

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

Commission Meeting
Open Session Minutes
February 18, 2015

The Maryland-National Capital Park and Planning Commission met on February 18, 2015, at 9:30 a.m. at the Montgomery Regional Office in Silver Spring, Maryland.

PRESENT

Prince George's County Commissioners

Elizabeth M. Hewlett, Chair
Manuel Geraldo
John Shoaff

Montgomery County Commissioners

Casey Anderson, Vice-Chair
Norman Dreyfuss
Natali Fani-Gonzalez

ABSENT

Dorothy Bailey
A. Shuanise Washington

Amy Presley
Marye Wells-Harley

Chair Hewlett convened the meeting at 9:54 a.m.

ITEM 1 APPROVAL OF COMMISSION AGENDA

Chair Hewlett moved Item 3c, Diversity Council Certificates of Appreciation and Photo-Op (Past Members) and Introduction of Diversity Council – 2015. Item 3c moved to precede Item 5a, 2014 Diversity Council Annual Report.

ACTION: Motion of Geraldo to approve the revised agenda
Seconded by Dreyfuss
6 Approved the motion

ITEM 2 APPROVAL OF COMMISSION MINUTES

January 21, 2015 – Open Session
January 21, 2015 – Closed Session

ACTION: Motion of Geraldo to approve the minutes
Seconded by Dreyfuss
6 Approved the motion

ITEM 3 GENERAL ANNOUNCEMENTS

Chair Hewlett made the following announcements:

Black History Month

A number of activities are taking place throughout Prince George's and Montgomery Counties in February to celebrate Black History Month. Chair Hewlett thanked the committees that worked hard to put the events together.

Upcoming Women's History Month

- Commissioner Natali Fani-Gonzalez is being honored by Montgomery Women as their "2015 Rising Star". A ceremony will be held on March 15 at the Mansion at Strathmore in Montgomery County.
- M-NCPPC's One-Commission Women's History Month event will be held on March 16th, at Newton White Mansion. Employees are invited to RSVP for the event.

ITEM 4 COMMITTEE/BOARD REPORTS – (For Information Only)

- a) Minutes – Executive Committee Open Session – January 14, 2015
- b) Minutes – Executive Committee Closed Session – January 14, 2015
- c) Minutes – Executive Committee Open Session – February 4, 2015
- d) Minutes – Executive Committee Closed Session – February 4, 2015
- e) Minutes – Regular Board of Trustees Meeting – December 2, 2014
- f) Minutes – Special Board of Trustees Meeting – December 12, 2014
- g) Minutes – Special Board of Trustees Meeting – December 19, 2014

ITEM 5 ACTION AND PRESENTATION ITEMS

- (3c) Diversity Council Certificates of Appreciation and Photo-Op (Past Members) and Introduction of Diversity Council – 2015 (*Please note this topic was moved under Item 5.*)

Executive Director Barney recognized members of the outgoing Diversity Council and introduced current and incoming members. She stated Certificates of Appreciation will be presented to members who have completed their term on the Council. The Certificates were not available in time for the meeting due to weather related delays. However, they will be presented at a future date.

Outgoing Members:

- Mechelle Myers, Co-Chair
- Benjamin Berbert, Co-Chair

Current Members (who will be continuing in 2015):

- Joe DeHuarte, Prince George's County Planning
- Bill Sheehan, Prince George's County Parks & Recreation
- Maritza Barbot, Montgomery County Planning
- Jessica Jones, Prince George's County Planning Board Office
- Melissa Thompkins, Montgomery County Planning Board Office
- Shuchi Vera, Prince George's County Parks and Recreation (new Co-Chair)

New Members

- Taslima Alam, Prince George's County Planning
- Timothy DeLucia, Prince George's County Parks & Recreation
- Mary Beth Dugan, (new Co-Chair), Montgomery County Parks
- Anika Harris, Central Administrative Services
- John Hench, Montgomery County Parks
- Lynn Lewis, Montgomery County Parks
- Lawrence Taylor, Central Administrative Services
- Li Yuanjun, Montgomery County Planning

Executive Director Barney acknowledged the increasing employee diversity that is represented on the Council. She shared the growing interest by employees to join the Diversity Council and their passion for carrying out the mission. Executive Director Barney thanked the members for their efforts. Chair Hewlett also thanked the Diversity Council members and emphasized the importance of the work they are doing in raising awareness.

