

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING  
("CLOSING STATEMENT")  
UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)**

**This form has two sides. Complete items 1 – 4 before closing the meeting.**

1. **Recorded vote to close the meeting:** Date: August 21, 2023; Time: 7 p.m.; Location: Friendship Heights Village Center; Motion to close meeting made by Michael Mezey; Seconded by Melanie White; Members in favor: Unanimous; Opposed: None; Abstaining: None; Absent: Paula Durbin.
  
2. **Statutory authority to close session (check all provisions that apply).**

**This meeting will be closed under General Provisions Art. § 3-305(b) only:**

- **(1) To discuss:**
  - (i) "the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction"; or**
  - (ii) "any other personnel matter that affects one or more specific individuals";**
  
- (2) "To protect the privacy or reputation of an individual with respect to a matter that is not related to public business";
  
- (3) "To consider the acquisition of real property for a public purpose and matters directly related to the acquisition";
  
- (4) "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State";
  
- (5) "To consider the investment of public funds";
  
- (6) "To consider the marketing of public securities";
  
- (7) "To consult with counsel to obtain legal advice";
  
- (8) "To consult with staff, consultants, or other individuals about pending or potential litigation";
  
- (9) "To conduct collective bargaining negotiations or consider matters that relate to the negotiations";
  
- (10) "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including:

(i) the deployment of fire and police services and staff; and

(ii) the development and implementation of emergency plans”;

- (11) “To prepare, administer, or grade a scholastic, licensing, or qualifying examination”;
- (12) “To conduct or discuss an investigative proceeding on actual or possible criminal conduct”;
- (13) “To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter”;  
or
- (14) “To discuss, before a contract is awarded or bids are opened, a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.”

**Continued**

3. For each provision checked above, disclosure of the topic to be discussed and the public body’s reason for discussing that topic in closed session.

Citation (insert # from above)	Topic	Reason for closed-session discussion of topic
§3-305(b) (1)	For Council to discuss proposed staff salaries for FY 2024	To preserve the confidentiality of the discussion
§3-305(b) ( )		
§3-305(b) ( )		
§3-305(b) ( )		
§3-305(b) ( )		
§3-305(b) ( )		

4. This statement is made by Bobby Pestronk, Presiding Officer.

\*\*\*\*\* WORKSHEET FOR  
**OPTIONAL USE IN CLOSED SESSION: INFORMATION FOR SUMMARY TO BE  
DISCLOSED IN THE MINUTES OF THE NEXT OPEN MEETING. (See also template for  
summary.)**

For a meeting closed under the statutory authority cited above:

**Time of closed session:** 7 p.m.

**Place:** Village Center

**Purpose(s):** To discuss staff salaries for FY 2024.

**Members who voted to meet in closed session:** Unanimous (6-0).

**Persons attending closed session:** Melanie White; Bobby Pestronk; Michael Mezey; Cheryl Tyler; Roy Schaeffer; Martha Solt; and Julian Mansfield.

**Authority under § 3-305 for the closed session:** 1, to discuss personnel issues.

**Topics actually discussed:** Discussion of staff salaries for FY 2024; discussion of engaging a consultant to benchmark and recommend a salary and benefit structure for all Village employees; discussion of adding flexible spending account benefit; discussion of changing schedule for making salary and benefit decisions; discussion of revising Personnel Manual.

**Actions taken:** Approved salary increases for Village employees for FY 2024 retroactive to July 1; directed Village Manager to explore providing flexible spending account benefit for Village employees; directed Village Manager to prepare request for proposals for consultant to develop salary and benefit structure and to revise Personnel Manual; directed Village Manager to explore with Personnel Committee the advisability of converting Hector Garcia from hourly to salaried employee.

**Each recorded vote:** Motion to provide pay increase for hourly receptionists (Milly Bonilla, Judy Strong, Rajni Chatterjee) and for one maintenance staff (Sandra Ramos), unanimously approved. Motion to provide pay increase for Hector Garcia and to remove weekly scheduled overtime hours, unanimously approved. Motion to create pay pool equal to 5% of current wages for salaried staff members Dale Conway, Donna Bryant, Jason Goldstein, Bryan Hudzina, Anne O’Neil, to be administered by Village Manager as base pay increases among these employees considering factors in personnel manual, unanimously approved. Motion to provide bonus for Jason Goldstein

for outstanding performance, unanimously approved. Motion to explore adding flexible spending account benefit for Village employees, unanimously approved. Motion to issue a request for proposals for a consultant to produce a salary structure benchmark and to provide revisions to the personnel manual, approved by a 4-2 vote. Motion to amend and update personnel manual, unanimously approved. Motion to provide pay increase for Village Manager equivalent to 5% consisting of base pay raise and bonus, approved by a 4-2 vote.

**For a meeting recessed to perform an administrative function (§ 3-104):** Time: \_\_\_\_\_  
Place: Persons present: \_\_\_\_\_  
Subjects discussed: \_\_\_\_\_

(Form Rev.10/1/2018)