

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

Commission Meeting
April 16, 2014

The Maryland-National Capital Park and Planning Commission met at 9:30 a.m., on April 16, 2014, at the Parks and Recreation Auditorium in Riverdale, Maryland.

PRESENT

Montgomery County Commissioners
Françoise M. Carrier, M-NCPPC Chair
Amy Presley
Norman Dreyfuss

Prince George’s County Commissioners
Elizabeth M. Hewlett, M-NCPPC Vice-Chair
Manuel Geraldo
John Shoaff
Dorothy Bailey
A. Shuanise Washington

ABSENT

Casey Anderson
Marye Wells-Harley

M-NCPPC Chair Carrier convened the meeting at 9:48 a.m.

The Commission meeting proceeded in the following order:

- ITEM 1 APPROVAL OF COMMISSION AGENDA WITH AMENDMENTS
- Executive Director Barney added Item 5f - Request to Spend Salary Lapse from the Department of Human Resources and Management (DHRM).
 - Item 7 - Closed Session was pulled from the agenda.
- ACTION: Motion of Geraldo to approve the agenda with amendments
 Seconded by Washington
 8 approved the motion (Anderson and Wells-Harley were absent)
- ITEM 2 APPROVAL OF COMMISSION MINUTES
- March 19, 2014 – Open Session
March 19, 2014 – Closed Session
- ACTION: Motion of Hewlett to approve the Commission meeting minutes
 Seconded by Bailey
 8 approved the motion (Anderson and Wells-Harley were absent)

ITEM 3

GENERAL ANNOUNCEMENTS

- Purchase Card Program: A presentation was conducted on earnings resulting from M-NCPPC's participation in an interagency purchase card program consortium managed by JP Morgan Chase. M-NCPPC Secretary-Treasurer Zimmerman and JP Morgan Chase representatives Senior Vice President Bill Zuk, Vice President Robin Daly, and Vice President Greg Powell conducted this presentation which explained that as a part of an earlier purchase card program study, it was determined that it would be beneficial for M-NCPPC to join Montgomery and Fairfax in the consortium as it would yield greater earnings for M-NCPPC.

The decision resulted in \$145,265 being returned in the last year to M-NCPPC from purchase card use. The prior program generated approximately \$35,000.

Mr. Zimmerman introduced M-NCPPC Purchasing Manager Stacey Pearson and Principal Administrative Specialist Mechelle Myers from the M-NCPPC Purchasing Division. A photo was taken of the check presentation for the UPDATE Newsletter.

Chair Carrier announced:

- Both Montgomery County Parks and Prince George's County Parks and Recreation won awards at the recent Maryland Recreation of Parks Association Conference. Montgomery County Director of Parks Mary Bradford announced six awards presented to the agency:
 - Minnow Minutes Newsletter, by Natural Resource Specialist Amanda Matheny;
 - A park project designed with environmental needs in mind to reclaim an unused parking lot (Conversion of the Meadowbrook Maintenance Facility into a wetland), awarded to Montgomery County Planning Park Development Project Manager Robert (Andrew) Frank and Erin McArdle;
 - Best Photo taken at the Woodstock Equestrian Park;
 - History in the Parks.org for Best Website developed by Barbara Lerch;
 - Program Guide for Camps and Summer Programs designed by Colleen Holt;
 - Maryland State Award for Historic Site at Little Bennett Regional Park, awarded to School House Volunteer Ralph Buglass.

Vice-Chair Hewlett announced:

- The following awards were received from the Maryland Association of Counties (MACO):
 - Therapeutic Recreation Innovative Program Award for the Stay Focused Adaptive Football Clinic, a Partnership between M-NCPPC and Usama Young (from Prince George's County) of the Oakland Raiders.

