

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

Commission Meeting (Revised)
Open Session Minutes
June 18, 2014

The Maryland National Capital Park and Planning Commission met on June 18, 2014, at the Parks and Recreation Auditorium in Riverdale, Maryland.

PRESENT

Montgomery County Commissioners

Francoise M. Carrier, Chair (arrived at 9:57 a.m.)

Norman Dreyfuss

Casey Anderson

Marye Wells-Harley

Prince George's County Commissioners

Elizabeth M. Hewlett, Vice-Chair

Dorothy Bailey

John Shoaff

ABSENT

Amy Presley

A. Shuanise Washington

Manuel Geraldo

Vice-Chair Hewlett convened the meeting at 9:55 a.m. because Chair Carrier was delayed. She turned the meeting over to Chair Carrier at 9:57 a.m.

ITEM 1 APPROVAL OF COMMISSION AGENDA

Items 3c -- Appointment of Trustee to the Post-Retirement Insurance Benefits Program Trust and Item 3d -- Appointment of Trustee to the Board of Trustees of the Employees' Retirement System presently listed under General Announcements will be presented as Resolutions #14-22 and #14-23, respectively. These topics will be moved to Item 5 on the agenda for action. The meeting will not include a closed session unless Commissioners have questions pertaining to the memorandum provided by Executive Director Barney under Item 5e.

ACTION: Motion of Hewlett to approve the agenda as revised
Seconded by Wells-Harley
7 approved the motion

ITEM 2 APPROVAL OF COMMISSION MINUTES

- a) May 21, 2014, Open Session
- b) May 21, 2014, Closed Session
- c) June 5, 2014, Special Teleconference – Open Session
- d) June 5, 2014, Special Teleconference – Closed Session

ACTION: Motion of Hewlett to approve the Commission meeting minutes
Seconded by Anderson
7 approved the motion

ITEM 3

GENERAL ANNOUNCEMENTS

- a) The Employees' Retirement System (ERS) has received a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for fiscal year ending June 30, 2013.
- b) The ERS team also received an Award for Outstanding Achievement in Popular Annual Financial Reporting from the Government Finance Officers Association (GFOA). ERS Administrator Andrea Rose, ERS Accounting Manager Sheila Joynes, ERS Software Manager Ann McCosby were photographed with the Commissioners and the two awards. Heather Brown was also a part of the team; however, she was not present at the meeting. The Commissioners congratulated the team for a great job.

ANNOUNCEMENTS NOT LISTED ON THE AGENDA

Chair Carrier commended the Diversity Council for an excellent job on both of the diversity celebrations she attended in the last four years. Vice-Chair Hewlett echoed Chair Carrier's sentiments. She received very positive comments as employees left the May 2014 program and thanked the Diversity Council for its hard work. The Commissioners congratulated Prince George's County Parks and Recreation Deputy Director Debbie Tyner for the fabulous production of the "Happy" video. Ms. Tyner attributed the success of the video to Sports, Health and Wellness Division Chief Emily Rose.

Vice-Chair Hewlett shared the significance of the Emancipation Day on June 19th. In 1862, during the Civil War, President Lincoln signed the Emancipation Proclamation to be effective January 1, 1863, to free the slaves in the confederate states throughout the nation. That information was withheld from the slaves so they were not aware they were freed. On June 18, 1865, the president sent a Union general to the confederate states, accompanied by two thousand troops to Galveston with a demand to free the slaves. The slaves found out about their freedom on June 19th (commonly referred to as Juneteenth) and celebrated throughout the land. Vice-Chair Hewlett explained the importance of education stressing we have to take advantage of opportunities and spread the word. She shared that the State of Maryland is now recognizing June 19th as a holiday and the M-NCPPC has submitted a letter supporting this initiative. The Prince George's County Department of Parks and Recreation had an excellent informative "Juneteenth" celebration this past Saturday to include the great-great-great descendent of Solomon Northrop, the lead character in the book, Twelve Years a Slave.

ITEM 4

Committee/Board Reports

Minutes of the Regular Employees' Retirement System Board of Trustees Meeting, May 6, 2014

ITEM 5 a) PENSION AND POST RETIREMENT INSURANCE BENEFITS BOARD TRUSTEES APPOINTMENTS (Rose)

- Acknowledge the Election of Barbara Walsh as the Bi-County Open Trustee for the term ending June 30, 2017
- Recommendation for Appointment of Pamela F. Gogol as the Montgomery County Public Member for the term ending June 30, 2017
- Recommendation for Reappointment of Richard H. Bucher, Ph.D. as Prince George's County Public Member for the term ending June 30, 2017
- Resolution #14-22 – Appointment of Trustee to the Post-Retirement Insurance Benefits Program Trust (Commissioner Casey Anderson)
- Resolution #14-23 – Appointment of Trustee to the Board of Trustees of the Employees' Retirement System (Commissioner Marye-Wells-Harley). As the appointed trustees of the Montgomery County Planning Board, Chair Carrier thanked Commissioner Anderson for his service on the ERS Board and Commissioner Wells-Harley for her service on the Post-Retirement Insurance Benefits Board. Commissioner Anderson thanked Ms. Rose and the members of the ERS. He commented that employees should know the Pension Fund is well run and have confidence that their assets are in good hands. As Chair of the ERS Board, Ms. Hewlett thanked Commissioner Anderson for his service on the Board of Trustees, and welcomed Vice-Chair Wells-Harley to the ERS Board.