The Diversity Council was photographed with the Commissioners and the Executive Director.

a) 2014 Diversity Council Annual Report (Myers)

Diversity Council Co-Chair Mechelle Myers presented the 2014 Diversity Council Annual Report. She shared that the 2014 Diversity Council began the year with an agency-wide celebration titled "Embracing Diversity, Embracing the World". The event featured a number of speakers including guest presenter Lon Kieffer who gave a humorous portrayal and caricature of the generations in the workplace.

Ms. Myers shared that the Diversity Council:

- Has begun editing the 2015 – 2017 Strategic Plan, incorporating the results of an employee survey. The amendments reflect the concerns and/or interests of the M-NCPPC staff. The Diversity Council received over 450 responses to the employee survey.
- Met with department leadership about new initiatives. The Diversity Council has received support from the Department Directors to:
 - Recognize appointments to the Diversity Council as a work function;
 - Encourage partnership with the Diversity Council on departmental celebrations; and
 - Allow the Diversity Council to assist in coordination of the departmental training events to meet the Strategic Plan's requirement of four hours of annual diversity training for staff.
- Diversity Council's webpage content was updated and a shared online location was created to which all Diversity Council members have access. This site also allows documents to be stored centrally for future Diversity Councils.

Ms. Myers highlighted components of the Strategic Plan as contained in the meeting packet:

- Mission, Vision & Values;
- Strategic Plan Purpose;
- Policy and Implementation;
- Marketing and Communications Outreach;
- Program Development and Training; and
- Tools for Future Councils

Executive Director Barney noted the strong contributions of the Diversity Council members. She also shared that the one-Commission Diversity event will be held every three years in the future. An annual event is very time consuming and difficult for members to plan while carrying out their other job functions. The Commissioners thanked the Diversity Council for their hard work and contributions.

b) FY 2014 Comprehensive Annual Financial Report (CAFR) (Zimmerman/Walsh/Bussink)

Secretary-Treasurer Zimmerman introduced Accounting Manager Barbara Walsh, and M-NCPPC's auditor, Principal Greg Bussink from CliftonLarsonAllen, LLP. Mr. Zimmerman explained that the CAFR provides information about all of the finances and components of M-NCPPC. He noted that the CAFR will be distributed within the next day or two and will be posted on the agency's website by the end of the week.

Mr. Bussink stated that he met with the M-NCPPC Audit Committee to review the results of the financial statement audit in detail. CliftonLarsonAllen issued an "unmodified opinion" that is also referred to as a "clean opinion". There were no modifications required to the financial statements and there were no significant audit findings this year. Mr. Bussink thanked Mr. Zimmerman and his team for their assistance.

Ms. Walsh provided highlights of the CAFR for Fiscal Year Ending June 30, 2014 in a PowerPoint presentation. She stated that the Land Use Article requires the agency to: (1) produce an annual audited financial report; and (2) publish an annual report that describes the work that M-NCPPC accomplished for the year. She shared that net assets increased by \$16.9 million. As detailed in the PowerPoint, she presented the various departmental funds, noting their respective increase or decrease in fund balances. She also went through the various departmental fund balance policies, noting whether the goals were met or exceeded.

Commissioner Dreyfuss shared he is a member of the Audit Committee and that the Committee was very impressed with the results of the audit. Commissioner Shoaff, who is also a member of the Audit Committee, thanked Mr. Bussink for the clean bill of health.

Commissioner Dreyfuss requested Executive Director Barney and Secretary-Treasurer Zimmerman write a memo to the Planning Boards noting how many different IT systems the agency has and recommending that the Commission consider consolidating the systems. Executive Director Barney responded that there is a need for the departments to have the ability to provide customer service that meets their specific needs, but there are efficiencies to be had with consolidation. She added that consolidation needs to be done in a way that does not harm customer service. She shared a retreat has been scheduled with the IT Council, which has representatives from each department, to examine IT governance.

