



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
 6611 Kenilworth Avenue • Riverdale, Maryland 20737

Commission Meeting
 Open Session Minutes
 January 17, 2018

The Maryland-National Capital Park and Planning Commission met at the Montgomery Regional Office Auditorium in Silver Spring, MD.

PRESENT

Prince George's County Commissioners

Elizabeth M. Hewlett, Vice-Chair
 Dorothy Bailey (exited at 11:23 a.m.)
 Manuel Geraldo
 William Doerner
 A. Shuanise Washington

Montgomery County Commissioners

Casey Anderson, Chair
 Gerald Cichy
 Natali Fani-Gonzalez
 Tina Patterson

NOT PRESENT

Norman Dreyfuss

Chair Hewlett convened the meeting at 10:04 a.m.

ITEM 1

APPROVAL OF COMMISSION AGENDA

ACTION: Motion of Geraldo to approve the Commission agenda
 Seconded by Washington
 9 approved the motion

ITEM 2

ROTATION OF COMMISSION CHAIR

Motion of Geraldo to approve Montgomery County Planning Board Chair
 Casey Anderson as 2018 Commission Chair
 Seconded by Fani-Gonzalez
 9 approved the motion

ROTATION OF COMMISSION VICE-CHAIR

Motion of Geraldo to approve Prince George's County Planning Board Chair
 Elizabeth Hewlett as 2018 Commission Vice-Chair
 Seconded by Bailey
 9 approved the motion

ITEM 3

APPROVAL OF COMMISSION MINUTES

Open Session – December 20, 2017
 ACTION: Motion of Geraldo to approve the Commission Minutes
 Seconded by Washington
 9 approved the motion

ITEM 4

GENERAL ANNOUNCEMENTS

Chair Anderson announced that the Prince George's Department of Parks and Recreation will host the Black History Month Opening Reception on Sunday, January 28, 2018, 2:00 p.m. – 4:00 p.m. Harmony Hall Regional Center in Fort Washington, Maryland. Chair Anderson also announced

that the M-NCPPC Women's History Month Event will be hosted by the Diversity Council on Friday, March 30, 2018, 1:00 p.m. – 3:00 p.m. at the Laurel-Beltsville Senior Center.

Chair Anderson congratulated Carol Rubin of the General Counsel's Office on her new position of Acting Deputy Director of the Montgomery County Planning Department.

ITEM 5 COMMITTEE MINUTES/BOARD REPORTS (For Information Only)

- a) Executive Committee – Closed Session – January 8, 2018
- b) Regular Board of Trustees Meeting Minutes – December 5, 2017

ITEM 6 ACTION AND PRESENTATION ITEMS

- a) Resolution #17-37 Adoption of East Riverdale-Beacon Heights Sector Plan
ACTION: Motion of Washington to approve Resolution #17-37
Seconded by Cichy
9 approved the motion
- b) Resolution #18-01 Adoption of the White Flint 2 Sector Plan
ACTION: Motion of Fani-Gonzalez to approve Resolution #18-01
Seconded by Geraldo
9 approved the motion
- c) Resolution #18-02 Adoption of the Grovesnor-Strathmore Area Minor Master Plan
ACTION: Motion of Geraldo to approve Resolution #18-02
Seconded by Washington
9 approved the motion
- d) Diversity Council 2017 End of Year Report (Barney/Gordon/Feeley)
Executive Director Patricia Barney who serves as an advisory member to the Diversity Council introduced the 2017 Diversity Council Chair Greg Gordon and Vice-Chair Bob Feeley. She explained the commitment it takes to serve on the Diversity Council and thanked Commission leadership for their support of the Council. Mr. Gordon thanked the Diversity Council for their hard work before presenting the Diversity Council's 2017 End of Year Report. Highlights from the report consisted of the Women's History Month Event during which former Montgomery County Planning Board Member Marye Wells-Harley was honored. Commissioner Wells-Harley was instrumental in the Commission's celebration of Women's History Month, along with former Commissioners' Amy Presley and Sarah Cavitt. It was also reported that the Diversity Council conducted a Commission-wide Diversity and Inclusion Survey which concluded on April 21, 2017. The survey obtained candid feedback from employees to identify any specific diversity challenges and improve the effectiveness of diversity strategy and programs. On August 23, 2017, over 600 employees attended the Diversity Council's "CONNECT" event at the University of Maryland Clarice Smith Performing Arts Center. Mr. Gordon informed that in 2018, the Council will focus on diversity trainings throughout the Commission under the leadership of the new Chair Bob Feeley. Executive Director Barney acknowledged the exiting Diversity Council members whose term expired in December 2017 and introduced the 2018 Diversity Council. Commissioners thanked the members of the Diversity Council for their dedication.
- e) FY2018 2% Savings Request from Montgomery County Government (Kroll)
Corporate Budget Manager John Kroll reported that the shortfall in income tax revenue in Montgomery County, resulted in Montgomery County Executive Ike Leggett's request for 2% savings from the Commission's Montgomery County Departments' FY18 operating expenditures. This requested savings also affects bi-county departments of Central Administrative Services (CAS), which are funded by both counties. With the exception of the Office of the General Counsel (which was able to identify a Montgomery-only reduction), all other CAS departments reductions result in reductions on the Prince George's side.

