

**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: 5/11/26; Time: 7:33 p.m.; Motion to close meeting made by: Martha Solt; Seconded by Allyson Alt; Members in favor: Unanimous; Opposed: None; Abstaining: None; Absent: None.
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."

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)	To discuss personnel matters	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 Martha Solt, 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: 7:33 p.m.

Place: Friendship Heights Village Center

Purpose(s): To discuss personnel matters.

Members who voted to meet in closed session: Martha Solt, Roy Schaeffer, Francine Klein, John Conlow, Al Muller, Vic Basile, Allyson Alt.

Persons attending closed session: Martha Solt, Roy Schaeffer, Francine Klein, John Conlow, Al Muller, Vic Basile, Allyson Alt, Julian Mansfield, Jason Goldstein.

Authority under § 3-305 for the closed session: (1) to discuss personnel matters

Topics actually discussed: Authorized job offer for Assistant Program Director position.

Actions taken: Authorized job offer to Patricia Fredley for Assistant Program Director position at salary of \$40/hour for 35 hours/week.

Each recorded vote: Motion made by Martha Solt, seconded by Francine Klein. The motion was approved unanimously (7-0).

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

Place: \_\_\_\_\_ Persons present: \_\_\_\_\_

Subjects discussed: \_\_\_\_\_