- Therapeutic Recreation Branch Practitioner Award awarded to Mary Bowie, Therapeutic Recreational Program Manager for the Prince George’s Parks and Recreation Special Programs Division.
 - Staff members recognized in leadership roles: Joe O’Neill, Member of the Year for MRPA; Greg Kernan, Park Branch Chair Elect; Leigh Ann Eckenrode, Recreation and Leisure Services (RALS) Branch Chair; Dana Hill, RALS Branch Secretary, and Wendy Donley, RALS Branch Treasurer.
- Prince George’s County Department of Parks and Recreation is hosting the Seniors on Stage Performance.

The Commissioners wished Executive Director Barney a happy birthday.

ITEM 4 COMMITTEE/BOARD REPORTS (For Information Only)

- a) Executive Committee Meeting Minutes – Open Session – March 11, 2014
- b) Executive Committee Meeting Minutes – Closed Session – March 11, 2014

ITEM 5 ACTION AND PRESENTATION ITEMS

- a) COMMISSION FOR ACCREDITATION OF PARKS & RECREATION AGENCIES (CAPRA): COMPREHENSIVE RECREATION PROGRAM PLAN
Edith Michel, CAPRA Project Manager, requested approval of the Comprehensive Recreation Program Plan (CRPP) as part of M-NCPPC’s Accreditation of Parks and Recreation Agencies (CAPRA) recertification effort. The Comprehensive Recreation Program Plan is needed to achieve CAPRA accreditation. Ms. Michel provided a PowerPoint briefing on the project team’s progress towards achieving CAPRA recertification. She acknowledged Joe O’Neill, Debbie Tyner, Darin Conforti, Mike Horrigan, and Christine Brett for their support of this process.
ACTION: Motion of Geraldo to approve the CRPP
Seconded by Washington
8 approved the motion (Anderson and Wells-Harley were absent)
- b) RESOLUTION #14-04 – APPROVED EASTOVER/FOREST HEIGHTS/GLASSMANOR SECTOR PLAN AND SECTIONAL MAP AMENDMENT
ACTION: Motion of Hewlett
Seconded by Bailey
8 approved the motion (Anderson and Wells-Harley were absent)
- c) RESOLUTION #14-08 – MONTGOMERY COUNTY BOND SALE
Secretary-Treasurer Zimmerman reported that a \$14,000,000 bond issue is planned to fund a variety of projects. The bonds will be sold in June 2014 with the rating visit scheduled for May 12-13. A full schedule of the events of the bond sale will be available at a later date.
ACTION: Motion of Washington to Approve the Bond Sale
Seconded by Geraldo
8 approved the motion (Anderson and Wells-Harley were absent)

d) RESOLUTION #14-10 – TRANSFER OF WHEATON VETERAN’S URBAN PARK TO MONTGOMERY COUNTY, MARYLAND, IN EXCHANGE FOR AIR RIGHTS TO A PORTION OF THE WHEATON TOWN SQUARE THAT SERVES AS THE ENTRY PLAZA TO THE NEW MONTGOMERY REGIONAL OFFICE IN WHEATON, MARYLAND

ACTION: Motion of Presley

Seconded by Geraldo

8 approved the motion (Anderson and Wells-Harley were absent)

e) ANNUAL AUDIT REPORT PURSUANT TO PRACTICE 1-31

Commissioner Presley presented the Audit Committee’s Activity Report for FY 13. The Audit Committee recognized the agency’s continued compliance with existing policies and timely corrective action by management in response to findings.

Ms. Presley shared that she will be stepping down as Audit Committee member and thanked the Commission for the opportunity to serve. Commissioner Dreyfuss has replaced Commissioner Presley as the Montgomery County representative. It was also noted that Commissioner Shoaff replaced Commissioner Washington as Prince George’s County Audit Committee member. The Audit Committee is currently seeking its public member.

Chair Carrier and Vice-Chair Hewlett thanked Commissioners Presley and Washington for their service, and Commissioners Shoaff and Dreyfuss for replacing them as Audit Committee members.

The Commissioners also thanked the Internal Audit Team. Acting Internal Audit Chief Samuel Raines was recognized for his leadership and support in the role in 2013, as was Internal Audit Chief Renee Kenney for her seamless transition to her new role in August 2013.

