

July 1, 2020

9200 Basil Court
Largo, MD 20774

THE BOARD OF LICENSE COMMISSIONERS MET IN ADMINISTRATIVE
VOTING SESSION:

PRESENT:

Daphne Turpin Forbes, Chairman
Armando Camacho, Vice Chairman
Kenneth Miles, Commissioner
Tammie Norman, Commissioner
Tammy Sparkman, Commissioner
Jason Deloach, Esquire, Counsel
Terence Sheppard, Director
Patricia Bell, Administrative Manager
Robert Clark, Chief Liquor Inspector
Cristian Mendoza, Deputy Chief Liquor Inspector
Leonard Vauss, Administrative Assistant
Katrice James, Administrative Aide
Keyanna Little, Administrative Aide

Time: 7:00 p.m.

In the matter of **t/a Lee's Restaurant**, the Board reviewed the file regarding previously approved license conversion request to a Class A, Beer, Wine and Liquor license and previously approved transfer of location application.

Mr. Camacho moved to schedule a show cause hearing, seconded by Mr. Miles and made unanimous by Ms. Norman, and Ms. Turpin Forbes.

In the matter of **t/a Colony South Hotel and Conference Center**, the Board reviewed a letter dated June 23, 2020 regarding a request to change the trade name to t/a Capital Plaza Hotel.

Mr. Camacho moved to approve the request, seconded by Mr. Miles and made unanimous by Ms. Norman, Ms. Sparkman and Ms. Turpin Forbes.

The Board received the following Standard Operating Procedures for review:

- a. Alcohol Related Complaints**
- b. Attire and Grooming**
- c. Employee Past Performance Appraisal**
- d. Inspection Staff Workload Assessment**
- e. Retention Schedule**
- f. Scheduling Inspection Assignments and Reporting**
- g. Scheduling Inspection General**
- h. Special Investigations**

Mr. Camacho moved to approve the Standard Operating Procedures request, seconded by Mr. Miles and made unanimous by Ms. Norman, Ms. Sparkman and Ms. Turpin Forbes.

Mr. Camacho moved to approve the minutes from the Administrative Voting Session dated June 23, 2020, seconded by Mr. Miles and made unanimous by Ms. Norman, Ms. Sparkman and Ms. Turpin Forbes.

The Board took note of the following scheduled meetings:

- a. August 5, 2020 @ 7:00 p.m.
- b. August 12, 2020 @ 7:00 p.m.
- c. August 25, 2020 @ 10:00 a.m.

Respectfully Submitted,

Keyanna Little
Administrative Aide

Adjourned 7:21 p.m.