ACTION: Motion of Dreyfuss to approve the Pension and Post-Retirement Insurance Benefits Trustee Appointments
Second of Bailey
7 approved the motion

Resolutions taken in order as the item appeared on the agenda.

b) RESOLUTION #14-16 – LANDOVER METRO AREA AND MD 202 CORRIDOR SECTOR PLAN AND SECTIONAL MAP AMENDMENT (Lewis)

ACTION: Motion of Hewlett
Seconded by Bailey
7 approved the motion

c) RESOLUTION #14-17 – ADOPTION OF THE FY 2015 COMMISSION OPERATING BUDGET AND FY 2015 CAPITAL BUDGET (Kroll)

Corporate Budget Manager John Kroll distributed a revised Exhibit A (FY15 Adopted Budget for Montgomery County) attachment to Resolution #14-17. Mr. Kroll explained that the use of fund balance listed on line 7 did not contain sufficient resources to balance the fund in the first iteration.

Chair Carrier and Vice-Chair Hewlett commended Corporate Budget Manager John Kroll and the Budget team for an outstanding job on the budget.

ACTION: Motion of Hewlett
Seconded by Wells-Harley
7 approved the motion

d) RESOLUTION #14-14 – PRINCE GEORGE’S COUNTY GENERAL PLAN 2035 (Reynolds, McCune, and Fritz)

Prince George’s County Planner Coordinator/Project Manager Kierre McCune introduced Prince George’s County Acting Division Chief /Project Facilitator Kipling Reynolds, and Prince George’s County Senior Planner/Associate Project Manager Kate Fritz. Project Manager McCune stated the team is seeking approval of Plan Prince George’s 2035 as presented in the Commission meeting packet. He explained the proposed Plan updates Prince George’s County’s previous Plan of 2002. The Prince George’s County Planning Board adopted the Plan in February 2014 and District Council approved the Plan with minor amendments in May 2014.

Following the presentation, Chair Carrier commended the team and wished them luck working on the zoning re-write. She reported that Montgomery County’s General Plan was passed, the zoning text completed, and the mapping is being developed. Mr. McCune announced that Kate Fritz has accepted a position as Executive Director of the South River Federation in Annapolis. Ms. Fritz was vital to the project. Vice-Chair Hewlett commended the group on a fantastic job, and the Commissioners wished Ms. Fritz well.

ACTION: Motion of Hewlett
Seconded by Bailey
6 approved the motion (Commissioner Wells-Harley was not available for the vote on this item)

e) MEMORANDUM EXPLAINING PROPOSED RESOLUTIONS (Barney)

Executive Director Barney presented a recommendation to approve Resolutions to authorize compensation adjustments, amendments to Plans C and D of the Employees’ Retirement System (ERS), and the transfer of the pre-funding portion of the Employer’s Contribution for Retiree Group Insurance to the Section 115 Trust Fund in Fiscal Year 2015. She noted that the Executive Committee and Department Directors support approval of these actions, and that all wage adjustments fit within the Fiscal Year 2015 Adopted Budget. The Executive Director introduced Human Resources Director William Spencer, Outside Labor Counsel Craig Ballew, and Montgomery County Parks Deputy Director John Nissel who worked on the management negotiation team for collective bargaining. She presented the following Resolutions for approval:

- Resolution #14-15 – Fiscal Year 2015 Merit Increase and Cost of Living Adjustments for Park Police Command Staff and Candidates (Attachment A). This Resolution establishes a “pass-through” to non-represented officers of the same adjustments contained in the Fraternal Order of Police (FOP) contract: 1.75% COLA, effective the first full pay period following July 1, 2014; a 3.5%

Merit increase; and an additional Merit increase according to the criteria in the memorandum. Candidate adjustments include 1.75% COLA effective the first full pay period following July 1, 2014, and the 3.5% merit increase.

