

# Item 2a

## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

### Commission Meeting Open Session Minutes September 17, 2014

The Maryland National Capital Park and Planning Commission met on September 17, 2014, at the Enterprise Golf Course Annex in Mitchellville, Maryland.

#### PRESENT

##### Prince George's County Commissioners

Elizabeth M. Hewlett, Chair  
Dorothy Bailey  
Manuel Geraldo  
John Shoaff

##### Montgomery County Commissioners

Casey Anderson, Vice-Chair  
Norman Dreyfuss  
Marye Wells-Harley

#### ABSENT

A. Shuanise Washington

Amy Presley

Chair Hewlett convened the meeting at 9:48 a.m.

#### ITEM 1 APPROVAL OF COMMISSION AGENDA

Chair Hewlett announced adjustments to the Commission meeting agenda as requested by Executive Director Barney:

- Closed Session Item 7b – Additional Funding for ERP Project was moved to be heard as Closed Session Item 5e, before the vote on Open Session Item 5f – ERP Funding (formerly Item 5d).
- The current Item 5d – ERP Funding became Item 5f.
- Closed Session Item 7a – Union Negotiations and Budget was moved up as the new Item 5d as a closed session item.

ACTION: Motion of Geraldo  
Second by Anderson  
7 Approved the motion

#### ITEM 2 APPROVAL OF COMMISSION MINUTES

July 16, 2014 – Open Session  
July 31, 2014 – Special Commission Meeting Open Session

ACTION: Motion of Bailey  
Second by Geraldo  
7 Approved the motion

ITEM 3

GENERAL ANNOUNCEMENTS (Hewlett/Anderson)

- a) Chair Hewlett announced that September 15<sup>th</sup> through October 15<sup>th</sup> is Hispanic Heritage Month. She explained why the month long celebration begins on September 15<sup>th</sup>, rather than on September 1<sup>st</sup>. The M-NCPPC wants to acknowledge the numerous contributions of the Hispanic and Latino community. She encouraged staff to participate in the events that celebrate the community and shared that Prince George's County Department of Parks and Recreation will be hosting its annual Hispanic Heritage Festival on Sunday, September 29<sup>th</sup> at Lane Manor Park, from 12:00 noon to 6:00 p.m.
- b) Chair Hewlett announced that the M-NCPPC Employees' Service Awards Luncheon is scheduled for today at the Newton White Mansion, honoring employees with 25 years or more of service with the agency.

ADDITIONAL ANNOUNCEMENTS (not listed on agenda)

- a) Chair Hewlett welcomed Commissioner Casey Anderson as the new Chair of the Montgomery County Planning Board and Vice-Chair of the Commission. She shared Commissioner Anderson's extensive experience and his contributions to the community.
- b) Chair Hewlett announced that September is National Ovarian, Thyroid, and Prostate Cancer Awareness month, as well as Alzheimer's month. She encouraged employees to visit their doctors and shared the outreach the agency has performed to educate and screen employees for cancer. She also announced September is Self-Improvement Month.
- c) Chair Hewlett announced that this marks the last Commission meeting for Prince George's County Planning Deputy Director Al Dobbins, as he is retiring from the agency. She wished him well and thanked him for a tremendous job.
- d) Commissioner John Shoaff acknowledged and thanked Ms. Rhea Reed, the new Public Member of the Commission Audit Committee. He stated an overview of the FY14 Audit Report will be provided at the next Commission meeting. Chair Hewlett highlighted Ms. Reed's background.
- e) Prince George's County Parks Director Ronnie Gathers announced the Bill Pickett Rodeo will take place at the Show Place Arena on Saturday September 27<sup>th</sup>, and the Blue Birds Blues Festival will be held on September 20<sup>th</sup> at Prince George's Community College.
- f) General Counsel Gardner shared that he attended the National Convention for the International Municipal Lawyers Association (IMLA). He distributed a handout of his presentation for the Land Use Workshop which he presented to the IMLA on September 13, 2014. A number of agency attorneys participated in the conference. Chair Hewlett congratulated General Counsel Gardner on his presentation indicating that it was very well received by conference participants.
- g) Commissioner Geraldo announced the Heritage Trail Run/Walk will take place October 11<sup>th</sup>, across the Woodrow Wilson Bridge.

