

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

Commission Meeting
Open Session Minutes
June 17, 2015

The Maryland-National Capital Park and Planning Commission met on June 17, 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
Dorothy Bailey (arrived at 10:02 a.m.)
Manuel Geraldo
John Shoaff

Montgomery County Commissioners

Casey Anderson, Vice-Chair
Norman Dreyfuss
Natali Fani-Gonzalez
Marye Wells-Harley

ABSENT

A. Shuanise Washington

Amy Presley

Chair Hewlett convened the meeting at 9:55 a.m.

ITEM 1 APPROVAL OF COMMISSION AGENDA

ACTION: Motion of Wells-Harley to approve the agenda
Seconded by Anderson
7 approved the motion (Bailey, Presley and Washington were absent from the vote)

ITEM 2 APPROVAL OF COMMISSION MINUTES

May 20, 2015 – Open Session
May 20, 2015 – Closed Session
ACTION: Motion of Wells-Harley to approve the minutes
Seconded by Anderson
7 approved the motion (Bailey, Presley and Washington were absent from the vote)

ITEM 3 GENERAL ANNOUNCEMENTS

Chair Hewlett made the following announcements:

- a) Lesbian, Gay, Bisexual and Transgender Pride (LGBT) Month – LGBT Pride Month is celebrated each year in June to commemorate the 1969 Stonewall riots in Manhattan. The month focuses on the positive stance against discrimination toward LGBT people, promotes self-affirmation, dignity and equality. This year marks the 50th anniversary of the LGBT Civil Rights Movement. Celebrations and memorials held during the month recognize the impact that LGBT individuals have had on history. The Diversity Council is sponsoring a panel discussion at the Montgomery

Regional Office on June 26th, from 1:00 p.m. – 3:00 p.m., whereby employees will share their experiences and the role that the Commission has played in their journey. This year’s theme is: “Reflections of Pride – Stonewall 45”. The panel discussion will be streamed as a webcast as well.

- b) National Caribbean American Heritage Month – President Obama issued a proclamation recognizing June as Caribbean-American Heritage Month. The proclamation acknowledges enormous contributions that immigrants from the Caribbean have made throughout history. M-NCPPC celebrated Caribbean-American Heritage Month at Bladensburg Waterfront Park on Saturday, June 12th. Over 1,000 people attended the event.

Significant June Events (not listed on the agenda)

Chair Hewlett shared the significance of Emancipation Day (June 19th), also known as Juneteenth. The Emancipation Proclamation was signed in 1862, and was effective January 1, 1863, to free the slaves. Many slaves could not read or write and did not know that they had been freed, particularly in Texas, where at least 250,000 slaves were not made aware of their freedom. The United States Government sent officials with armed troops to Texas with a directive to free the slaves. When the slaves were informed they had been freed two years prior, there was a huge celebration throughout Texas. This practice has continued to take place for 150 years starting in Texas. The M-NCPPC hosted a celebration this past weekend in commemoration of Juneteenth’s 150th anniversary.

June also holds significance for other milestones such as: Flag Day, National Fruit and Veggie Month (June 15th is Eat Your Veggies Day), Professional Wellness Month, National Soul Food Month, African-American Music Month, Rebuild Your Life Month, and National Donut Day.

Reappointments (not listed on the agenda)

Chair Hewlett announced the reappointments of Casey Anderson as Chair of the Montgomery County Planning Board and Norman Dreyfuss as one of the Commissioners of the Montgomery County Planning Board. She congratulated them for their service.

Celebrations (not listed on the agenda)

Chair Hewlett extended birthday greetings to Prince George’s County Parks and Recreation Director Ronnie Gathers in absentia and also to General Counsel Gardner. She wished a Happy Father’s Day to all fathers and father figures.

- c) Employees’ Retirement System (ERS) Certificate of Achievement for Excellence in Financial Reporting, Government Finance Officers Association (A. Rose)

Chair Hewlett commended the Employees’ Retirement System (ERS) for receiving the Certificate of Achievement for Excellence in Financial Reporting for the 15th consecutive year.

- d) Employees' Retirement System Award for Outstanding Achievement in Popular Annual Financial Reporting (A. Rose)
Chair Hewlett extended congratulations to the ERS for winning this award for the 5th consecutive year.

Recognitions (not listed on the agenda)

Commissioner Geraldo shared that Chair Hewlett was awarded the James Taylor Award by the Prince George's County Bar Association for the great service she has rendered to the legal profession throughout the State of Maryland.

