



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

Commission Meeting
Open Session Minutes
February 19, 2020

The Maryland-National Capital Park and Planning Commission met at the Prince George's Parks and Recreation Administration Building Auditorium in Riverdale, Maryland.

PRESENT

Montgomery County Commissioners

Casey Anderson, Chair (arrived 10:30 a.m.)
Natali Fani-Gonzalez
Tina Patterson

Prince George's County Commissioners

Elizabeth M. Hewlett, Vice-Chair
Dorothy Bailey
William Doerner
Manuel Geraldo
A. Shuanise Washington

NOT PRESENT

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Vice-Chair Hewlett convened the meeting at 10:09 a.m. to discuss non-voting items, skipping to Item 3, Item 4, and Items 5b and 5c.

ITEM 1 APPROVAL OF COMMISSION AGENDA

ACTION: Motion of Vice-Chair Hewlett to approve the Commission agenda
Seconded by Commissioner Geraldo
The motion was approved unanimously by all 8 Commissioners in attendance
(Chair Anderson present for vote)

ITEM 2 APPROVAL OF COMMISSION MINUTES (vote taken after arrival of Chair Anderson)

Open Session – January 15, 2020
Closed Session – January 15, 2020
ACTION: Motion of Vice-Chair Hewlett to approve the minutes
Seconded by Commissioner Bailey
The motion was approved unanimously by all 8 Commissioners in attendance
(Chair Anderson present for vote)

ITEM 3 GENERAL ANNOUNCEMENTS

- a) Black History Month events as stated in the packet
- b) American/National Heart month
- c) February 14th National Organ Donor Day
- d) Upcoming Women's History Month, March 2020. Planned activities, including the One-Commission event hosted by the Diversity Council.
- e) Teen Dating Violence Awareness month. Vice-chair Hewlett stressed parents to be aware that teen dating violence is far more prevalent than many know and that 1 in 4 teens have been involved with violence or threats in dating situations. She asked everyone to be aware, remain cognizant of the signs, and encourage young people to get help.

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

- a) Executive Committee – Open Session February 5, 2020
- b) Employees’ Retirement System Board of Trustees Regular Meeting – January 7, 2020

ITEM 5 ACTION AND PRESENTATION ITEMS (taken out of order)

- a) Recommendation for appointment of PGIM as a new Investment Manager for the Employees’ Retirement System (Rose)

No discussion.

ACTION: Motion of Vice-Chair Hewlett

Seconded by Commissioner Bailey

The motion was unanimously approved by all 8 Commissioners in attendance
(Chair Anderson present for vote)

- b) Briefing on Preliminary FY21 Spending Affordability Guidelines for Montgomery County (Kroll)

Corporate Budget Director Kroll briefed the Commission on the Montgomery County Council’s action of February 11, wherein it approved the Spending Affordability Guidelines for Fiscal Year 2021 (FY21). Guidelines reflect a 7.5% reduction in the proposed budget or \$11.3M, which includes the Montgomery County-funded departments and its portion of the bi-county functions. This is a substantially greater reduction from FY20’s SAG reduction of \$6.5M. This figure may change with the release of the County Executive’s budget on March 15.

Vice-Chair Hewlett noted if the reductions affect the bi-county offices, it will impact the whole agency and will impact the services the agency provides to Prince George’s supported operations as well. Corporate Budget Director Kroll agreed, noting this is a substantially higher level of cuts which go beyond any additional requested funding, and will affect our current level of service.

Commissioner Doerner asked if the agency is currently under or over-budget in any areas, and to identify places that can be cut or re-examined. Corporate Budget Director Kroll said any unspent funds in the Montgomery County Departments’ fund balances will likely be used to backstop their budgets. The County Executive will set a flat dollar amount for the budgets, and the M-NCPPC will be expected to meet it. Some of those fund savings may be used to pre-pay certain programs for the next fiscal year, but compensation and benefit increases cannot be pre-paid.

- c) Quarterly CIO Report (Chilet)

Chief Information Officer Chilet presented his quarterly report which was included in the Commission meeting packet.

Commissioner Washington asked about the status of receiving paystubs electronically, as opposed to paper. Secretary-Treasurer Zimmerman explained that the Document Self-Service module is up and running. Employees and Commissioners may sign up with their personal email.

Commissioner Washington asked if the online Digital Personnel Actions included the Performance Management forms as well. CIO Chilet said while it is a priority, it is a massive project. In order to ease the backlog of late evaluations, IT will set up the system to send out

reminder alerts to supervisors responsible for providing evaluations. In the meantime, the evaluations will continue to be paper based. CIO Chilet will return with a timeline to describe how soon the online option can be launched. Commissioner Washington thanked the Executive Director for making it a priority, noting an employee's electronic records can more easily travel from assignment to assignment, through promotions or transfers to provide a continuity for different supervisors.

