

Administrative Charging Committee for Baltimore City

Regular Meeting Agenda

Tuesday, June 27, 2023

10am-4pm

7 E. Redwood St, 9th Floor, Baltimore, MD 21202

Attendees: (Committee Members) David Cramer, Tierra Hawkes, Raymond Kelly, Jesmond Riggins, (Staff) Caylin Young, Mariel Shutinya, Autumn Grant, and Robin Drummond.

A. Call to Order - Rollcall

- a. The meeting was called to order at 10:08 am by Tiera Hawkes (Chair).
- b. Roll call and introductions
 - i. Committee members
 - ii. Staff

B. Review and Approval of Agenda

- a. Committee reviewed the June 27, 2023 Agenda
- b. Committee voted to approve the June 27, 2023 (4 yes) moved without objection.

C. Staff Report

- a. Mariel Shutinya gave the report and an overview of the meeting.
 - i. Follow-up on policies and statutes
 - ii. Investigations -Tierra Hawkes signed off on the findings in order to be compliant with the law
- b. Administrative
 - i. Two case managers will be hired to review all files and attending meetings and pulling timestamps
 - ii. Mariel Shutinya explained how the data is entered into the system
 - iii. Chair Hawkes could not attend the next meeting due to schedule conflict.
 - iv. Members will meet on Thursday, July 6, 2023, 10-2 pm.

D. Election of Vice Chair

- a. Kim Rogers will be sworn-in on Thursday, July 13, 2023 and the Committee will have a full membership.
 - i. Once the ACC has reached full membership, a Vice Chair will be elected.

E. Case Review

The Committee, in accordance with the Maryland Open Meetings Act, Md. Code Ann., General Provisions, 3-305(b)(1) may vote to go into closed session to “discuss the

appointment, employment, assignment, promotion, discipline, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction or any other personnel matter that affects one or more specific individuals.”

- a. Raymond Kelly made a motion to close the meeting, seconded by David Cramer.
 - b. The meeting was closed to the public at 10:19 am.
- F. Open Meeting Session reopened at 1:51 pm.
- a. No discussion.
- G. Raymond Kelly moved to adjourn the meeting and seconded by Jesmond Riggins at 1:51pm.
- H. Adjournment

Next ACC Meeting: Thursday, July 6, 2023 (10 pm-2 pm)