

Administrative Charging Committee for Baltimore City

ACC Public Session Minutes

Friday, July 14, 2023

10am-4pm

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

Attendees: (Committee Members) Tierra Hawkes (Chair), David Cramer, Raymond Kelly, Jesmond Riggins, (Staff) Caylin Young (Deputy Director), Mariel Shutinya (Chief, PAB), TaShawn Smithrick, Autumn Grant, Marissa Crockett, and Robin Drummond.

A. Call to Order - Rollcall

- a. The meeting was called to order at 10:02 am by Tiera Hawkes (Chair).
- b. Roll call and introductions
 - i. Committee members
 - ii. Staff

B. Review and Approval of Agenda

- a. The Committee reviewed the Agenda. David Cramer moved to approve the July 14, 2023 Agenda seconded by member Raymond Kelly.
- b. David Cramer moved to approve the June 23, 2023 Minutes seconded by Raymond Kelly.
- c. Raymond Kelly moved to approve the June 27, 2023 Minutes seconded by David Cramer.
- d. Jesmond Riggins moved to approve the July 6m 2023 minutes seconded by member David Cramer.

C. Staff Report

- a. Chief Shutinya gave the report and an overview of the meeting.
 - i. Kim Rogers is sworn in and will be joining next Friday. She could not attend today as she is unable to review the files.
 - ii. Chief Shutinya needs to know everyone's availability for August. The week of August 14-18 ACC will be off. David Cramer and Raymond Kelly will not be available first week of August. Ms. Shutinya said that the caseload may be lighter at that time.
- b. Administrative
 - i. Two case managers have started.
 1. Tashawn Smithrick introduced herself.
 2. Marissa Crockett introduced herself.
 - ii. Jumel Howard – Community Outreach Coordinator
 - iii. Samuela Ansah – ACC intern

- iv. OECR is in the process of interviewing for an intake specialist.
- v. OECR is looking to hire a complainant advocate for the office.
- vi. Ms. Shutinya is looking to hire Deputy Chief for the PAB in the future.

D. 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 is has jurisdiction or any other personnel matter that affects one or more specific individuals.”

- a. David Cramer made a motion to close the open session, seconded by Raymond Kelly at 10:23 am.
 - b. June 23, 2023 executive session minutes were approved.
 - c. June 27, 2023 executive session minutes were approved.
 - d. Jesmond Riggins moved to table approval of the minutes until the next meeting seconded by Raymond Kelly.
 - e. The meeting was closed to the public at 10:23 am.
- E. The Open Meeting Session was reopened at 2:55 pm for open discussion.
- F. Motion to close the open session by David Cramer, seconded by Jesmond Riggins at 2:55 pm.
- G. Adjournment

Next ACC Meeting: Friday, July 21, 2023 (10 pm-5 pm)