Commissioner Doerner raised concerns the agency is 10-15 years behind technologically. He requested an update in the March meeting with a technology and electronic security update, including lessons learned and plans for the immediate future. He stressed the importance of identifying internal security issues and training employees in the skills to identify spam, phishing attacks and other security issues. CIO Chilet replied that the agency has enabled an email feature that allows people to report spam to take action accordingly and indicated cyber-security is a scheduled topic of discussion in his March report to the Commission.

Executive Director Chiang-Smith said she has been working with the CIO on next month's closed-session item on cyber security addressing many of these issues, including ensuring staff completes their cyber-security training. She added they will bring the security training issue to the next Department Heads' meeting.

Commissioner Patterson said the March closed session discussion needs to address security gaps, insider threats, outsider threats, and how to neutralize them. She asked to examine internal threats in particular to strengthen the agency's security posture.

ITEM 6

OFFICERS' REPORTS

Executive Director's Report

- a) Employee Evaluations Not Completed by Due Date (January 2020) (For information only)
Vice Chair Hewlett stressed that there remain too many late employee evaluations and stressed the need for departments and supervisors to take the responsibility to complete them in a timely fashion. Commissioner Washington asked if Human Resources could expand the current report beyond the raw number of late evaluations, to include the percent of a department's late evaluations for a more comprehensive picture. Executive Director Chiang-Smith replied Human Resources and IT staff were working on automating reminders and trend analysis. She will bring an update to Department Heads and Executive Committee. Commissioner Washington asked staff consider moving to an annual calendar review for all employees.

Secretary Treasurer Report

- b) MFD 1st Quarter Purchasing Statistics (For information only)

General Counsel Report

- c) Litigation Report (For information only)
General Counsel Gardner distributed a report on pending State legislation and M-NCPPC recommended amendments. He covered House Bills (HB), specifically HB1249 and HB1424 which have significant delegate support and impact the I95/I495 project. The General Counsel requested the Commissioners support of the bills with amendments that will address some of the issues the agency has had with the State Highway Administration such as creating an environment where the M-NCPPC can be part of the discussion of Public-Private Partnerships, and addressing the question of minimizing the need for parkland.

The General Counsel explained hearings are scheduled in Annapolis the second week of March. Staff would like to report to the Planning Boards before then with the recommended

amendments to the bills. Commissioner Patterson suggested having a telephone meeting with the full Commission to discuss this. General Counsel Gardner agreed and indicated his staff would issue an invitation for a telephone conference call.

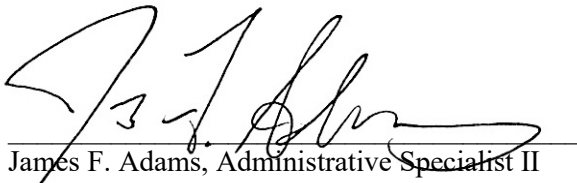
Commissioner Doerner asked if there could be more analysis around HB 1220. General Counsel Gardner replied he was not looking for Commissioners to take a position on any of the other bills. Commissioner Doerner said if a position is taken, he would like more context, as with HB 1406.

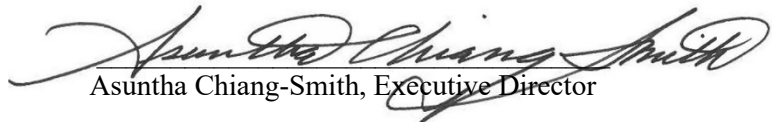
ACTION: Motion of Commissioner Washington to support HB 1249 and HB 1424 with amendments to be presented to the Commission prior to the hearing.
Seconded by Commissioner Geraldo
The motion was unanimously approved by all 8 Commissioners in attendance
(Chair Anderson present for vote)

Chair Anderson asked for a motion to enter closed session at 10:50 a.m. Vice-Chair Hewlett moved, Commissioner Bailey seconded. The motion was approved unanimously.

Pursuant to Maryland General Provisions Article of the Annotated Code of Maryland, Section 3-305(b) (7) & (9), a closed session is proposed to consult with counsel for legal advice and conduct collective bargaining discussions.

Open session resumed at 11:38 a.m. There being no further business to discuss, the meeting ended at 11:38 a.m.


James F. Adams, Administrative Specialist II


Asuntha Chiang-Smith, Executive Director