

**Administrative Charging Committee  
3430 Courthouse Drive  
Ellicott City, Maryland 21043**

**OPEN MEETING MINUTES**

A duly advertised public hearing and meeting of the Administrative Charging Committee was held on April 26, 2023, in the Ellicott/Columbia Room of the George Howard Building, 3430 Ellicott City, Maryland 21043.

**Board Members Present:** Paul Rivers, Chair  
Samantha Phillips-Chester  
Octavia Kidd  
Christopher Gallant  
Shawn Lamb

**Board Members Absent:** None

**Staff Members Present:** Keyonna Kinsler, Executive Secretary  
Stephen Yaeger, Office of Law  
Howard County Police Department Internal Affairs Division

Mr. Paul Rivers, Chair called the open meeting to order at 6:12 PM. The Committee discussed the following items of business in an open session:

1. **Approval of minutes:** The Committee reviewed the meeting minutes from March 22's meeting. Ms. Kidd moved to approve the minutes. The motion was seconded by Mr. Gallant, and it passed unanimously (5-0).

2. **Police Introductions:** The Howard County Internal Affairs Division introduced themselves to the Committee and engaged in a discussion that prompted questions and answers. The IAD also informed the Committee of how they'll operate together and the investigations process.

3. **Authority to Close:** Md. Code Ann., Gen. Prov. Art. §3-305(b) (7): To consult with counsel to obtain legal advice.

Pursuant to the Open Meetings Act, minutes of this closed session are required to include the following.

Date of Closed Meeting: April 23, 2023

Time of Closed Meeting: 6:39 PM (Motioned by Chair Rivers and Seconded by Mr. Gallant)

Place of Closed Meeting: George Howard Building, Columbia/Ellicott City Room, 3430 Courthouse Drive, Ellicott City, MD 21043

Purpose: To obtain legal advice concerning the ability to subpoena, timing on complaints, rulemaking, the investigations requirements and policy/ procedures when submitting to the Law Enforcement Agency.

Listing of topics discussed: Committee obtained legal advice on the specifics to possible subpoena situations, the timing for complaints according to the law, investigation details on complaints, and the policy and procedures for investigating complaints.

Persons present: Mr. Stephen Yaeger, Office of Law, Mr. Paul Rivers, Ms. Octavia Kidd, Ms. Samantha Phillips-Chester, Mr. Shawn Lamb and Mr. Christopher Gallant.

Closing: Upon motion by Chair Rivers, and seconded by Mr. Gallant, the Committee voted unanimously to adjourn the Closed Meeting and re-open the Open Meeting at 7:37 PM.

**4. Review of ACC Investigation Template:** Ms. Phillips-Chester reviewed the template with the other Committee members, and they decided that they would finalize the form at the next scheduled meeting on May 24, 2023.

**5. Agenda Items:** The Board directed staff to add the following meeting topics for the May 24, 2023, meeting: PIA Training, County Email & County Equipment, Finalization of ACC Investigation Template.

**6. Adjournment:** A motion was made by Mr. Rivers to adjourn, seconded by Mr. Lamb. The Board voted unanimously (5-0) to adjourn the Open Meeting at 7:52 PM.

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Keyonna Kinsler  
Executive Secretary  
Date Approved: \_\_\_\_\_