



COMMITTEE EVALUATION AND REVIEW BOARD (CERB)
Meeting Minutes – Meeting Three
September 18, 2024 - FINAL

Virtually by Microsoft Teams

Members Present:

Justin Carlson
Jake Didinsky
Zanethia Eubanks
Rodrigo Figueroa

Muriel Hairston-Cooper
Mary Ann Keeffe
Deeptaanshu Kumar
Sofya Orlosky

Karl Pitt
Catherine Sindos
Jeffrey Slavin
Clint Sobratti

Members Absent

Anthony Buccitelli

Guests

NA

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 7:02 PM.

2. Approval of Minutes

The minutes of the July 11, 2024, and August 8, 2024, minutes were unanimously approved as submitted.

3. Housekeeping

Beth Gochrach reminded members to complete the Open Meetings Act, Parliamentary Procedure, and Ethics training, and also the Risk Management forms.

4. Selection of BCCs for CERB Members to Visit

CERB members reviewed a list of the 50+ County's advisory boards, committees, and commissions (BCCs) with the goal of scheduling member visits to each group on the list to determine how to divide up the list and evaluate BCCs:

Suggestions

Add the upcoming BCC meeting dates and information to the list.

Allow members to select BCCs that are of interest to them or in which they have expertise, advocacy, or geographic proximity.

Put meeting in sign-up tool for easier selection.

Set up meetings with workgroups of 2 or 3 members for each BCC for flexibility.

Would be better if BCCs complete the evaluation questions first. Members asked staff to impress upon BCCs that they must finish the questions sent to them.

Let BCCs know that members will be observing them or conversely, visit BCCs without notifying them first.

Have a standard script and evaluation tool for members to use when visiting BCCs.

Remind BCCs they must comply with the Maryland Open Meetings Act, but CERB is not a compliance board and is not policing BCCs.

Ask to view a BCCs historical minutes.

Procedures and questions

Have any BCCs completed the questions yet? No.

Members will meet with non-advisory BCCs and departmental staff affiliated with BCCs at a later time.

Members should contact BCCs before visit and introduce themselves at the BCC meeting. However, then BCCs might be over prepared for the visit providing an unrealistic picture.

BCCs meet in person, virtually and in hybrid formats.

Script

Members discussed a script for BCC visits. County Executive staff has a draft. Members also wished to draft a new version.

Criteria for evaluating BCCs

Members reviewed evaluation rubrics created by the last CERB. The same rubrics with some revisions could be used for the upcoming visits.

Members should determine, among other things, if:

- the BCC is following the Maryland Open Meetings Act and parliamentary procedure
- the BCC is following the agenda
- the chair is facilitating and not dictating the meeting
- all members are participating or if the meeting dominated by a few members
- the website is ADA compliant
- the BCC is serving a purpose, not just meeting.

Timeline for completion of visits – by Thanksgiving .

5. **Action:** It was decided that selecting the BCCs to visit, completing the script, revising the evaluation rubrics, and updating the BCC list with meeting dates would be completed at a meeting on September 25.
6. **Next Meeting/Future Meeting Schedule**
The next meeting was scheduled for September 25, 2024.
7. **Adjournment**
The meeting was adjourned at 8:45 PM.

Respectfully submitted,
Beth Gochrach