

**Joint Meeting of the Police Accountability Board and the Administrative Charging Committee (Wednesday, July 13, 2022)**

Generated by Diane Gleissner on Thursday, July 14, 2022

**Members present**

Nicholas Cromwell  
Michelle Dowleyne  
Leslie Everett  
Frank Kauffman  
John Lydon  
Thomas Phelan  
Charles Shilling  
Joseph L Van Kirk  
Peter Wild  
John Houser, Assistant County Attorney  
Diane Gleissner, Coordinator II

**Absent**

Dr. Linda Lymas

**Meeting called to order at 6:38 PM****1. CALL TO ORDER**

Call to Order: A. CALL TO ORDER

Nickolas Cromwell, Chair, called the joint meeting of the Police Accountability Board and Administrative Charging Committee to order at 6:38 pm in the Chesapeake Building Meeting Room, Governmental Center.

**2. ROLL CALL**

Action: A. AGENDA

I move to accept the agenda as presented.

Motion by John Lydon, second by Charles Shilling.

Final Resolution: Motion Carries

Yea: Nicholas Cromwell, Michelle Dowleyne, Leslie Everett, Frank Kauffman, John Lydon, Thomas Phelan, Charles Shilling, Joseph L Van Kirk, Peter Wild

**3. NEW BUSINESS****A. OFFICE OF THE COUNTY ATTORNEY - Police Accountability Board and Administrative Charging Committee**  
Orientation

Present: John Houser, Assistant County Attorney

Mr. Houser discussed requirements and the process that established the Police Accountability Board and the Administrative Charging Committee; House Bill 670; MD Public Safety Code Ann. § 3-102; Md Public Safety Code Ann. § 3-104; Title 12 Department of Public Safety and Correction Services Subtitle 04 Police Training and Standards Commission, Chapter 09 - Police Accountability Board and Administrative Charging Committees; Title 12 Department of Public Safety and Correction Services Subtitle 04 Police Training and Standards Commission, Chapter 10 - Model Uniform Disciplinary Matrix; Statewide Police Disciplinary Matrix; Open Meetings Act (County and State); Public Ethics Ordinance; the Rules of Order for St. Mary's County Boards and Commissions and the requirement to complete a Financial Disclosure Statement.

**B. ELECTION OF OFFICERS**

Mr. Cromwell made the motion to nominate Joseph Van Kirk as Vice-Chair.

I move to approve Joseph Van Kirk as Vice Chair.

Motion by Nicholas Cromwell, second by Thomas Phelan.

Motion Carries

Yea: Nicholas Cromwell, Michelle Dowleyne, Leslie Everett, Frank Kauffman, John Lydon, Thomas Phelan, Charles Shilling, Joseph L Van Kirk, Peter Wild

**C. ADOPTION OF BY-LAWS**

I move to adopt the proposed by-laws for the Police Accountability Board with the amendments discussed by Chairperson Cromwell.

Motion by Frank Kauffman, second by Michelle Dowleyne.

Final Resolution: Motion Carries

Yea: Nicholas Cromwell, Michelle Dowleyne, Leslie Everett, Frank Kauffman, John Lydon, Thomas Phelan, Charles Shilling, Joseph L Van Kirk, Peter Wild

**D. ADOPTION OF 2022 MEETING SCHEDULE FOR THE POLICE ACCOUNTABILITY BOARD**

7/13 Joint Meeting with the Administrative Charging Committee

8/17 Joint Meeting with the Administrative Charging Committee

11/9 Meeting

12/7 Meeting

I move to adopt the Police Accountability Board meeting schedule as amended.

Motion by Frank Kauffman, second by Charles Shilling.

Motion Carries

Yea: Nicholas Cromwell, Michelle Dowleyne, Leslie Everett, Frank Kauffman, John Lydon, Thomas Phelan, Charles Shilling, Joseph L Van Kirk, Peter Wild

**E. INVITATION OF APPLICATIONS FOR ADMINISTRATIVE CHARGING COMMITTEE VACANCIES (2)**

I move that the board invite applications from the public for two appointments to the Administrative Charging Committee and direct staff to issue a press release and collect applications on the board's behalf.

Motion by Charles Shilling, second by Frank Kauffman.

Motion Carries

Yea: Nicholas Cromwell, Michelle Dowleyne, Leslie Everett, Frank Kauffman, John Lydon, Thomas Phelan, Charles Shilling, Joseph L Van Kirk, Peter Wild

**4. ADJOURN**

Action: A. MOTION TO ADJOURN

I move to adjourn the meeting.

Motion by Nicholas Cromwell, second by Thomas Phelan

Final Resolution: Motion Carries

Yea: Nicholas Cromwell, Ylonda Dowleyne, Leslie Everett, Frank Kauffman, John Lydon, Dr Linda Lymas, Thomas Phelan, Charles Shilling, Joseph L VanKirk, Peter Wild