany Justice.
- The Motion to enter closed session was approved unanimously. All members, along with Henry Callegary, attended the closed session. Baltimore County Police Department Captain David Trivett briefly appeared to answer questions pertaining to the investigatory files, but did not remain in the closed sessions during review and deliberation. Bambi Glenn appeared in the closed session, via telephone, briefly to answer a legal question by the Committee. During the closed session, members reviewed investigatory files and made determinations as to whether to administratively charge, and recommend discipline towards, law enforcement officers, as well as producing written opinions on these matters.
- At 3:21 PM, Vice-Chair Christopher Tsui moved that the Administrative Charging Committee return to open session. Tiffany Justice seconded this Motion.
- The Motion to return to open session was approved unanimously.
- The Administrative Charging Committee approved their fall schedule:
  - September 15, 2023 at 1:00 PM in Jefferson Building Room 104 and via WebEx.
  - October 13, 2023 at 1:30 PM in Jefferson Building Room 104 and via WebEx.
  - November 3, 2023 at 1:00 PM in Jefferson Building Room 104 and via WebEx.
- Additional meetings will be scheduled on an as-needed basis and the meeting schedule is subject to change.

### **Adjournment and Next Meeting**

- At 3:30 PM, Vice-Chair Christopher Tsui moved that the Administrative Charging Committee adjourn until August 18, 2023 at 1:00 PM, when it will meet in Jefferson Building Room 104 and via WebEx.