ITEM 6

OFFICERS' REPORTS

a) Executive Director (Barney)

Employee Evaluations Not Completed by Due Date (January 2015) (For Information Only)

Executive Director Barney stated that the Directors are watching the report closely and evaluations are being submitted.

b) Secretary-Treasurer (Zimmerman) (For Information Only)

Enterprise Resource Planning (ERP) Briefing (Zimmerman)

Secretary-Treasurer Zimmerman stated the ERP team is becoming adept with the software. He complimented the Payroll and Human Resources teams for working together and addressing payroll issues. He stated that the B2 payroll (Prince George's Parks and Recreation seasonal/intermittent employees) has had problems that are being addressed by moving to a different submission of data. Chair Hewlett thanked Mr. Zimmerman for the good news.

c) General Counsel (Gardner)

1) Litigation Report - (December 2014) (For Information Only)

2) Legislative Update

General Counsel Gardner gave a brief update on several legislative items. He shared that Bills that began as local MC/PG Bills now have been assigned House Bill (HB) numbers. General Counsel Gardner provided the corresponding House Bill numbers for the MC/PG Bill numbers:

- MC/PG 105-15, HB652 - Maryland-National Capital Park and Planning Commission – Montgomery County – Commissioner Terms

The Commission supported this Bill to change the structure for the term limits for Commissioners in Montgomery County. As originally drafted, the Bill allowed a Commission who was subsequently appointed to Chair of the Planning Board, to be reappointed for two additional terms. That Bill was met with resistance from some citizen groups. The Bill has moved forward with an amendment which would allow for reappointment for one additional term instead of two. That amendment passed the subcommittee last week and the full Montgomery County Delegation last Friday. The Bill is going before a Prince George's County work session tomorrow. General Counsel Gardner expects the Bill to pass the Prince George's County House Delegation on Friday.

- MC/PG 104-15, HB675 - M-NCPPC Reform Act of 2015
M-NCPPC opposed this Bill. It required the agency to go through the state procurement system and required an unlimited number of audits. In light of opposition from M-NCPPC and others on the agency's behalf, the M-NCPPC and the Bill sponsor Delegate Valentino-Smith negotiated an amendment that would eliminate most provisions of the Bill but call for a performance audit of the capital improvement program in Prince George's County. The General Counsel's office is working with the Office of Legislative Audits on this Bill.
- MC/PG 111-15, HB628 - Municipal Zoning Authority
This Bill would have expanded the areas and categories of site plans and other development approvals that could be delegated by the District Council. M-NCPPC opposed the Bill and it has been withdrawn.
- MC/PG 114-15, HB653 - M-NCPPC - Regulation of Off-Highway Recreational Vehicles in Prince George's County
The Bill was amended to include Montgomery County with permission of the Montgomery County Parks Department.
- MC/PG 113-15, HB1016 - M-NCPPC - Prince George's - Certified County-Based Business Participation Program
M-NCPPC has not taken a position on this Bill as it is unlikely that this Bill has support to move forward. An amendment has been adopted to make this legislation enabling only, and not mandatory.
- MC/PG 109-15, HB585 - Maryland-National Capital Park and Planning Commission - Regulations to Prohibit Smoking
M-NCPPC supported this Bill. It passed the Montgomery County House Delegation. The work session process will begin this week. Once both Delegations sign off, the next step will be to move the Bill to the standing committee, then to the House, and then for a final vote on the floor.

Chair Hewlett stated that M-NCPPC has gone through some very tough legislative sessions and complimented General Counsel Gardner and the legal team on their efforts.

Chair Hewlett and General Counsel Gardner thanked Executive Director Barney for meeting with the sponsor of MC/PG 104-15, HB675 - M-NCPPC Reform Act of 2015, and for helping to craft an amendment that puts M-NCPPC in the right place.

Pursuant to Section 3-305(b)(7) and (b)(9) of the General Provisions Article of the Annotated Code of Maryland, at 10:36 a.m., Chair Hewlett requested a motion to move to closed session for purposes of consultation with counsel and collective bargaining negotiations.

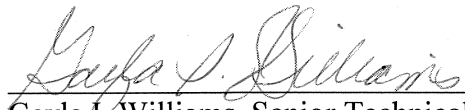
ACTION: Motion of Geraldo
Seconded by Shoaff
6 Approved the motion to move to closed session

The meeting adjourned to closed session at 10:44 a.m.

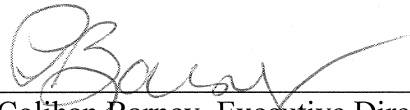
The closed session moved to open session and Chair Hewlett requested a motion to adjourn the meeting.

ACTION: Motion of Geraldo to adjourn the meeting
Seconded by Dreyfuss
6 Approved the motion

There being no further business to discuss, the meeting adjourned.



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



Patricia Colihan Barney, Executive Director