



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

Commission Meeting  
Open Session Minutes  
February 17, 2016

The Maryland-National Capital Park and Planning Commission met on February 17, 2016, in the Parks and Recreation Auditorium, in Riverdale, Maryland.

PRESENT

Montgomery County Commissioners

Casey Anderson, Chair  
Norman Dreyfuss  
Natali Fani-Gonzalez  
Marye Wells-Harley

Prince George’s County Commissioners

Elizabeth M. Hewlett, Vice-Chair  
Dorothy Bailey  
Manuel Geraldo

ABSENT

Amy Presley

John Shoaff  
A. Shuanise Washington

Chair Anderson convened the meeting at 9:34 a.m.

ITEM 1 APPROVAL OF COMMISSION AGENDA (as amended)

Executive Director Barney add a closed session to discuss collective bargaining.

ACTION: Motion of Wells-Harley

Seconded by Fani-Gonzalez

7 approved the motion (Commissioners Presley, Shoaff and Washington were not present for the vote)

ITEM 2 APPROVAL OF COMMISSION MINUTES

Open and Closed Session - January 20, 2016

ACTION: Motion of Fani-Gonzalez

Seconded by Wells-Harley

7 approved the motion (Commissioners Presley, Shoaff and Washington were not present for the vote)

ITEM 3 GENERAL ANNOUNCEMENTS

Chair Anderson made the following announcements:

Upcoming M-NCPPC Black History Month Events – February 2016

The Chair shared dates and times of upcoming M-NCPPC events that will be held this month in Montgomery County and Prince George’s County locations.

Upcoming One Commission Women’s History Month Event

This year’s theme is “Working to Form a More Perfect Union: Honoring Women in Public Service and Government” – March 15<sup>th</sup>, 1:30 p.m. – Newton White Mansion

- ITEM 4 COMMITTEE/BOARD REPORTS – (For Information Only)
- a) Minutes – Regular Board of Trustees Meeting – January 5, 2016
  - b) Minutes – 115 Trust (OPEB) Meeting – September 16, 2015

ITEM 5 ACTION AND PRESENTATION ITEMS

a) Diversity Council Annual Report (Vera/Dugan)

Executive Director Patti Barney introduced former Diversity Council Chair Shuchi Vera and former Diversity Council Vice-Chair Marybeth Dugan to present the Diversity Council annual report. Ms. Vera thanked Executive Director Barney for her role as advisor to the Diversity Council and for being an avid supporter. She also thanked the Commissioners and the Department Heads for their continued support. Ms. Vera provided the Diversity Council consists of 14 employee members from across the agency, each who serve two-year terms. Ms. Vera and Ms. Dugan jointly presented a PowerPoint highlighting the Council's 10 point mission and its major accomplishments for 2015.

Commissioner Geraldo inquired if the Diversity Council plays a role in increasing the diversity of the employee mix in the agency. Executive Director Barney responded the Diversity Council is not involved in hiring. However, the Diversity Council provides input on ways to increase diversity and offers input on agency policies.

Chair Anderson and Vice-Chair Hewlett expressed appreciation for the efforts of the Diversity Council. The programs, initiatives, and assistance provided by the Council have been phenomenal. Vice-Chair Hewlett thanked Commissioner Wells-Harley for championing the Women's History Month Program. She commended the Diversity Council and the participants of the LGBT interactive webinar on an informative, educational, poignant panel and discussion. The Chair and Vice-Chair commented on the perfect timing of the LGBT webinar as it was presented simultaneously during the passing of the Supreme Court ruling on marriage equality.

b) Diversity Council Certificates of Appreciation (Past Members) and Introduction of 2016-2017 Diversity Council (Barney)

Executive Director Barney acknowledged and thanked the 2014-2015 Diversity Council members, and introduced the newly appointed members of the Diversity Council:

Members who will begin their two year term.

- Brittney Drakeford, Prince George's County Planning
- Mary Jurkiewicz, Prince George's County Parks and Recreation
- Greg Gordon (Vice-Chair), Prince George's County Parks and Recreation
- Joe Parsons, Montgomery County Chair's Office
- Marie Proctor, Prince George's County Chair's Office
- Elza Hisel-McCoy, Montgomery County Planning

These members will join the existing members of the Diversity Council who will be completing their second year term.