Commissioner Bailey inquired about the delay of the peer review. Ms. Kenney noted that the peer review will be held at M-NCPPC during the week of August 25th through August 29th. The peer review team will issue their report to Ms. Kenney by the end of September, and she will present the findings to the Commissioners in October 2014.

f) REQUEST TO SPEND SALARY LAPSE (DHRM)

Executive Director Barney presented a request for authorization to use \$300,000 from salary lapse to support successful implementation of the ERP project. She explained that the savings resulted from difficult to fill positions. Funding was needed to provide additional resources in areas including training, communications, change management, technical consulting, and backfill for work programs. Proposals for specific use of the funds will be presented to the ERP Steering Committee.

ACTION: Motion of Hewlett to Approve Use of Salary Lapse
Seconded by Geraldo
8 approved the motion (Anderson and Wells-Harley were absent)

ITEM 6

OFFICER'S REPORTS (For Information Only)

a) Employee Evaluations Not Completed By Due Date - March 2014

Executive Director Barney reported that Directors are working on completing evaluations.

b) Secretary-Treasurer's Report

1. Investment Report (February 2014) - The agency is in full compliance with the investment policy per February 2014 report.
2. Enterprise Resource Planning (ERP) Briefing – Enterprise Financial Management and Supply Chain Management went live on April 14th. The Vendor Portal went live on April 1st and everything is working well. Training sessions for staff are continuing next week. Human Capital Management (Human Resources/Payroll/Budget) will be deployed this summer.

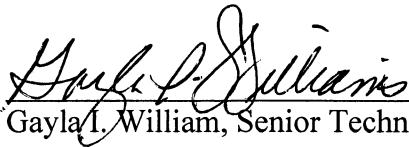
c) General Counsel

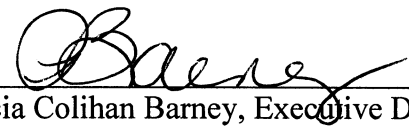
1. Litigation Report (For Information Only)
2. Legislative Year-End Report – General Counsel Gardner introduced Associate General Counsel Julio Aleman and Legislative Law Clerk Sheronda Rose. He provided as a handout, the 2014 Session of the Maryland General Assembly Annual Report. The following bills were highlighted in his presentation:
 - HB 977 – M-NCPPC Park Police Workers' Compensation Lyme Disease Presumption – Repeal of Termination Date (Passed).
 - HB 1334 – M-NCPPC Regulations to Prohibit Smoking or Use of Electronic Cigarettes (Failed). M-NCPPC supported the bill as written and amended by county delegations.
 - HB 138 – Montgomery County Archery Hunting Safety Zone (Passed).
 - HB1013 – Prince George's County Board of Education – Public High Schools, Outdoor Artificial Turf Fields (Failed). M-NCPPC supported this bill, with certain amendments that were proposed after close collaboration with County authorities.
 - HB 1260 – State Government – Open Data Policy/Council on Open Data (Passed).
 - HB 53 – Public Records – Provision of Copies, Printouts, and Photographs Required (Passed). General Counsel Gardner presented an option to go through a third party vendor, which should be discussed further to determine how to eliminate metadata from documents before submitting them to the requestor.
 - HB 157/SB 847 – Joint Committee on Transparency and Open Government Study on Requiring Public Bodies to Provide Agendas

Under the Open Meetings Act (Failed). General Counsel Gardner noted that Page 9 of the 2014 Session of the Maryland General Assembly Annual Report requires a correction as it indicates the bill passed.

General Counsel Gardner shared that Program Open Space was funded at the Governor's recommended level. He thanked Montgomery Parks and Prince George's County Parks and Recreation for their assistance on this bill. He also thanked Mr. Aleman and Ms. Rose for their efforts.

There being no further business to discuss, the meeting adjourned at 11:16 a.m.


Gayla I. William, Senior Technical Writer


Patricia Colihan Barney, Executive Director