

## **Meeting Of Carroll County Administrative Charging Committee**

**05/03/23, Start Time: 11 A.M., Room 105 of County Office Building**

### **Minutes**

Attendance: Tambra Powell

Thomas Beyard

Jud Larrimore

Dean Horvath

Stacy Shaffer

Timothy Burke, County Attorney

James Almon, Assistant County Attorney

Chris Swam, Digital Media Manager

Mark Ripper, Director, Carroll County Department of Technology Services

Quorum Established

Approval of the Minutes from February 23, 2023 meeting, with an amendment as to the nomination for chair of the Committee.

Discussion of Rules of Procedure. Mr. Beyard led discussion of the rules and proposed changes. Decision made to finalize the Rules of Procedure at the next meeting.

Discussion of the format for opinions. Discussion was led by Mr. Larrimore and Ms. Shaffer. It was decided that opinions shall contain only those facts necessary to support a decision.

Discussion of confidentiality agreements and “closed administrative sessions” led by Mr. Burke.

Discussion with Mark Ripper and Chris Swam. Discussion of the ACC website, including the complaint form and flow chart of PAB, ACC, and Trial Board authority and responsibilities.

There was also a discussion of the need for email accounts and laptops for ACC members and concerns with the security of confidential information related to ACC business.

Decided to move future meetings from 10am 9am. Next meeting of ACC will be June 21st, 2023 at 9am.

Official meeting recessed and ACC went into closed Administrative Session to adjudicate a police administrative charging case.

Meeting ended at 1:10 P.M.