He also extended his appreciation to Prince George's County Parks and Recreation Deputy Director Debbie Tyner and the Prince George's County Parks and Recreation staff. He stated that the Fort Washington Potomac Overlook Young Men's Civic Association (YMCA) is closing at the end of June and that he contacted Deputy Director Tyner about the closing of this facility. Deputy Director Tyner spoke with the director of the YMCA about agency programs in the Fort Washington area because the closing of that YMCA location will leave a significant void in that community. Deputy Director Tyner presented Commissioner Geraldo with a copy of a book compiled by the Prince George's County Parks and Recreation staff that shares information about the community centers in Fort Washington. She will be presenting copies of this publication to the YMCA to distribute to its members. This one-time publication is entitled "The Fort Washington Area Community Centers."

Chair Hewlett extended kudos to the Prince George's County Department of Parks and Recreation for the wonderful Quinceañera celebration it hosted. Commissioner Fani-Gonzalez attended the celebration and was very impressed with the event.

- e) 2014 Calendar JP Morgan Purchase Card Rebate Presentation (Zimmerman/Pearson)
Secretary-Treasurer Zimmerman introduced Finance (Purchasing) team members: Principal Administrative Specialist Stephanie Akerley, Principal Administrative Specialist Mechelle Myers, Finance Manager Stacey Pearson, and J.P. Morgan Representative Robin Daley. Secretary-Treasurer Zimmerman explained that M-NCPPC has a Purchase Card program that is used for small purchases. The agency earned rebates from J.P. Morgan by running an efficient purchase card program, which is shared among M-NCPPC departments, pro-rata based. Secretary-Treasurer Zimmerman presented a rebate check to the Commissioners in the amount of \$203,260.29. Ms. Daley stated M-NCPPC started the program with J.P. Morgan in 2012. She noted that a 26% growth was reported last year. Currently, the agency is on track with 10% growth, which is very strong. She thanked M-NCPPC for the business and the partnership. The Commissioners congratulated the Finance team. The Finance team was photographed with Chair Hewlett and Vice-Chair Anderson.

ITEM 4

COMMITTEE/BOARD REPORTS – (For Information Only)

- a) Minutes – Executive Committee Open Session – Conference Call – June 3, 2015
b) Minutes of the Regular Employees' Retirement System Board of Trustee Meeting April 7, 2015 (No May Meeting)

ITEM 5

ACTION AND PRESENTATION ITEMS

a) Resolution #15-08 – Adoption of the FY 2016 Commission Operating Budget and FY 2016 Capital Budget (Barney/Kroll)

Corporate Budget Manager John Kroll presented a memorandum to the Commission requesting approval of the Resolution. As contained in the meeting packet, the Resolution adopts the budget for FY16 including the additions, deletions, increases and decreases from the submitted Proposed Budget as approved by the respective County Councils.

Executive Director Barney stated that Page 2 of Exhibit A (FY16 Adopted Budget – Montgomery County), which is attached to Resolution 15-08, was revised and distributed this morning. This page contained a minor correction to the Use of Fund Balance in the Park Fund on the Montgomery County side.

Mr. Kroll stated the bulk of the memorandum reflects changes from the proposed budget to the adopted budget. He stated that the FY16 budget is \$38.8 million lower as compared to the FY15 adopted budget. The Prince George's County budget is decreasing by 5.2% for FY16, while the Montgomery County budget is decreasing by 11% for FY16. With respect to the Prince George's County budget, due to the timing of the final fiscal rebalancing, most of the reductions have been placed in the non-departmental accounts of each fund. The specifics of the reductions and their effect on the departments' work programs for FY16 are being developed and will be presented to the Prince George's County Planning Board and the Commission in the near future.

Commissioner Geraldo inquired as to the meaning of ALA Debt. Corporate Budget Manager Kroll explained the acronym represents Advance Land Acquisition. M-NCPPC still has debt service outstanding in Montgomery County; however, the agency does not have any outstanding debt in Prince George's County. This allows the agency to purchase land for public purpose in advance of the need for such land, and allows the agency to purchase the land at a more reasonable cost and/or before it becomes unavailable.

Chair Hewlett and Vice-Chair Anderson commended Mr. Kroll for the work done on the agency's budget. Chair Hewlett thanked various departments, Prince George's County Parks and Recreation Deputy Director Conforti, and the budget team for working through the challenges this year.

ACTION: Motion of Geraldo to approve the Resolution

Seconded by Fani-Gonzalez

8 approved the motion (Presley and Washington were absent from the vote)

b) Pension Trustees Appointments (A. Rose)

- Acknowledge Appointment of Khalid Afzal as the Montgomery County Open Trustee for the term ending June 30, 2018 - Khalid Afzal has been on the Board of Trustees since 2001. This is a reappointment.

