

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: 2:20 to 3:22 pm

Place: Virtual via Zoom

Purpose(s): For each of the reasons stated above.

Members who voted to meet in closed session: All Commissioners

Persons attending closed session: All Commissioners, Department of Legislative Services Staff, Counsel to the Commission

Authority under § 3-305 for the closed session: (b)(1); (b)(7); and (b)(12)

Topics actually discussed: Confidential personnel matters/files; consultation with counsel on progress; investigations - also see below

Actions taken: No formal actions taken - was briefed by outside counsel on certain topics with some dialogue and follow-up questions related to those topics

Each recorded vote: No votes were taken

➤ **For a meeting recessed to perform an administrative function (§ 3-104):** Time: Same as above

Place: Same as above

Persons present: Same as above

Subjects discussed: General scheduling and process discussion relating to upcoming meetings