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

- a) Minutes of the Regular Employees' Retirement System Board of Trustees Meeting, July 1, 2014
- b) Minutes of the Regular OPEB Board of Trustees Meeting, April 16, 2014
- c) Minutes of the Regular OPEB Board of Trustees Meeting, February 19, 2014
- d) Minutes of the Regular OPEB Board of Trustees Meeting, October 16, 2013

ITEM 5 ACTION AND PRESENTATION ITEMS

a) ACKNOWLEDGE JENETHA FACEY AS THE PRINCE GEORGE'S COUNTY OPEN TRUSTEE

On behalf of Employees' Retirement System Administrator Andrea Rose, and the Board of Trustees ("Board") of the Maryland-National Capital Park and Planning Commission Employees' Retirement System (ERS), Executive Director Barney briefed the Commission on the appointment of Jenetha Facey as the Prince George's County Open Trustee for the remainder of the term ending June 30, 2015. Executive Director Barney shared Lakisha Giles' resignation from the Commission in July 2014 created this vacancy.

b) RESOLUTION #14-25, COMMISSION RESOLUTION OF ADOPTION FOR UNIFORM STANDARDS FOR MANDATORY REFERRAL IN PRINCE GEORGE'S COUNTY (M. Martin)

Passed without discussion.

ACTION: Motion of Geraldo  
Second by Wells-Harley  
7 Approved the motion

c) OPEN ENROLLMENT AND BENEFIT PLANS PROPOSED RATES FOR 2015 (Spencer/McDonald)

Human Resources Director William Spencer, and Health and Benefits Manager Jennifer McDonald presented for approval, recommended changes for the Open Enrollment and Benefit Plans Proposed Rates for 2015 as provided to the Commissioners in their meeting packet. Ms. McDonald presented details of the proposed rates including the effect from changes to stop loss insurance components. She explained that consultant AON negotiated fully insured rates on behalf of the agency. Ms. McDonald requested the Commissioners review the recommended rates for 2015. She highlighted the key information contained in the summary and reviewed the recommended rate changes.

Ms. McDonald reported that the industry trend for medical plan increases is about 8.1%. For self-insured plans, M-NCPPC's overall medical plans rates are increasing, on average, by 4.3%. Prescription plan rates are increasing by 14.8%; however, actual dollar amount of increase to the prescription premiums is small. Ms. McDonald noted that fully insured premiums for M-NCPPC are increasing on average by 2.1%.

## **Recommendations**

The Health & Benefits Staff recommended the following changes to the rates and premiums for the 2015 calendar year:

### ***Self-Insured Rates***

- Approve the 14.8% premium increase for the prescription plan;
- Approve the 0% premium increase for the Cigna Exclusive Provider Organization (EPO) plan;
- Approve the 0% premium increase for the United Health Care Exclusive Provider Organization (EPO) plan;
- Approve the 5.6% premium increase for the United Health Care Point of Service (POS) plan;
- Approve the addition of stop loss insurance to the UHC Medicare Complement plan;
- Approve the 25.7% premium increase for the UHC Medicare Complement plan with the addition of stop loss insurance;
- Keep the Individual Stop Loss (ISL) for the Cigna EPO at \$125,000;
- Approve the increase of the ISL for both UHC plans to \$225,000;
- Keep the current aggregate stop loss at 125% of projected claims for all plans.