The reductions proposed were chosen based on the least service impact as possible. Specific reductions were requested by the Planning, Housing and Economic Development (PHED) Committee of the Montgomery County Council, for review on January 17, 2018. In addition to the operating reductions, the affected departments were also asked to absorb a significant reduction in current pay-go funding in the Capital Improvement Program (CIP).

f) Administrative Practice 5-70A – Financial Disclosure (Bennett/Beckham)

ACTION: Motion of Washington to approve the proposed policy amendments to Administrative Practice 5-70A, Financial Disclosure
Seconded by Geraldo
9 approved the motion

Corporate Policy and Management Operations Chief Anju Bennett introduced Corporate Policy Manager Michael Beckham, and provided background on proposed policy amendments to the agency's policy which communicates requirements on the filing of annual financial disclosures by Commissioners and employees. Ms. Bennett explained that the policy is being amended to strengthen accountability and reporting by designated positions who carry out responsibilities that may trigger filing of Disclosures. Requirements pertaining to Commissioners were being clarified to better communicate existing requirements of State law. Mr. Beckham reviewed the key proposals which were provided in the Commission packet. Mr. Beckham explained amendments affecting employees to include: updated listing of positions which must regularly file disclosures, and the addition of requirements that employees file disclosures at time of hire, termination or when serving in an acting capacity for designated positions.

Commissioner Washington commented that clarification should be made with regard to policy draft Section II (A) (3) on page 99, Attachment A "**Other M-NCPPC Positions Which May Be Designated by the Department Heads**". This section states that "Department Heads will designate any position which *significantly* influences M-NCPPC actions, through decisions or recommendations pertaining to specific matters. Commissioner Washington shared concerns that this language may result in inconsistent application of the standard, especially with the discretionary ability of "may designate". Chief Bennett replied that the Corporate Policy Office will provide additional clarity on this matter to provide examples, and reframe provision to ensure that standard was applied more affirmatively. Commissioner Washington also requested that research be done to determine whether vendors having large procurements with the Commission be subject to file a financial disclosure. General Counsel Gardner commented that he would research the likelihood of whether vendors would need to file.

Chief Bennett requested adoption of the proposed amendments, with the understanding that the policy team will address the concerns communicated on Section II (A) (3). The adoption will allow the agency to implement the updated policy before the April 2018 filing deadline. The Commission supported moving forward with the amended policy for review by the Commission.

g) ERP Upgrade Project Briefing (Chilet/Dixon)

Chief Information Officer Mazen Chilet reported that the Commission's current version of the Enterprise Resource Planning (ERP) system will no longer be supported by the product's vendor. Therefore, the system will undergo an upgrade from the Lawson version 9 to the Infor version 10. Senior Project Manager Reginald Dixon presented a project briefing on the ERP

upgrade to include the project scope, project status, scheduled activities, high level risks, executive sponsor responsibilities and next steps. Mr. Dixon stressed the importance of project support from leadership as critical to the success of the project. The Chairs thanked Mr. Chilet and Mr. Dixon for their diligence on this project.

ITEM 7 OFFICERS' REPORTS

- a) Executive Director's Report (For information only)
Employee Evaluations Not Completed by Due Date (December 2017)

- b) General Counsel (For information only)
 - 1) Litigation Report (December 2017)
 - 2) Legislative Update

There being no further business to discuss in open session, Vice-Chair Hewlett requested a motion to move to closed session at 11:25 a.m., Chair Anderson approved the motion pursuant to Section 3-305(b)(7) and (b)(9) of the General Provisions Article of the Annotated Code of Maryland, for consultation with counsel and to conduct collective bargaining negotiations or consider matters that relate to the negotiations.

At 11:40 a.m., the Commission moved to open session and the meeting adjourned.



Deirdra S. Walker, Administrative Specialist



Patricia Colihan Barney, Executive Director