

**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: 2/22/24; Time: 6:10 PM; Motion to close meeting made by: MILKINS; Seconded by MARSHALL; Members in favor: Unanimous; Opposed: None; Abstaining: None; Absent: _____.

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

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)	PERSONNEL ISSUES SALARIES	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 MELANIE WHITE, 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: 6:10 P.M.
 Place: FRIENDSHIP NEIGHBORS VIOLAGE CENTER
 Purpose(s): RECOMMENDATIONS FOR STAFF SALARIES FOR FY 2025 AND VOTE ON TITLE CHANGE FOR STAFF MEMBER
 Members who voted to meet in closed session: MELANIE WHITE, MARTHA SOVI, MICHAEL MEBBY
 Persons attending closed session: MELANIE WHITE, MARTHA SOVI, MICHAEL MEBBY
 Authority under § 3-305 for the closed session: SECTION 1, TO DISCUSS PERSONNEL ISSUES
 Topics actually discussed: STAFF SALARIES FOR FY 2025; TITLE CHANGE FOR STAFF MEMBER
 Actions taken: 1) APPROVED SALARY INCREASES FOR FY 2025 2) APPROVED TITLE CHANGE FOR STAFF MEMBER
 Each recorded vote: UNANIMOUS VOTES TO APPROVE 1) AND 2) ABOVE

For a meeting recessed to perform an administrative function (§ 3-104): Time: _____

Place: _____ Persons present: _____

Subjects discussed: _____

- (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