### ***Fully Insured Premiums***

- Approve the 0% rate increase for the Cigna “Advice to Pay” for the Sick Leave Bank;
- Approve the 0% premium increase for the CIGNA Regular Long Term Disability;
- Approve the 15.8% premium increase for the CIGNA FOP Long Term Disability;
- Approve the 0% premium increase for the Minnesota Life Insurance and AD&D;
- Approve the 0% premium increase for the United Concordia Dental;
- Approve the 19.8% premium increase for the Vision Service Plan.

## **Informational Items**

### **Request for Proposal (RFP) for Flexible Spending Account Administrator**

Ms. McDonald shared that M-NCPPC has selected a new provider for the flexible spending accounts. ADP has been replaced by Benefits Strategies, which is also the administrator for the agency’s COBRA and direct billing program. All of the five Montgomery County agencies have selected Benefit Strategies, as well. Two of the agencies are changing over to Benefit Strategies January 1, 2015, and three, including M-NCPPC, are delaying implementation until January 1, 2016. The program will be delayed until January 2016 because this is not the optimum time to change vendors as the Health & Benefits Office is currently conducting full scale testing in preparation of converting to the new Enterprise Resource Planning (ERP) system.

### **Paper Reduction Initiative**

Ms. McDonald announced that open enrollment for calendar year 2015 is scheduled to take place from October 20, 2014, to November 7, 2014. The Health and Benefits office is going green by reducing paper consumption and making all open enrollment materials available on-line. Employees who do not have access to the Internet or choose to not use that source to obtain the material, may request hard copies of the packet or specific forms they may need. Ms. McDonald stated this change has been

communicated to employees through the Update Newsletter, payroll stuffers, and posters; email blasts will also be sent. In October, employees will receive a letter from the Executive Director, which replaces the open enrollment packet. The letter highlights changes, new rates, and instructions on accessing more information.

Chair Hewlett requested a vote to accept proposed changes in ISL and premium rates effective January 1, 2015 as outlined in the memorandum.

ACTION: Motion of Geraldo  
Seconded by Bailey  
7 Approved the motion

At 10:23 a.m., Chair Hewlett called for a motion to move to closed session.

d & e) Pursuant to the Maryland State Government Article of the Annotated Code, Section 10-508(a)(7)(9) & (14), the Maryland-National Capital Park and Planning Commission met in closed session at 10:23 a.m., at the Enterprise Golf Course Annex in Mitchellville, Maryland, to consult with counsel for legal advice, conduct collective bargaining negotiations or consider matters that relate to negotiations, discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

ACTION: Motion of Geraldo  
Second of Wells-Harley  
7 Approved the motion

The open session reconvened at 10:48 a.m.

f) ERP FUNDING VOTE (Barney/Zimmerman)

ACTION: Motion of Dreyfuss to approve the additional funding up to \$700,000 for the ERP project.

Seconded by Geraldo  
7 Approved the motion

#### ITEM 6 OPEN SESSION – OFFICERS’ REPORTS

a) Executive Director (For Information Only)

Employee Evaluations Not Completed by Due Date (July & August 2014)

b) Secretary–Treasurer (For Information Only)

1) Investment Report (May 2014)

The Sympro software that generates information for the cash management and debt management reports works very well. The cash manager will soon catch up on the Investment Reports that are due. The agency continues to earn returns of .21%.

2) Enterprise Resource Planning (ERP Briefing)

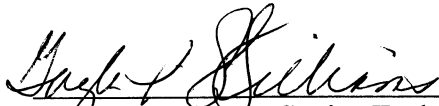
There was no discussion on this topic.

c) General Counsel (For Information Only)

Litigation Report (July 2014)

General Counsel Gardner stated the request date for new legislation is October 1<sup>st</sup>. He will be meeting next week with the council staff in Montgomery County dealing with the Montgomery County Planning Board. General Counsel Gardner will keep the Montgomery County Planning Board and the Commission informed.

There being no further business to discuss the meeting adjourned to at 10:52 a.m.



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



Patricia Colihan Barney, Executive Director