



Commission Meeting
Open Session Minutes
March 13, 2019
For Combined February/March 2019 Meetings

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

PRESENT

Prince George's County Commissioners

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

Montgomery County Commissioners

Casey Anderson, Chair
Gerald Cichy
Tina Patterson

NOT PRESENT

Manuel Geraldo

Natali Fani-Gonzalez
Norman Dreyfuss

Chair Hewlett convened the meeting at 12:19 p.m.

- ITEM 1 APPROVAL OF AMENDED COMMISSION AGENDA
ACTION: Motion of Bailey to approve the amended Commission agenda
 Seconded by Doerner
 7 approved the motion
- ITEM 2 APPROVAL OF COMMISSION MINUTES
Open Session – January 16, 2019
ACTION: Motion of Bailey to approve the Commission minutes
 Seconded by Doerner
 6 approved the motion, Commissioner Patterson abstained.
- ITEM 3 GENERAL ANNOUNCEMENTS
a) Reminder regarding Financial Disclosure Statements (due April 30)
b) March – Women's History Month
c) April – Stress Awareness Month
d) April – Alcohol Awareness Month

Chair Hewlett reminded Commissioners of the One-Commission Legislative Event on Wednesday March 20, 2019 from 3:30-5:30 pm in Annapolis. She commended the Diversity Council for the wonderful Women's History Month Event held on Friday, March 8, stating keynote speaker Commissioner Fani-Gonzalez did a great job.

Chair Hewlett also mentioned St. Patrick's Day, National Colorectal Awareness Month and National Nutrition Month.

ITEM 4

COMMITTEE MINUTES/BOARD REPORTS (For Information Only)

- a) Executive Committee – Open Session – February 12, 2019
- b) Executive Committee – Closed Session – February 12, 2019
- c) Employees’ Retirement System Board of Trustees Meeting – December 4, 2018
- d) Executive Committee -- Open Session – March 6, 2019
- e) Executive Committee – Closed Session – March 6, 2019

ITEM 5

ACTION AND PRESENTATION ITEMS

- a) Review of Standby Compensation Pilot Program and adoption of Resolution 19-01 for the program (Harvin/Beckham/Coburn)

Acting Executive Director Bennett asked the Commission to approve a 1-year pilot program for standby compensation to recognize after-hour coverage of critical programs for IT and trades managers. She added both unions have similar models to address critical coverage provided by police and service/labor employees. Department Heads and Executive Committee have recommended approval of the program. Acting CPMO Director Harvin and Policy Manager Beckham presented the Resolution, adding if adopted, operating procedures will be drafted. Mr. Beckham said the need for the standby program for certain non-represented positions was identified by Department Heads. Comprehensive review was conducted with operating departments representatives, IT sections, DHRM and Legal. After extensive review, Department Heads and staff determined that IT Staff and Trade Shop Supervisors below the Division Chief level are frequently required to provide regular after-hours coverage. Mr. Beckham described the proposed compensation program for after-hours support. The pilot program will be for one year, after which the needs will be re-evaluated.

Commissioner Patterson asked about compensating the employee with compensatory leave rather than pay and asked how much can be carried over from calendar year to calendar year. Acting Executive Director Bennett clarified the compensatory leave carryover. Commissioner Cichy asked if the week is considered Sunday to Saturday or can it float. Mr. Beckham replied it was fixed on Sunday to Saturday, to follow the pay period. Commissioner Doerner asked about the insurance aspects of the policy, in terms of travel time and the agency having any liability if the employee gets into an accident during after-hours work. Acting Executive Director Bennett replied employees are covered while performing assigned agency duties.

ACTION: Motion of Patterson to approve Resolution 19-01
Seconded by Doerner
7 approved the motion

- b) Literacy Program Update (Shearer)

Acting Executive Director Bennett introduced Management Analyst Nathan Shearer and described the Language and Literacy Program, which has seen considerable success after its re-launch and redesign. Mr. Shearer reviewed the program and current initiatives. He described some of the changes made to the program over the past few years, based on

feedback, including class time/scheduling, marketing and outreach, and data collection to measure success of the program over time. He noted the program has had a positive effect on career enhancements, noting 7% of program participants received promotions, compared to a 5.5% rate in the general workforce. Feedback from students and managers indicated participants felt more committed to their work, they were given new and increased responsibilities, and had greater job success.

Chair Hewlett praised the success of this program, approved of the marketing plans to boost enrollment, and suggested asking current participants to be ambassadors. Commissioner Washington added her congratulations and asked if there were any classification series where being bilingual was a requirement. Human Resources Director Spencer said none required it, but some position descriptions state that it is highly preferable. Commissioner Washington suggested positions would benefit from bilingual applicants. Commissioner Cichy asked how participants are prepped for advancement, wanting to know if they have any job or advancement coaching, or help filling out forms. Mr. Shearer reported the classes are designed toward reading regulations and increased comprehension but said the program could add that kind of help. Commissioners Doerner and Patterson suggested cross-marketing the program at various Hispanic Heritage month activities.

