



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

Commission Meeting  
Open Session Minutes  
June 15, 2016

The Maryland-National Capital Park and Planning Commission met on June 15, 2016, in the Prince George’s County Parks and Recreation Auditorium.

PRESENT

Montgomery County Commissioners  
Casey Anderson, Chair (arrived at 9:46)  
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

At 9:34 a.m., Vice-Chair Hewlett convened the meeting pending Chair Anderson’s arrival.

Vice-Chair Hewlett requested a moment of silence to commemorate the lives lost and the families and loved ones of the victims who were killed in the tragic acts of violence in Orlando, Florida.

ITEM 1 APPROVAL OF COMMISSION AGENDA

ACTION: Motion of Bailey  
Seconded by Geraldo  
6 approved the motion

ITEM 2 APPROVAL OF COMMISSION MINUTES

Open Session – May 18, 2016  
Closed Session –May 18, 2016

Vice-Chair Hewlett requested and received confirmation from Commissioners that the motions for the votes taken at the May 18<sup>th</sup> Commission meeting (pertaining to approval of the April 14<sup>th</sup> and April 28<sup>th</sup> open and closed session minutes) were accurately reported. Commissioners indicated their agreement.

ACTION: Motion of Geraldo to approve the May 18<sup>th</sup> open and closed session minutes  
Seconded by Fani-Gonzalez  
6 approved the motion

ITEM 3

GENERAL ANNOUNCEMENTS

Vice-Chair Hewlett made the following announcements:

- a) The M-NCPPC is very proud to acknowledge Lesbian, Gay, Bisexual and Transgender (LGBT) Pride Month (June). Given the incident that happened at a night club in Orlando, Florida, it is imperative that M-NCPPC take a stand against violence and discrimination. She reiterated the agency will never tolerate or accept acts of violence against anyone.

Executive Director Barney noted that the LGBT panel discussion from last June was well received. The link to the new discussion will be shared with employees via email.

- b) M-NCPPC is proud to celebrate National Caribbean American Heritage Month (June).

Vice-Chair Hewlett made the following announcements that were not listed on the agenda:

- Commissioner Norman Dreyfuss' wife, Debra Dreyfuss is participating in the 40<sup>th</sup> Annual Women's Air Race Classic, held June 21<sup>st</sup> through the 24<sup>th</sup>. This will be Ms. Dreyfuss' team's 7<sup>th</sup> participation in this event. The M-NCPPC wishes her the best.
- Commissioner Geraldo was elected Treasurer of the Prince George's County Bar Association.
- Happy birthday to General Counsel Gardner.
- Happy Father's Day to everyone who fulfills this role.

Executive Director Barney announced that the Literacy Graduation will be scheduled.

Corporate Policy and Management Operations Chief Anju Bennett stated the graduation ceremony is being planned. The Commissioners and Department Heads are invited and will receive more information on the event. Vice-Chair Hewlett thanked everyone who worked so hard to execute the Literacy Program. She expressed appreciation for the regular reports provided at the Executive Committee and Commission meetings. The program will benefit the participants and the agency.

ITEM 4

COMMITTEE/BOARD REPORTS – (For Information Only)

- a) Minutes – Executive Committee Meeting – June 1, 2016
- b) Minutes – Regular Board of Trustees Meeting – May 3, 2016

ITEM 5

ACTION AND PRESENTATION ITEMS

- a) JP MORGAN REBATE CHECK PRESENTATION (Secretary-Treasurer Zimmerman)  
Secretary-Treasurer Zimmerman announced that JP Morgan is issuing a rebate check in the amount of \$240,179 generated by the M-NCPPC's Purchase Card (P-Card) Program. The rebate is returned to the operating departments that use the Program. He introduced the Finance Department team that administers the Program: Purchasing Manager Stacey Pearson, Principal Administrative Specialists Michelle Myers, and Stephanie Akerley. Mr. Zimmerman explained the Purchasing Division administers the P-Card program and assists operating departments to purchase goods/services, and expedite other needs.

J.P. Morgan Executive Director Bill Zuck introduced J.P. Morgan team Vice President Robin Daley and Vice President Donna Janeczko, who support this Program. In addition to the cost savings, Mr. Zuck stated the Program supported 31,700 transactions through use of a credit card, saving time that would have been spent on processing the purchase through a check or purchase order. Mr. Zuck stated that the M-NCPPC's Program was fraud free and the rebate was largest received by M-NCPPC to date.

b) RESOLUTION #16-07, ADOPTION OF THE WESTBARD SECTOR PLAN (BROWN)

Chair Anderson requested a vote on the Resolution.

ACTION: Motion of Hewlett

Seconded by Geraldo

7 approved the motion

c) MEMORANDUM EXPLAINING PROPOSED RESOLUTIONS (Executive Director Barney)

Executive Director Barney introduced Human Resources Director William Spencer and presented a memorandum contained in the meeting packet, which described compensation changes for Fiscal Year 2017 as outlined in the listed Resolutions. The wage adjustments fit within the Fiscal Year 2017 Adopted Budget. Executive Director Barney noted the Executive Committee and the Department Directors support approval of these actions.

