



Commission Meeting
Open Session Minutes
April 18, 2018

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

PRESENT

Prince George's County Commissioners

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

Montgomery County Commissioners

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

NOT PRESENT

A. Shuanise Washington

Vice-Chair Hewlett convened the meeting at 10:25 a.m.

ITEM 1 APPROVAL OF COMMISSION AGENDA

ACTION: Motion of Hewlett to approve the Commission agenda
Seconded by Cichy
9 approved the motion

ITEM 2 GENERAL ANNOUNCEMENTS

Chair Anderson made the following announcements:

- Financial Disclosure filing requirement due date of April 30, 2018
- M-NCPPC Employee Health and Fitness Week – May 11th – May 18th
- April is National Arab-American Heritage Month
- April is Diversity Month
- May is Stress Awareness Month and Alcohol Awareness Month
- National Prevention Week (Mental Health/Substance Abuse Disorders) is May 13th – May 19th

Vice-Chair Hewlett encouraged participation in the M-NCPPC Health and Fitness Week events. Chair Anderson requested that the agency focus on bringing awareness to staff of the benefits offered to support mental health disorders and alcohol and substance abuse. Chair Hewlett congratulated General Counsel Adrian Gardner and the Office of the General Counsel for Court of Appeals litigation concerning Costco.

ITEM 3 COMMITTEE MINUTES/BOARD REPORTS (For Information Only)

- a) Executive Committee – Open Session – March 5, 2018
- b) Regular Board of Trustees Meeting Minutes – March 6, 2018

ITEM 4

ACTION AND PRESENTATION ITEMS

a) Resolution #18-07 Mandatory Referral Uniform Standards

ACTION: Motion of Hewlett to approve Resolution #18-07

Seconded by Geraldo

9 approved the motion

b) Personnel Management Review

Human Resources Director William Spencer introduced Human Resources Specialist Jillian Chapman of the Classifications and Compensation office, who provided an overview of the M-NCPPC 2017 Personnel Management Review (PMR). The PMR reports the demographics of the agency's workforce. Ms. Chapman informed that the 2017 report has been updated to reflect the racial ethnicity of Native Hawaiian and Pacific Islander and the statistics of the M-NCPPC Language and Literacy Proficiency Program. Racial distribution throughout the agency remained consistent with the prior year. The average length of service is 12.5 years for Commission employees and the turnover rate is 8.2 percent, which may be caused by the higher than average rate of staff eligible to retire.

Ms. Chapman informed Commissioners that the Classification and Compensation office welcomes any feedback regarding the report and any additional data Commissioners would like to see within the report. Commissioner Dreyfuss inquired why veteran status is not captured within the PMR report, and the likelihood of the Commission launching a program to incentivize veterans to apply for and obtain employment with the Commission. Executive Director Barney informed that the Department of Human Resources and Management would research approaches implemented by other organizations and offer scenarios to the Commission. Commissioner Geraldo inquired about efforts being made by the agency's Recruitment and Selection Services (RSS) division to hire from the Hispanic and Asian populations. Human Resources Director Spencer reported that the RSS division has obtained diverse subscriptions such as Diversity Pro and participated in various festivals and conferences to assist with diverse hiring efforts. Mr. Spencer offered for Recruitment Manager Steven Kawakami to brief the Commissioners on the agency's diverse hiring efforts. Commissioner Dreyfuss requested an educational briefing on the differences between a Health Savings Account (HSA) and a Flexible Spending Account (FSA) to ensure the Commission has selected the option which best favors employees. Executive Director Barney advised that DHRM would report back to the Commission on these two plans.

ITEM 5

OFFICERS' REPORTS

a) Executive Director's Report (For Information Only)

Employee Evaluations Not Completed by Due Date (March 2018)

b) Secretary Treasurer (For Information Only)

Investment Report (January 2018)

c) General Counsel (For information only)

1) Litigation Report (March 2018)

2) Legislative Update

Vice-Chair Hewlett made a motion to move to closed session to discuss items pertaining to Collective Bargaining; Chair Anderson seconded the motion. The closed session meeting convened at 10:42 a.m.

Deirdra S. Walker, Administrative Specialist

Patricia Colihan Barney, Executive Director