



**COMMITTEE EVALUATION AND REVIEW BOARD (CERB)  
Meeting Minutes – Meeting Four  
September 25, 2024**

Virtually by Microsoft Teams

**Members Present:**

Anthont Buccitelli  
Justin Carlson  
Jake Didinsky  
Zanethia Eubanks

Muriel Hairston-Cooper  
Mary Ann Keeffe  
Deeptaanshu Kumar  
Sofya Orlosky

Karl Pitt  
Catherine Sindos  
Jeffrey Slavin  
Clint Sobratti

**Members Absent**

Rodrigo Figueroa

**Guests**

Richard Hoye

**County Staff Present:**

Ken Hartman-Espada, Asst. Chief Administrative Officer  
Beth Gochrach, Office of the County Executive

**1. Call to Order**

Ken Hartman-Espada called the meeting to order at approximately 7:02 PM.

**2. Approval of Minutes**

The minutes of the September 18, 2024, minutes were unanimously approved as amended.

**3. Finalization of Member Selection of BCCS for CERB Members to Visit – Questions and Discussion**

Have any BCCs returned the questions? No.

When CERB members visit BCCs should they prod BCCs to answer and return the questions? Yes, when visiting, CERB members should remind BCCs to finish and submit the answers to the required questions.

Why are only 50+ BCCs being visited and required to answer the questions? Though all County BCCs should be reviewed, the CERB law specifies that advisory boards must justify their existence. Per Ken Hartman-Espada, it will be determined how the quasi-judicial and other non-advisory boards will be approached.

Can CERB members introduce themselves at BCC meetings? Yes, and can use the finalized script approved by CERB members.

Will CERB members meet with departments/agencies affiliated with each BCC? Yes, in the future.

What is the timeline for finishing the BCC visits? Thanksgiving.

Are BCC meetings in person or virtual? Many are virtual, some are hybrid and some in person.

Will there be a sign-up tool for CERB members to sign up to visit BCCs? Yes. Google forms was suggested, but not all can access Google docs.

CERB members should select BCCs to visit based on interest, expertise, advocacy, and geography.

There could be flexibility for CERB members with workgroups of two or three. One CERB member could stay for the first hour, another for the second hour. Also, if one person couldn't attend, two others would likely be available.

So the visits will not be rushed and in order to meeting the Thanksgiving deadline., it was encouraged that visits begin right away even if all members have not signed up.

There was a review of the BCC calendar and how to search for BCC meetings. CERB members should search the calendar for BCC meetings but should always contact BCC staff to confirm meeting information.

Will there be a template for BCC visits? Yes, the evaluation form that was revised and approved by CERB members.

BCCs should follow the Maryland Open Meetings Act but CERB members are not enforcers and CERB is not a compliance board.

CERB members should announce their visits to BCCs and let BCCs know that they will be observing. County Executive staff will also notify all advisory boards that CERB members will be attending.

CERB members should use the evaluation form in conjunction with each visit. There was a discussion about **Question 6. The Board possesses the background, knowledge, skills, and expertise to help accomplish its goals.**

CERB members should observe if a chair is dictatorial or if the meeting is dominated by a few people, if the agenda is being followed, if the spirit of parliamentary procedure is being followed (not getting caught up in too many rules). Is the agenda being followed? Is the BCC serving a purpose or just meeting? Are meetings accessible to the public and inclusive? Would a member of the public attending a BCC meeting have background or information about the BCC?

CERB members should have access to a BCC's historical minutes.

BCC websites should be ADA accessible and have a statement about accommodations for people with disabilities.

4. **Action:** Ken Hartman-Espada will create and share a Google docs form with the existing spreadsheet for CERB members to sign up for BCC visits.
5. **Action:** CERB members will use the Google docs form to sign up for BCC visits.
6. **Next Meeting/Future Meeting Schedule**  
The next meeting was scheduled for October 16, 2024.
7. **Adjournment**  
The meeting was adjourned at approximately 8:10 PM.

Respectfully submitted,  
Beth Gochrach