Vice-Chair Anderson added his praise for the program, saying this program, along with other self-improvement programs has made him incredibly proud of working with Chair Hewlett and for this agency. He said the Commission is a family, and this program conveys that we care about our employees' welfare as individuals and strengthens our community.

c) PMO Status Update (Chilet) (information item only)

No discussion.

d) Status Report – 2018 Summer Employment Program for People with Disabilities (Spencer/Glover)

Human Resources Director Spencer introduced updates on the Summer Employment Program for People with Disabilities, which he noted reflects the goals of the agency and aligns with the agency's vision as an organization. He introduced Program Manager Jeannette Glover, who provided more information. The program started 23 years ago and enables the agency to provide employment experiences for people with disabilities. In 2018, the M-NCPPC interviewed more than 100 people with disabilities for 50 positions identified for the program and filled 48 positions. Ms. Glover described the positions offered by departments for the program and conveyed stories of some of the participants. She reported most were in summer camp counselor and assistant counselor positions and noted there was a demand for more office and park maintenance positions. Ms. Glover described manager survey responses on employee performance, items that were working well in the program, and areas that could use improvement. She concluded by sharing that the 2019 program will kick off this month.

Commissioner Patterson praised Ms. Glover on the report and the program overall, adding that she hoped Montgomery County Departments can join the program in the future.

Commissioners Patterson and Washington asked about marketing efforts for the program. Ms. Glover replied the marketing focuses on high schools and advocacy/job coaching organizations such as Melwood and added the age range for participants included teenagers through people in their 50s. She also added people who apply with the support of advocacy organizations typically do better in the application process and are more likely to be hired. Commissioner Patterson suggested reaching out to senior centers as well. Commissioner Doerner asked about transportation assistance for the program, and if the agency subsidized it. Ms. Glover replied participants usually have family members transport them, or use Metro Access and public transportation, but the agency does not subsidize fees. Chair Hewlett clarified that Metro Access has a reduced charge. Commissioner Doerner suggesting transportation could be a determining factor and suggested the agency might offer a subsidy in order to increase the participation/application rate. Commissioner Cichy said program staff might contact representatives of Ride-on, Metro Access or The Bus. Human Resources Director Spencer said there is already keen interest in the program, and typically they do not have enough positions to give all applicants a job.

Human Resources Director Spencer stated program staff met with the therapeutic recreation staff in Parks and Recreation and they are considering evolving the program into an enrichment program for current employees as well as an employment program. Program staff will be asking for input from department representatives to determine the future direction of the program. Commissioner Washington suggested program staff should start measuring other factors to gauge the program's success and evolution, including transition and support to go on to career positions. There was discussion among Commissioners about using the term "high functioning" in hiring qualifications, and they suggested moving away from that term to something more quantitative and descriptive to best match a participant's ability level with the needs of the individual job.

e) Briefing on Preliminary FY20 Spending Affordability Guidelines for Montgomery County (Kroll)

Corporate Budget Manager Kroll presented on the agency's response to Spending Affordability Guidelines imposed by the Montgomery County government in February 2019. The agency is expecting a 5 percent reduction from the proposed budget, or approximately \$6.5M in Montgomery County funded departmental budgets, including bi-county departments. The agency would learn exact figures later in the week. Reductions will be complicated in the bi-county departments, since budget cuts will affect service levels for both counties.

Mr. Kroll stated departments were identifying potential cuts to meet the required reduction. He noted the agency used certain tools last year to reduce spending, but those strategies were not available this year. Bi-county budget staff are currently looking at operations and programs with the least impact, but cuts will be difficult. Staff will present to the Montgomery County Planning, Housing and Economic Development (PHED) Committee on April 24. Chair Hewlett thanked Mr. Kroll for the information. There were no questions.

ITEM 7

OFFICERS' REPORTS

- a) Executive Director's Report (For information only)
Employee Evaluations Not Completed by Due Date (January 2019)
Employee Evaluations Not Completed by Due Date (February 2019)

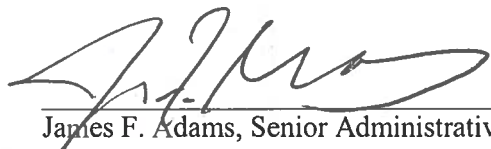
- b) Secretary Treasurer (For information only)
Investment Report, September 2018

- c) General Counsel (For information only)
Litigation Report, January 2019 – FY2019

Chair Hewlett asked for a motion to enter closed session at 1:29 p.m. Commissioner Washington moved, Commissioner Doerner seconded. 7 approved the motion.

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, conduct collective bargaining discussions, and consider matters that relate to negotiation.

Open session resumed at 2:39 p.m. There being no further business to discuss, the meeting ended at 2:39 p.m.


James F. Adams, Senior Administrative Specialist


Anju A. Bennett, Acting Executive Director