- Taslima Alam, Prince George's County Planning
- Timothy Delucia, Prince George's County Parks and Recreation

- MaryBeth Dugan, Montgomery County Parks (will serve as new Chair)
- John Hench, Montgomery County Parks
- Lynn Lewis Montgomery County Parks
- Anika Harris, Department of Human Resources
- Yuanjun Li, Montgomery County Planning
- Lawrence Taylor, Finance

Executive Director Barney also announced the out-going Diversity Council members and presented Certificates of Appreciation.

- Maritza Barbot, Montgomery County Planning
- Joe Dehuarte, Prince George’s County Planning
- Jessica Jones, Prince George’s County Chair’s Office
- Bill Sheehan, Prince George’s County Parks and Recreation
- Melissa Thompkins, Montgomery County Chair’s Office
- Shuchi Vera, Montgomery County Parks (served as Chair of the Council)

Members of the Diversity Council were photographed with the Executive Director and Commissioners. As a token of appreciation, the Diversity Council presented Executive Director Barney and Diversity Council Chair Vera, each a bouquet of flowers.

c) Employee Resources for Drug and Alcohol Concerns (Presentation) (McDonald)

Executive Director Barney introduced Health and Benefits Manager Jennifer McDonald and stated that the presentation on Assistance for Drug and Alcohol Concerns will focus on providing assistance to employees through M-NCPPC’s available resources. Chair Anderson stated he is very passionate about this issue and wants to ensure this problem is not disregarded. The takeaway from this presentation and the information it brings will be that M-NCPPC is a family and everyone is expected to look out for each other in the workforce.

Ms. McDonald reviewed the PowerPoint presentation and explained the resources available to employees and their dependents for alcohol and substance abuse. The PowerPoint presentation was also provided as a handout. She discussed support available through the:

- Employee Assistance Program (EAP): employees and members of their household may receive up to 8 free counseling sessions free of charge. Additional counseling and rehabilitation is coordinated with the employee’s health plan.
- Medical health plans: Medical plans provide insurance coverage for inpatient and outpatient treatment. Inpatient treatment may be covered up to 365 days per year.
- Ongoing education/awareness: Informational sessions and articles will be featured throughout the year to highlight substance abuse awareness.
- Community resources: Ms. McDonald shared information on external organizations dedicated to providing support and education on substance abuse.

Commissioners posed the following questions:

- With regard to coordinating insurance coverage, Chair Anderson inquired if persons receiving counseling would have to find another EAP provider at the end of the eight free sessions. He also inquired about the range of options. Ms. McDonald explained the EAP will locate a provider who participates with the individual’s health plan to

ensure continuity so there is no disruption in the therapy. She explained the EAP counselor will offer the employee at least three names of providers near his/her home or place of employment, and will confirm that those providers are available to serve the individual.

- Commissioner Wells-Harley asked if EAP assistance is available to retirees and people within their households. Ms. McDonald stated the EAP is not offered to retirees because the program is designed to help employees address concerns so they can perform better in the workplace.

Commissioner Wells-Harley asked Ms. McDonald to research ways to broaden this benefit to retirees or provide information concerning programs that help retirees who are facing similar situations. Executive Director Barney pointed out that retirees would be able to take advantage of substance abuse services that are offered by their health benefits plans. The Benefits team will devise a method for providing information to retirees. Commissioner Wells-Harley's recommendation will be implemented by sharing information with the Retirement Board, presenting information at the Retiree's Association meetings, and featuring information on substance abuse resources in the retiree newsletter.

