



Catherine E. Pugh
Mayor

MEETING MINUTES

Charter Review Subcommittee on Audits

Thursday, March 15th, 2018

City Hall, 2nd Floor, Conference Room 2

4:00 PM – 5:30 PM

Meeting Attendees:

- Kevin Lynch
- Brandon Moore
- Audrey Askew (*by phone*)
- Steward Beckham
- Marie Grant
- Sarah Hemminger (*by phone*)
- Venroy July (*by phone*)

Topics Discussed:

The meeting was called to order at 4:04 PM. Co-chair Kevin Lynch called for an approval of last meeting's (Mar. 8) minutes. The minutes were approved.

Mike Mullen (Chief Solicitor - Contracts, Baltimore City Department of Law) shared draft language for charter recommendations with the subcommittee. Members of the subcommittee noted that the appropriate length of time given to agencies to respond to audit findings (currently listed as 15 days) should be revisited at the next meeting.

The subcommittee was joined by Councilman Eric Costello, who explained the political/legislative history behind the most recent revisions to the Charter's audit section.

Specifically, the Councilman indicated that the waiver power afforded to the Biennial Audits Oversight Commission exists to address the Baltimore Development Corporation (BDC), which has its own external audit procedures. Councilman Costello was provided with a copy of the subcommittee's draft recommendations and will be providing feedback in time for its next meeting.

At its next meeting on Thursday, March 22, the subcommittee will continue discussion and review the Councilman's comments.

No public comment was provided. The meeting was adjourned at 5:14 PM.

COMPLIANCE CHECKLIST
FOR MEETINGS SUBJECT TO THE MARYLAND OPEN MEETINGS ACT *

Name of public body CHARTER REVIEW
AUDITS SUBCOMMITTEE Date of Meeting: 03/15/18

1. ☒ Did you give "reasonable advance notice" and keep a copy or screenshot?
2. ☒ Did you make an agenda available when notice was posted, or, if not yet determined, as soon as practicable, but at least 24 hours before the meeting?
3. ☒ Did you make arrangements for the public to attend?
4. ☒ Is someone prepared to keep minutes in writing or, otherwise, to run the equipment for minutes in the form of live and archived video or audio streaming?
5. N/A If part of this meeting might be closed to the public, have you first:
 - ☐ Made sure that the public body designated a member to take training in the Act? (eff. 10/1/17)
 - ☐ Made sure that the topic to be discussed falls entirely within one or more of the 14 "exceptions" that allow the closed session? (see over for the list)
 - ☐ Given notice of the open meeting to be held right before the closed session, so that the presiding officer can hold the required public vote to close?
 - ☐ Made sure that the initial open meeting will be attended by a member designated to take training in the Act, and, if a designated member cannot attend, made sure that the public body is ready to complete this compliance checklist at the open meeting and keep it to attach to the minutes? (eff. 10/1/17)
 - ☐ Equipped the presiding officer to prepare a written statement with the required disclosures? (for a model form with instructions, go to <http://www.marylandattorneygeneral.gov/Pages/OpenGov/Openmeetings/default.aspx>)
 - ☐ Equipped the presiding officer to limit the closed session discussion to the exceptions and topics cited on the written closing statement?
 - ☐ Arranged for closed-session minutes to be kept and adopted as sealed?
 - ☐ Equipped someone in the closed session to keep a record of each item of information that must be disclosed in the minutes of the next open meeting? (for the list, see the model closing statement).
 - ☐ For a meeting recessed to hold a closed administrative session, arranged to disclose, in the minutes of the next open meeting, the date, time, and place, persons present, and subjects discussed?
6. ☒ Have you arranged for the preparation, the adoption as soon as practicable, and posting online if practicable, of minutes of the open meeting, including summaries of any prior closed sessions, and this form (when required), completed on this side?

**This checklist is designed for general use as well as for use at open meetings of public bodies that hold closed meetings on or after 10/1/2017, when a member designated for training cannot attend the initial open meeting. See GP § 3-213(d). Like the earlier checklists, this checklist gives general guidance, does not guarantee "compliance" with every provision of the Open Meetings Act, and will be revised occasionally.*