



CALVERT COUNTY COMPENSATION REVIEW BOARD

Open Meeting Minutes

The 2025 Compensation Review Board conducted their open meeting on Thursday, July 17, 2025, at 3:00pm at: 30 Duke Street, Duke Room, Prince Frederick, MD 20678 and virtually via Microsoft Teams

MEMBERS:

Present: *In-Person:* David “Matt” Cox, Cindy Yoe (in at 3:16pm), Donna McCrory, and Donna Zupancic
Virtually: Jim Fleshman and Tim Gervais
Absent: Randy Smith
Staff: John Norris, County Attorney
Ashley Staples-Reid, Special Projects Program Manager, Office of the County Administrator

General Business and Administrative Matters:

I. Call to Order:

The meeting was called to order by staff at 3:02pm and each member was given the opportunity to introduce themselves.

II. Election of Chairperson

Nomination: Tim Gervais nominated Donna Zupancic as Chairperson

Seconded: Matt Cox

Action: Motion passed 5-0 (Smith and Yoe absent)

III. Review and Approve Agenda

Motion: Donna McCrory moved to approve the agenda as presented

Seconded: Matt Cox

Action: Motion passed 5-0 (Smith and Yoe absent)

New Business:

I. Code of Public Local Laws for Calvert County

a. Purpose and Duties of Board

Discussion: County Attorney John Norris walked through the duties and responsibilities of the Board. The Board determine by consensus that individual invitations to attend an upcoming meeting be given to each of the county officials. Alternatively, the county official can choose to provide a one (1) page document outlining their request(s) and justifications for Board consideration. Each future meeting would consist of an interview with one (1) of the county officials/body. Staff will prepare letters and disseminate to county officials.

II. Determination of Meeting Schedule

Discussion: Meeting schedule was determined by consensus to be held biweekly on Wednesday at 1:00pm starting July 30, 2025. Meetings will be held in-person as well as virtually.

Election of Vice-Chairperson

Nomination: Donna McCrory nominated David “Matt” Cox as Vice -Chairperson

Seconded: Jim Fleshman

Action: Motion passed 6-0 (Smith absent)

Public Comment:

There were no speakers in-person or online.

Adjournment:

Having no closed items to discuss pursuant to General Provisions Article §3-305 of the Annotated Code of Maryland, the committee adjourned at 3:41 p.m.

Motion: Matt Cox moved to adjourn the meeting.

Seconded: Donna McCrory

Action: Motion passed 6-0 (Smith absent)

Transcribed by Ashley N. Staples-Reid, Special Project Program Manager