- Commissioner Fani-Gonzalez asked how many people have used the counseling benefit in the past year. Ms. McDonald stated that the M-NCPPC's utilization is approximately 11%, where other organizations average 4% - 5%.
- Commissioner Bailey asked if employees have expressed an interest in getting assistance for food addiction, eating or wellness, as these issues have the same implications as drug and alcohol addiction. Ms. McDonald responded employees have requested information for assistance in this area. She shared information on some of the M-NCPPC programs for eating concerns, including the EAP which offers assistance on various concerns. Vice-Chair Hewlett noted Wellness Coordinator Juanita Hawkins has done an excellent job in this program, and stated feedback from employees is phenomenal.
- Chair Anderson inquired if the M-NCPPC surveys employees who have and have not used the EAP program to determine their level of satisfaction, and whether they would take advantage of this benefit. Ms. McDonald stated the program participation is confidential, therefore, the M-NCPPC does not know who [voluntarily] uses the service. She will request the agency's EAP administrator ComPsych develop a survey specific to the M-NCPPC.
- Ms. McDonald shared the M-NCPPC provides annual training for employees and supervisors on EAP services and how to use the program.
- Executive Director Barney suggested EAP be added to the list of mandatory training series to ensure all Department Heads and supervisors participate in the session. Additionally, other components can be considered for services provided by the EAP service, such as broadening the program. Also it may be very powerful to have employees share their individual experiences using EAP. Aside from new hire orientation, the Benefits team will increase publicity and communicate more frequently about the EAP. Commissioners suggested posting webinars consistently

on Insite, inserting articles in the Update newsletter, and using all available means of communication to reach all employees. The Benefits team will roll out an awareness campaign for 2016. The campaign will be linked to National Substance Abuse prevention month. Once the Wellness webpage has been created, other community resources will be included in the website posting.

ITEM 6 OPEN SESSION – OFFICERS’ REPORTS

a) Executive Director  
Employees’ Evaluations Not Completed by Due Date – (January 2016) (For Information Only)

b) Secretary-Treasurer  
Enterprise Resource Planning (ERP) Briefing (For Information Only)

c) General Counsel  
1) Litigation Report – (January 2016) (For Information Only)

2) Legislative Update  
Principle Counsel Donna Calcote presented the Legislative Update on behalf of General Counsel Adrian Gardner. The majority of bills presented at the meeting related to legislation affecting Prince George’s County. It was unclear as to whether SB 166 – HB 243 - The Land Use Actions Legislative Bodies, would impact Montgomery County. Chair Anderson stated that General Counsel Gardner will provide a briefing on Montgomery legislation at a meeting which will be held at the Montgomery Regional Office in the next week or two. Ms. Calcote directed the Commissioners to Page 3 of the Status Update, in which General Counsel Gardner confirmed that Senate President Miller and Speaker of the House Busch will present the M-NCPPC with Resolutions to acknowledge the M-NCPPC’s sixth National Recreation and Parks Association Gold Medal award. Ms. Calcote also indicated that the General Counsel invited the Commissioners to attend the presentation, which is presently being scheduled. She asked that Commissioners and Department Heads place a hold on their calendars for this presentation. These dates were March 29<sup>th</sup> from 10:00 a.m. to 3:00 p.m., with a back-up date of March 25<sup>th</sup>. Chair Anderson asked that the General Counsel’s office coordinate the event on the Chair’s, Vice-Chair’s, Commissioner’s, and Department Heads’ calendars.

At 10:36 a.m., Chair Anderson requested a break.

There being no further business to discuss, the meeting adjourned to closed session at 10:49 a.m.

Pursuant to Section 3-305 (b)(7) and (b)(9) of the General Provisions Article of the Annotated Code of Maryland, a closed session is proposed to consult with counsel to obtain legal advice, and to conduct collective bargaining negotiations or consider matters that relate to the negotiations.

ACTION: Motion of Hewlett

Seconded by Wells-Harley

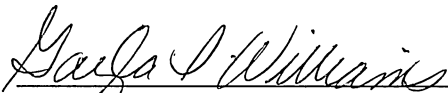
7 approved the motion (Commissioners Presley, Shoaff and Washington were not present for the vote)

At 11:02 a.m., open session reconvened and Chair Anderson requested a motion to adjourn the meeting.

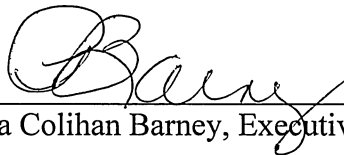
ACTION: Motion of Geraldo

Seconded by Dreyfuss

7 approved the motion (Commissioners Presley, Shoaff and Washington were not present for the vote)



Gayla L. Williams, Senior Management Analyst/  
Senior Technical Writer



Patricia Colihan Barney, Executive Director