

Neal, Louis (OAH)

From: Barton, Johnnie (BEGA)
Sent: Friday, September 22, 2017 12:23 PM
To: Neal, Louis (OAH)
Cc: Hughes, Traci (BEGA)
Subject: RE: Notice of Meeting on Reappointments September 29 2017.doc

Louis,

After taking a roll call vote in the public session at which the majority of the members present vote in favor for closure, the following must occur: (1) pursuant to DC Official Code Sec. 2-575(c)(2) the presiding officer shall make a statement providing the reason for the closure, the subject to be discussed during the closure, in this case personnel matters, and reference the citation for closure, to D.C. Official Code Sec. 2-575(b)(10). Be mindful that no matters may be discussed in closure other than the personnel matters in this instance. After completing the business in closure, return to the open session and report an official action taken during the closure that is appropriate.

Johnnie



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From: Neal, Louis (OAH)
Sent: Friday, September 22, 2017 11:54 AM
To: Hughes, Traci (BEGA); Barton, Johnnie (BEGA)
Subject: RE: Notice of Meeting on Reappointments September 29 2017.doc

Absolutely. Thank you, Traci! One more thing, Traci – is there a “script” that the COST Chair should follow when opening/closing/adjourning the meeting. I know I sound paranoid; but I want them to do this right. Thanks!

Neal, Louis (OAH)

From: Hughes, Traci (BEGA)
Sent: Friday, September 22, 2017 12:27 PM
To: Neal, Louis (OAH)
Cc: Barton, Johnnie (BEGA)
Subject: Re: Notice of Meeting on Reappointments September 29 2017.doc

Hi Luis,

There is no specific script. However there are protocols to follow: (1) prior to going into executive session, the COST must first read onto the record the reason for closure, i.e., "At this time the COST will vote to enter into closed session to discuss personnel matters pursuant to D.C. Official Code § 2-575(b)(10)"; (2) take the roll call vote; (3) at the conclusion of the closed session, reopen onto the public record and announce any final decisions made during the closed portion of the meeting.

Please be certain to only discuss topics during the closed session/properly cited to and voted on to enter the closed session.

Traci

The new school year is here and every day is a new opportunity for our students to learn and grow. We all have a role to play in ensuring students get to school, ready to learn, and understand that #EveryDayCounts. Go to attendance.dc.gov to learn more.

**DISTRICT OF COLUMBIA COMMISSION ON SELECTION AND TENURE OF
ADMINISTRATIVE LAW JUDGES OF
THE OFFICE OF ADMINISTRATIVE HEARINGS
NOTICE OF PUBLIC MEETING**

In accordance with D.C. Code § 2-576(1), the District of Columbia Commission on Selection and Tenure of Administrative Law Judges of the Office of Administrative Hearings (Commission) hereby gives notice that it will meet on September 29, 2017, at 11:00 a.m. at the D.C. Rental Housing Commission, 441 4th Street, NW Suite 1140B North, Washington, DC in order to consider the reappointments of seven Administrative Law Judges. The members will vote to close a portion of the meeting pursuant to D.C. Code § 2-575(b)(10), which permits closed meetings in order to “discuss the appointment, employment, assignment, performance evaluation, compensation, discipline, demotion, removal, or resignation of government appointees, employees, or officials.” The agenda below will be posted on the OAH website at www.oah.dc.gov and the Office of Open Government/BEGA website at www.open-dc.gov.

For further information, please contact Louis Neal at Louis.Neal@dc.gov or 202-724-3672.

AGENDA

- I. Call to Order (Board Chair)**
- II. Ascertainment of Quorum**
- III. Adoption of Agenda**
- IV. Appearance/Comments by Chairman Phil Mendelson at his request**
- V. Executive Session (non-public). Vote to enter closed session to discuss personnel matters pursuant to D.C. Official Code § 2-575(b)(10).**
 - a) Re-Vote on Administrative Law Judges Due to Technical Issue on 6/29/2017 Meeting**
 - a. Nicholas Cobbs**
 - b. Sharon Goodie**
 - c. Scott Harvey**
 - b) Vote on Reappointments of Remaining Eligible Administrative Law Judges**
 - a. Arabella Teal**
 - b. Audrey Jenkins**
 - c. Wanda Tucker**
 - d. Jesse Goode**
- VI. Resumption of Public Meeting**
- VII. Discussion of Next Meeting**
- VIII. Adjournment (Board Chair)**

COST Meeting – September 29, 2017

Call to Order

“This meeting of the Commission on the Selection and Tenure of Administrative Law Judges is called to Order. This meeting is called for the purpose of considering and/or voting on the reappointment of seven (7) administrative law judges.”

Roll Call

**Determine the presence of all members, including the CALJ, if necessary
Have each COST member say they are “present.”**

“I ascertain that all of the voting members are present. Therefore, a quorum is established”

Adoption of Agenda

“I have reviewed the Agenda, and move that it be adopted as the official Agenda for this meeting.”

[After moved and seconded, “this Agenda is therefore adopted as the official Agenda for this meeting.]

Appearance/Comments by Chairman Phil Mendelson at his request.

[“Thank you, Mr. Chairman” – whatever else needs to be said]

Executive Session (non-public).

“The Commission will now move into the Closed session of this meeting. We will resume the public meeting at the conclusion of the closed session, which will consist of the Commission discussing and voting on the reappointees and discussing other related matters as appropriate. Therefore, pursuant to D.C. Official Code § 2-575(b)(10), this public session is adjourned.”

Resumption of Public Meeting

“The public session of this meeting is reconvened and called to order. All members are again present and a quorum retained.”

[“During the Closed Session, the Commission has voted/not voted on the reappointees, and letters will be delivered to all reappointees [hopefully by the end of the day.”]]

Discussion of Next Meeting

Adjournment (Board Chair