- Acknowledge Jenetha Facey as the Prince George's County Open Trustee for the term ending June 30, 2018 - Jenetha Facey is new to the Board of Trustees. This will be her first full term.
- Acknowledge Howard Brown as the Fraternal Order of Police (FOP) Represented Trustee for the term ending June 30, 2016 - Mr. Brown is filling the vacancy for Tracy Lieberman, who was promoted to Lieutenant which made her ineligible to represent the FOP on the Board of Trustees.
ACTION: Motion of Bailey to approve the Pension Trustees Appointments
Seconded by Geraldo
8 approved the motion (Presley and Washington were not present for the vote)
- Acknowledge the new Employees' Retirement System (ERS) Board Chairman & Vice-Chairman for term ending June 30, 2017 - The ERS Board has re-elected Elizabeth Hewlett as the Chair of the Board for the third consecutive term, and Marye Wells-Harley as the Vice-Chair for a second term.

c) Memorandum Explaining Proposed Resolutions (Barney)

Executive Director Barney presented a recommendation to approve Resolutions to authorize compensation adjustments and the transfer of the prefunding portion of the Employer's Contribution for Retiree Group Insurance to the Section 115 Trust Fund in Fiscal Year 2016.

- Resolution #15-09 – Fiscal Year 2016 Merit Increase and Cost of Living Adjustments for Park Police Command Staff and Candidates – Attachment A
ACTION: Motion of Geraldo to approve the Resolution
Seconded by Wells-Harley
8 approved the motion (Presley and Washington were absent from the vote)
- Resolution #15-10 – Fiscal Year 2016 Cost of Living Adjustments for Certain Non-represented Merit System and Certain Contract Employees – Attachment B
ACTION: Motion of Wells-Harley to approve the Resolution
Seconded by Bailey
8 approved the motion (Presley and Washington were absent from the vote)
- Resolution #15-11 – Fiscal Year 2016 Anniversary (Merit) Pay Increment Adjustment and Administrative Leave for Certain Non-represented Merit System Employees – Attachment C
ACTION: Motion of Geraldo to approve the Resolution
Seconded by Wells-Harley
8 approved the motion (Presley and Washington were absent from the vote)

- Resolution #15-12 – Fiscal Year 2016 Pay Increment Adjustments for Seasonal/Intermittent and Term Contract Employees – Attachment D
ACTION: Motion of Geraldo to approve the Resolution
Seconded by Bailey
8 approved the motion (Presley and Washington were absent from the vote)
- Resolution #15-13 – Fiscal Years 2016 and 2017 Administrative Leave for MCGEO Represented Employees – Attachment E
ACTION: Motion of Wells-Harley to approve the Resolution
Seconded by Bailey
8 approved the motion (Presley and Washington were absent from the vote)
- Resolution #15-07 – Approval of Fiscal Year 2016 Employer Contribution for Retiree Group Health Insurance – Attachment F
ACTION: Motion of Geraldo
Seconded by Wells-Harley
8 approved the motion (Presley and Washington were absent from the vote)

Executive Director Barney thanked Human Resources Director William Spencer, Human Resources Manager Boni King, and Senior Counsel LaTonya Reynolds for their efforts in preparing the Resolutions as a lot of work went into this in a short turnaround time. Chair Hewlett echoed those sentiments and also thanked Finance Manager Barbara Walsh, Senior Counsel LaTonya Reynolds, and Administrative Assistant Heather Brown for their service to the ERS Board of Trustees.

ITEM 6

OPEN SESSION – OFFICERS’ REPORTS

- a) Executive Director – (For Information Only)
Employee Evaluations Not Completed by Due Date – (May 2015) (Barney)
Executive Director Barney noted an increase in the number of employee evaluations not completed by the May 2015 due date. She will be calling the Directors to complete and submit the evaluations on time. There will be an improvement in next month’s report.
- b) Secretary-Treasurer – (For Information Only)
Enterprise Resource Planning (ERP) Briefing (Zimmerman)
Secretary-Treasurer Zimmerman shared that the team is moving forward with the ERP implementation.
- c) General Counsel – (For Information Only)
Litigation Report – (May 2015) (Gardner)
No discussion.

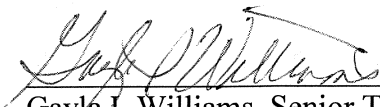
Chair Hewlett requested a motion to adjourn the meeting.

ACTION: Motion of Anderson

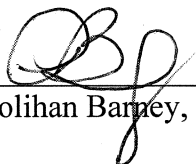
Seconded by Hewlett

8 approved the motion (Presley and Washington were absent from the vote)

There being no further business to discuss, the meeting adjourned at 10:26 a.m.



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



Patricia Colihan Barney, Executive Director