



Commission Meeting
Open Session Minutes
July 17, 2019

The Maryland-National Capital Park and Planning Commission met at the Prince George's Parks and Recreation Administration Office 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
Gerald Cichy
Tina Patterson

NOT PRESENT

William Doerner
A. Shuanise Washington

Norman Dreyfuss
Natali Fani-Gonzalez

Chair Hewlett convened the meeting at 10:08 a.m.

ITEM 1 APPROVAL OF COMMISSION AGENDA

Chair Hewlett Added appointments and reappointments to the Merit System Board to Item 5a
ACTION: Motion of Commissioner Patterson to approve the amended Commission agenda
Seconded by Commissioner Geraldo
6 approved the motion

ITEM 2 APPROVAL OF COMMISSION MINUTES

Open Session – June 19, 2019 – no vote – item will need to return (Commissioner Patterson was not present during the June 19 meeting and abstained from the approval vote).

Special Session – June 6, 2019
Closed Session – May 1, 2019

ACTION: Amended motion of Commissioner Geraldo to approve the May 1 and June 6
Commission minutes
Seconded by Commissioner Bailey
6 approved the motion

ITEM 3 GENERAL ANNOUNCEMENTS

- a) July is Bereaved Parents Month. Chair Hewlett wished to let those employees who have lost children that the Commission holds them in their hearts.
- b) 5th anniversary of the death of Eric Gardner in New York City. Chair Hewlett stressed that everybody should remain vigilant and called for a return to civility.
- c) Upcoming Events:
 - a. Hispanic Heritage Month – September 15 to October 15. The M-NCPPC will be kicking off the month with the annual public festival on September 15 at Lane Manor Park.

- b. Language and Literacy Program Ceremony. Chair Hewlett encouraged all Department Heads, Chiefs and managers to promote the program for any staff who could benefit from it. Correction Note from Technical Writer: The ceremony will be held September 20th.
- d) Chair Hewlett remarked on the upcoming national census, stressing how imperative it is that everyone is counted.
- e) Brookside Gardens celebrated its 50th anniversary on July 13.
- f) Montgomery County Council reappointed Casey Anderson as Planning Board Chair and appointed Partap Verma as Commissioner. Swearing will be held on July 26.
- g) General Counsel Gardner introduced the Legal Department's intern from the Prince George's County Bar Association Law Links Program, Evony Salmeron.
- h) Montgomery Parks Director Mike Riley introduced Miti Figuerero as the Deputy Director.
- i) Chair Hewlett shared a brochure for Prince George's County Department of Parks and Recreation's free Outdoor Summer Concert series.
- j) Chair Hewlett warned of a recent heat advisory and advised that many M-NCPPC facilities are cooling centers for the public.

ITEM 4 COMMITTEE MINUTES/BOARD REPORTS (For Information Only)

- a) Executive Committee – Open Session July 8, 2019
- b) Executive Committee – Closed Session July 8, 2019
- c) Employees' Retirement System Board of Trustees Meeting – June 8, 2019

ITEM 5 ACTION AND PRESENTATION ITEMS

- a) Resolution #19-16 Recognition of Service by Merit System Board Chair Steve Cohen

ACTION: Motion of Geraldo to approve the Resolution
 Seconded by Bailey
 6 approved the motion

Chair Hewlett added two items to this agenda item. She asked for a motion to have Merit System Board Member Tanya Upthegrove-Coleman serve as Chair of the Merit System Board beginning July 28 through the end of her current term.

ACTION: Motion of Geraldo to approve the appointment
 Seconded by Bailey
 6 approved the motion

Chair Hewlett requested a motion to appoint Carolyn F. Scriber to the Merit System Board, beginning July 28. Chair Hewlett described and praised Ms. Scriber's 28-year career in Prince George's County Government.

ACTION: Motion of Geraldo to approve the appointment
 Seconded by Bailey
 6 approved the motion

- b) FY2018 Personnel Management Review (PMR)

Acting Executive Director Bennett introduced the 25th edition of the Personnel Management Review (PMR), which presents demographic and statistical data on the career and seasonal workforce for fiscal year 2018. She highlighted the agency's efforts that reflect its dedication to promoting diversity and listed several national, state and local awards the M-NCPPC has earned as a leader in progressive policies and programs. Ms. Bennett spoke of the M-NCPPC's success at building community partnerships to attract a diverse applicant pool and mentioned some of the programs and progressive policies that attracts a wide range of applicants and serves to retain a diverse, well-qualified workforce.

She introduced Human Resources Director William Spencer, Human Resources Manager Boni King and Human Resources Specialist Jillian Chapman. Ms. Chapman presented highlights of the report, providing a picture of the agency's demographic mix overall. She said the agency's turnover rate was 8.4%, which is less than half the average turnover rate for state and local governments nationally. Ms. King presented statistics and trends for the seasonal workforce. She also spoke about retirement eligibility for career staff, noting further demographic shifts will occur as more career employees retire.

Commissioner Cichy asked about statistical changes for protective services. Ms. King explained the Park Police moved from a 20 to a 25-year retirement plan. Acting Executive Director Bennett added that the average length of service appears to be diminishing due to police officers who have become eligible to and elect retirement. She noted that the agency has long-term retention of its officers.

