

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

ITEM 2a

Commission Meeting
Open Session Minutes
July 15, 2015

The Maryland-National Capital Park and Planning Commission met on July 15, 2015, at 9:30 a.m. at the Parks and Recreation Auditorium in Riverdale, Maryland.

PRESENT

Prince George's County Commissioners
Elizabeth M. Hewlett, Chair
Dorothy Bailey
Manuel Geraldo

Montgomery County Commissioners
Casey Anderson, Vice-Chair
Natali Fani-Gonzalez
Amy Presley

ABSENT

John Shoaff
A. Shuanise Washington

Norman Dreyfuss
Marye Wells-Harley

Chair Hewlett convened the meeting at 9:44 a.m.

ITEM 1 APPROVAL OF COMMISSION AGENDA
Closed Session Item 7 – Recommendations for Benefit Changes for Calendar Year 2016 was moved to follow Item 5b – Strategy for Building a Culture of Wellness.
ACTION: Motion of Geraldo to approve the agenda
 Seconded by Presley
 6 Approved the motion

ITEM 2 APPROVAL OF COMMISSION MINUTES
June 17, 2015 – Open Session
ACTION: Motion of Bailey to approve the minutes
 Seconded by Geraldo
 6 Approved the motion

ITEM 3

GENERAL ANNOUNCEMENTS

Chair Hewlett made the following announcements:

- Hispanic Heritage Month is observed each year from September 15th through October 15th. M-NCPPC is planning festivities to commemorate the histories, cultures and contributions of Hispanic and Latino Americans who have positively influenced and enriched our nation and society. The date(s) of the celebration(s) will be announced.
- Birthday greetings were extended to Commissioner Amy Presley, as well as to Commissioner Norman Dreyfuss in absentia.

ITEM 4

COMMITTEE/BOARD REPORTS – (For Information Only)

- a) Minutes – Executive Committee Open Session – June 26, 2015
- b) Minutes – Executive Committee Closed Session – June 26, 2015

ITEM 5

ACTION AND PRESENTATION ITEMS

- a) Resolution #15-14 – Land Disposal from the Commission (Brandywine Road Park) to Mattawoman Energy to convey a permanent easement over 1.9 acres for a gas pipeline for their planned power generating facility
ACTION: Motion of Geraldo to approve the Resolution
Seconded by Bailey
6 Approved the motion

Not Included on Agenda

Corporate Policy and Corporate Records Manager Janis Thom-Grate introduced Senior Policy Specialist Nissa Copemann and Records Management Specialist Brian Coburn as new members to the Policy and Records Management team.

- b) Strategy for Building a Culture of Wellness (McDonald/Hawkins)
Benefits Manager Jennifer McDonald introduced Wellness Coordinator Juanita Hawkins as the newest member to the Health and Benefits team. Ms. Hawkins provided a high-level presentation on the framework for implementing a robust wellness program that will attempt to change M-NCPPC's culture to one of wellness, as contained in the meeting packet.

Commissioner Geraldo asked what programs are planned to encourage employee participation. Ms. McDonald responded that program participants will be rewarded for reaching benchmarks; however, the goal is for employees to participate because they desire a healthy lifestyle, and not just for the incentives. Ms. Hawkins emphasized the importance of changing the wellness culture in the organization. She shared that it is necessary for middle managers to engage in the programs and encourage employees to participate. Ms. McDonald shared that a pilot program is being developed for a small group of employees to use Fitbit Energy Trackers on a trial basis. If the program is successful, it will be rolled out to the entire organization. In developing M-NCPPC's Wellness Program, the agency will utilize best practices from the Centers for Disease Control and Prevention (CDC) Worksite Health ScoreCard (HSC) and benchmarking with

other similar organizations. Ms. McDonald noted that M-NCPPC did not score very high on the CDC's Health ScoreCard.

At 9:59 a.m., Chair Hewlett requested a motion to move to closed session.

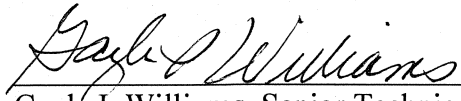
- ITEM 7 Pursuant to Section 3-305(b)(1), (b)(7) and (b)(9) of the General Provisions Article of the Annotated Code of Maryland, at 9:59 a.m., Chair Hewlett requested a motion to move to closed session to discuss (i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; or (ii) any other personnel matter that affects one or more specific individuals; to consult with counsel to obtain legal advice; and to conduct collective bargaining negotiations or consider matters that relate to the negotiations.
- ACTION: Motion of Geraldo
Seconded by Bailey
6 Approved the motion

The Commission reconvened the open session at 11:03 a.m.

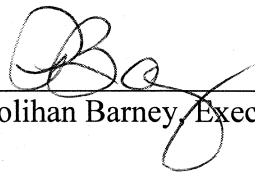
- ITEM 5 c) RECOMMENDATIONS FOR BENEFIT CHANGES FOR CALENDAR YEAR 2016 (Spencer/McDonald)
ACTION: Motion of Geraldo to approve recommendations for the benefit changes for Calendar Year 2016 that were discussed in closed session
Seconded by Bailey
6 Approved the motion

- ITEM 6 OFFICERS' REPORTS
- a) Executive Director (Barney)
Employee Evaluations Not Completed by Due Date (June 2015) (For Information Only)
Executive Director Barney noted that evaluations are being submitted.
- b) Secretary-Treasurer (Zimmerman) (For Information Only)
Enterprise Resource Planning (ERP) Briefing
On behalf of Secretary-Treasurer Zimmerman, Executive Director Barney stated that the ERP team is continuing to meet weekly and by phone with the consultant's highest level staff to resolve issues. The challenge with the Employees' Retirement Retirement System contribution has been tested and resolved. This component was moved to production. There are still a number of areas that need to be corrected. The consultant is coming in at the end of July to focus on issues related to the Human Capital Management (HCM) module. The team continues to work in the Enterprise Financial Management (EFM) module. The reports have improved and the Budget module is being implemented. The Budget module will be used for the FY17 budget cycle.
- c) General Counsel (Gardner)
1) Litigation Report - (March 2015) (For Information Only)
No comments were made.

Chair Hewlett thanked everyone for their hard work and wished all a good summer. There being no further business to discuss, the meeting adjourned at 11:07 a.m.



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



Patricia Colihan Barney, Executive Director