1) RESOLUTION #16-08, FY 17 ANNIVERSARY (MERIT) PAY INCREMENT ADJUSTMENT AND ADMINISTRATIVE LEAVE FOR CERTAIN NON-REPRESENTED MERIT SYSTEM EMPLOYEES (BARNEY/SPENCER)

2) RESOLUTION #16-09, FY 17 COST OF LIVING ADJUSTMENTS FOR CERTAIN NON-REPRESENTED MERIT SYTEM AND CERTAIN CONTRACT EMPLOYEES (BARNEY/SPENCER)

3) RESOLUTION #16-10, FY 17 PAY INCREMENT ADJUSTMENTS FOR SEASONAL/INTERMITTENT AND TERM CONTRACT EMPLOYEES (BARNEY/SPENCER)

4) RESOLUTION #16-11, FY 17 MERIT INCREASE AND COST OF LIVING ADJUSTMENTS FOR PARK POLICE COMMAND AND STAFF CANDIDATES (BARNEY/SPENCER)

ACTION: Motion of Hewlett to approve Items c)1, c)2, c)3, and c)4

Seconded by Geraldo

7 approved the motion

d) RESOLUTION #16-13, APPROVAL OF FISCAL YEAR 2017 EMPLOYER CONTRIBUTION FOR RETIREE GROUP HEALTH INSURANCE (BARNEY)

Executive Director Barney summarized the Resolution as contained in the meeting packet and requested approval.

ACTION: Motion of Hewlett

Seconded by Wells-Harley

7 approved the motion

e) RESOLUTION #16-12, ADOPTION OF THE FY 17 COMMISSION OPERATING BUDGET AND CAPITAL BUDGET

Corporate Budget Manager John Kroll reviewed the Summary of FY 17 Adopted Budget Expenditures for each county as contained in the meeting packet. Executive Director Barney and the Commissioners thanked Mr. Kroll and the departmental budget teams for a smooth budget process this year. Executive Director Barney thanked the Commissioners for their support.

ACTION: Motion of Hewlett  
Seconded by Dreyfuss  
7 approved the motion

f) APPROVAL OF PRINCE GEORGE'S COUNTY COMMISSIONER EMPLOYEES' RETIREMENT SYSTEM (ERS) TRUSTEE FOR TERM 7/1/16 – 6/30/19 (A. ROSE)

ACTION: Motion of Wells-Harley  
Seconded by Bailey  
7 approved the motion

g) ACKNOWLEDGE FOP REPRESENTED ERS TRUSTEE FOR TERM 7/1/16 – 6/30/19 (A. ROSE)

ACTION: Motion of Hewlett  
Seconded by Wells-Harley  
7 approved the motion

h) ACKNOWLEDGE MCGEO REPRESENTED ERS TRUSTEE FOR TERM 7/1/16 – 6/30/19 (A. ROSE)

ACTION: Motion of Hewlett  
Seconded by Wells-Harley  
7 approved the motion

At 9:54 a.m., Chair Anderson requested a motion to move to closed session.

ACTION: Motion of Geraldo  
Seconded by Bailey  
7 approved the motion

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, to conduct collective bargaining negotiations, or consider matters that relate to the negotiations.

Open session reconvened at 9:59 a.m.

i) ADOPTION OF RESOLUTION #16-15 - TO PROHIBIT SMOKING GENERALLY, AUTHORIZE EXCEPTIONS UNDER CERTAIN CIRCUMSTANCES, AND REGULATE OTHER SPECIFIED ACTIVITIES ON COMMISSION PROPERTY (GARDNER)

General Counsel Gardner explained that this Resolution implements updated smoking provisions in the Park Rules. He stated the Commission will be meeting on July 7, 2016, at


7:00 p.m., to collect public input regarding the other areas drafted in Park Rules and Regulations. This Resolution references implementation of the No Smoking law and does not repeal any of the other Park Rules.


ACTION: Motion of Wells-Harley  
Seconded by Bailey  
7 approved the motion

ITEM 6 OPEN SESSION – OFFICERS’ REPORTS

- a) Executive Director – (For Information Only)  
Employee Evaluations Not Completed by Due Date (May 2016)  
Executive Director Barney continues to work with departments to complete the employee evaluations.
- b) Secretary-Treasurer – (For Information Only)
  - 1) Enterprise Resource Planning (ERP) Briefing
  - 2) Investment Report (May 2016)
- c) General Counsel – (For Information Only)  
Litigation Report (May 2016)

There being no further business to discuss, the meeting adjourned at 10:01 a.m.

  
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Gayla Williams, Senior Management  
Analyst/Senior Technical Writer

  
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Patricia Colihan Barney, Executive Director