Chair Hewlett thanked the team for the information, complimenting them for the ongoing improvements in format and presentation that makes so much information easier to absorb.

c) Diversity Council Strategic Plan 2019-2021

Acting Executive Bennett introduced the members of the 2019 Diversity Council and asked the Commission to consider the adoption of the 2019-2021 Strategic Plan. She recognized and appreciated the guidance of Commissioner Patterson and said the Diversity Council, which is celebrating its 19th anniversary, was established to help the Commission promote greater awareness, respect, and integration of the diversity of individuals. The team has examined the demographic data in the PMR, looked at the earlier diversity survey results, and responded to recommendations on ensuring there were greater metrics to measure the work the council is doing.

Diversity Council member Marybeth O'Quinn presented the plan to Commissioners, reviewing the Council's mission and structure, as well as outlining future goals initiatives. Diversity Council Co-Vice Chair Jonathan Bush discussed the Diversity Council's goal of message visibility and gave examples of the Council's past and planned events, including panel discussions, annual Women's History Month event, Tri-Annual Diversity event, diversity training, and LGBTQ Poster contest. He said the Council has used feedback collected from surveys to determine the focus of the diversity training program prior to rolling out new initiatives. Future projects include a multi-purpose video, articles in the *Update* Employee Newsletter, standalone print media, webpage updates and ongoing surveys.

Chair Hewlett thanked the members, noting that participation on the Council is over and above what they do in their everyday positions. Commissioner Cichy asked if it was the role of the Diversity Council to allocate funds for services or capital resources. Acting Executive Director Bennet said the key role of the Diversity Council is to develop ideas for outreach and recommend them to the Commission and Department Heads. Ms. O'Quinn added her regular work in Prince George's Planning Department has been informed by her work on the Diversity Council. Commissioner Cichy acknowledged that the Council's perspectives get reflected in their jobs.

Commissioner Patterson praised the Council, adding the presentation was the summit of their labor and discussions. She suggested using the Diversity, Inclusion and Exclusion (DIE) model in materials, as it is relatable across the board. She encouraged Commissioners, Directors, and Chiefs to embrace the plan and its programs.

ACTION: Motion of Chair Hewlett to approve the 2019-2021 Strategic Plan.
Seconded by Geraldo
6 approved the motion

d) Debt Policy Update

Secretary-Treasurer Zimmerman noted that in preparing for the latest bond issues, staff discovered out of date language in the Debt Management Policy. After consulting with the Legal Department, the language was updated and was presented to the Commission for re-adoption.

ACTION: Motion of Geraldo to approve the revised Debt Management Policy.
Seconded by Patterson
6 approved the motion

e) Chief Information Officer Report 4th Quarter

Chief Information Officer (CIO) Mazen Chilet introduced key members of his staff and presented the 4th quarter report. Mr. Chilet also highlighted critical agency priorities and status of projects. Areas discussed in detail include Enterprise Resource Planning (ERP), cybersecurity, KRONOS (the agency's time and attendance management system) service requests, planned IT training for FY20, and information security.

Commissioner Patterson suggested future reports replace "continued" with "continuous" to reflect the ongoing nature of cybersecurity. She asked if he had the resources needed to maintain the security posture of the agency. CIO Chilet replied that the section did, but the process is ongoing. He said that he would identify any needs and share those with Commissioners in the coming months. Commissioner Patterson asked Mr. Chilet to consider State and federal cybersecurity initiatives in relation to agency initiatives and provide updates to Commissioners on needs.

Chair Hewlett asked for a motion to enter closed session at 11:55 p.m. Commissioner Geraldo moved, Commissioner Patterson seconded. 6 approved the motion.

Pursuant to Maryland General Provisions Article of the Annotated Code of Maryland, Section 3-305(b) (7) & (9), a closed session is proposed to consult with counsel for legal advice, conduct collective bargaining discussions, and consider matters that relate to negotiation.

Open session resumed at 12:44 p.m.

f) Recommendation for Benefit Changes for Calendar Year 2020

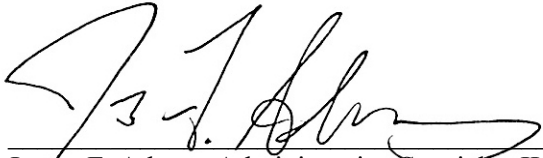
ACTION: Motion of Geraldo to ratify changes
Seconded by Patterson
6 approved the motion

ITEM 6 OFFICERS' REPORTS

- a) Executive Director's Report (For information only)
Employee Evaluations Not Completed by Due Date (June 2019)
- b) Secretary Treasurer (For information only).
Investment Report, May 2019
- c) General Counsel (For information only)
Litigation Report, June 2019

General Counsel Gardner advised Commissioners he provided them with copies of the MDOT-SHA response to the Commission's letter of non-concurrence to the Managed Lanes Alternatives Retained for Detailed Study. He said the agency was preparing a reply to that response.

There being no further business to discuss, the meeting ended at 12:47 p.m.



James F. Adams, Administrative Specialist II



Anju A. Bennett, Acting Executive Director

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