



COMMITTEE EVALUATION AND REVIEW BOARD (CERB)

Meeting Minutes – Meeting 10

FINAL

February 19, 2025

101 Monroe Street – 9th Floor
Rockville, MD
And virtually by Microsoft Teams

Members Present:

Justin Carlson
Jake Didinsky
Muriel Hairston-Cooper, Co-Chair
Mary Ann Keeffe

Deeptaanshu Kumar
Sofya Orlosky, Co-Chair
Karl Pitt

Jeffrey Slavin
Catherine Sindos
Clint Sobratti

Members Absent

Anthont Buccitelli

County Staff Present:

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

Guests

1. **Call to Order – Open Session**

Co-chair Sofya Orlosky called the meeting to order at approximately 7:01 PM.

- **Approval of Minutes**

Jake Didinsky moved to approve the minutes of the January 15, 2025, meeting, and Mary Ann Keeffe seconded the motion. The minutes of were unanimously approved.

Mary Ann Keeffe moved to approve the minutes of the January 23, 2025, special meeting, and Muriel Hairston-Cooper seconded the motion. The minutes were unanimously approved.

Jake Didinsky noted that minutes do not need to be signed “respectfully submitted.”

- **Housekeeping**

Ken Hartman-Espada announced that Muriel Hairston-Cooper was selected by County Executive Elrich as the CERB co-chair.

Remaining CERB member visits: Beth Gochrach stated that there were about four CERB member visits remaining but would confirm that exact number.

2. **Meeting with County Attorney Closed Session – Review of Remaining BCCs (7:10 PM)** Closed session to consult with counsel to obtain legal advice, pursuant to the General Provisions Article § 3-305(b)(7). Topic is mission of the Committee Evaluation and Review Board.

MOTION - Karl Pitt moved for the group to go into closed session and Jake Didinsky seconded the motion, which unanimously approved.

3. **Planning Discussion – Open Session (7:59 PM)**

CERB members discussed next steps.

There was discussion about the five tiers of BCCs and how to handle the BCCs in each tier, and how that should be included in the final report based on the advice of the County Attorney’s Office and the Chief Administrative Officer (CAO). It was suggested that the CAO provide a memo about the direction taken naming the BCC tiers.

There was discussion of the timeline for CERB to complete its report and if an extension should be requested from the County Council. Ken Hartman-Espada said he would talk to Council President Kate Stewart.

Ken Hartman-Espada suggested that there were four major jobs remaining: 1) Send questionnaires to department heads and non-advisory BCCs 2) Meet with department heads and Beth 3) Compile data 4) Draft final report with recommendations. He stated that the Council wants CERB to make recommendations within the framework of diversity, including geographic, and how effective the system is in engaging the public. CERB should also review the tier list and include for each BCC an evaluation of its effectiveness, public participation, and usefulness.

MOTION - Karl Pitt moved that CERB, pending the directive from the CAO, will review and provide feedback on the tier list and draft questions to be completed by February 26, before the next meeting. Jake Didinsky second the motion, which passed unanimously.

There was discussion of the tiers 1-advisory, 2-coordinating, 3-regulatory 4-County agency 5-External. Ken Hartman-Espada recommended engagement with tiers 1, 2 and 3 unless there is a particular need or issue. It was noted that BCCs in tier 4 essentially have their own staff and budget.

There was discussion of how much time to allow department heads and non-advisory BCCs to complete the questionnaires. The questionnaires would be in the same format as the previous questionnaires. It was suggested that members could pair up to review and edit the questionnaires.

MOTION – Mary Ann Keeffe moved that two small groups with two to three people each be created to review and edit the department head questionnaire and the questionnaire for the non-advisory BCC coordinating groups and regulatory bodies, and then compile into one final product to be shared. Six members voted in favor, Jake Didinsky and Jeffrey Slavin abstained. There were none opposed.

The first group, to review the non-advisory BCC coordinating and regulatory bodies would be Mary Ann Keeffe, Co-Chair Muriel Hairston Cooper and Cathy Sindos. The second group, to review the department head questionnaires, would be Co-Chair Sofya Orlosky and Karl Pitt. Comments should be sent to Mary Ann and Sofya by Monday, March 3. Drafts will be posted to SharePoint.

4. **New Business.**

Jake Didinsky announced that by August of this year he will be moving to Philadelphia to be closer to his family. He will provide an update when the date is more clear.

5. **Next Scheduled Meetings**

Co-Chair Sofya Orlosky suggested that CERB hold a special meeting on March 5, 2025, to finalize the department head and non-advisory BCC questionnaires. It was agreed that there would be a virtual meeting on March 5, 2025, at 6:30 pm to review the questionnaires.

It was agreed that the next regular meeting would be March 19, 2025, as scheduled.

The meeting was adjourned at 8:47 pm.