- Resolution #14-20 – Approval of Fiscal Year 2015 and Fiscal Year 2016 Amendments to the Maryland-National Capital Planning Commission Employees’ Retirement System Plans C & D (Attachment B). The Resolution establishes a 1% increase in employee contributions for the Park Police plans, phased in at .5% in Fiscal Year 2015 and another .5% in 2016.
- Resolution #14-11 – Approval of Collective Bargaining Agreement (FY 2015 Reopener) for Municipal and County Government Employees Organization (MCGEO) (Attachment C) The Resolution establishes a 2% Cost of Living Adjustment (COLA) effective the first full pay period in September 2014; a 3.5% Merit increase for employees who have not reached the top of their pay grade, a 3.0% Longevity increase after completion of 20 years of Merit service if performance requirements are met; and a lump sum of .5% of base pay if employee receives a Merit increase or Longevity increase during Fiscal Year 2015. If employee is not eligible for Merit or Longevity increase for reasons other than performance, the employee shall receive a lump sum equivalent to 1% of base pay. The lump sum adjustments are payable first pay period after July 1, 2014 and are not added to the base pay. If upon receiving their Fiscal Year 2015 performance evaluation, the rating results in the employee losing eligibility for the bonus, repayment will occur in accordance with the Collective Bargaining Agreement general terms.

The Resolution also identifies that Health Care Reserves will increase from 7% of expenditures to 7.5% of expenditures. The change to formal Fund Balance Policy will be presented to the Commission in July to reflect the adopted change. The Executive Director noted that there are also some non-monetary changes included in the Collective Bargaining Agreement.

During the discussion of Resolution #14-11, the Executive Director covered Merit increases for non-represented employees. The discussion is captured below:

- Non-Represented Employees: Merit System Employees and Certain Contract Employees (excludes Park Police Officers, Command staff and Candidates)
Last year, Resolution #13-07 adopted a reduction from the standard 3.5% Merit/anniversary increase to a 3.0% for Fiscal Year 2014 for non-represented Merit System employees and Seasonal/Intermittent and Term contract positions. As the recommendation for Fiscal Year 2015 is a return to the standard 3.5% Merit/anniversary increase, no action is required related to the Merit/anniversary increase.

- Resolution #14-18 – Award of Fiscal Year 2015 Lump Sum Payment for Certain Non-represented Merit System Employees (Attachment D)
Resolution #14-18 provides for lump sum payments to non-represented Merit System employees (excluding park police) who are at top of grade as long as performance requirements are met.

Employee receives a lump sum of .5% of base pay if employee receives a Merit increase during Fiscal Year 2015. If the employee is not eligible for Merit increase for reasons other than performance, the lump sum will be 1.0% of base pay. The lump sum payments are not added to base pay and are payable the first pay period after July 1, 2014. If upon receiving their Fiscal Year 2015 performance evaluation, the rating results in the employee losing eligibility for the lump sum bonus, repayment will occur in accordance with Commission's general repayment process.

- Resolution #14-19 – Fiscal Year 2015 Cost of Living Adjustments for Certain Non-represented Merit System and MCGEO Represented Employees (Attachment E)
Employees will receive a 2% COLA effective the first full pay period after September 1, 2014.
- Resolution #14-21 – Approval of Fiscal Year 2015 Employer Contribution for Retiree Group Health Insurance (Attachment F)
The Fiscal Year 2015 budget includes \$11,308,585 for current retiree healthcare; the Fiscal Year 2015 Budget includes \$4,588,066 for prefunding Retiree Group Health Insurance and authorizes the transfer to the 115 Trust Fund.

Executive Director thanked LaTonya Reynolds for her assistance in preparing the Resolutions, and the negotiating team comprised of Human Resources Director William Spencer, Montgomery Parks Deputy Director John Nissel, Prince George's County Parks and Recreation Division Chief Greg Kernan, Outside Counsel Craig Ballew, Prince George's County Parks And Recreation Park Police Division Chief Larry Brownlee, Montgomery County Parks Police Chief Antonio DeVaul, Corporate Budget Manager John Kroll, and Classification/ Compensation/Employee Records/HRIS Manager Boni King.

ACTION: Motion of Hewlett to adopt Resolutions #14-15, #14-20, #14-11, #14-18, #14-19, and #14-21
Seconded by Wells-Harley
7 approved the motion

ITEM 6

OPEN SESSION – OFFICERS’ REPORTS (For Information)

- a) Executive Director – Employee Evaluations Not Completed by Due Date (May 2014) – Executive Director Barney noted that only three evaluations are due. This management tool is helpful in tracking and completing the evaluations. She thanked the Department Directors for keeping the performance evaluations current.

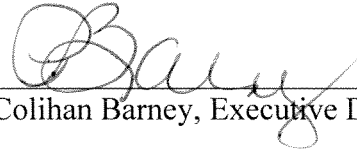
- b) Secretary-Treasurer – Enterprise Resource Planning (ERP) Briefing
No discussion

- c) General Counsel – Litigation Report (May 2014)
No discussion

There being no further business to discuss, the meeting adjourned at 10:45 a.m.



Gayla I. Williams, Senior Management Analyst



Patricia Colihan Barney, Executive Director