



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

Commission Meeting  
Open Session Minutes  
October 21, 2015

The Maryland-National Capital Park and Planning Commission met on October 21, 2015, in the Newton White Mansion in Mitchellville, Maryland.

PRESENT

Prince George's County Commissioners

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

Montgomery County Commissioners

Casey Anderson, Vice-Chair (arrived at 11:31 a.m.)  
Norman Dreyfuss  
Natali Fani-Gonzalez  
Marye Wells-Harley

ABSENT

Amy Presley

Chair Hewlett convened the meeting at 9:45 a.m.

ITEM 1 APPROVAL OF COMMISSION AGENDA

Chair Hewlett noted a change to the agenda.

Item 5d, Art-O-Matic Presentation and Item 5e, Employment Program for People with Disabilities will be presented before Item 5c, Annual Audit Committee Report.

ACTION: Motion of Geraldo to approve the agenda with the modification

Seconded by Bailey

8 approved the motion to approve the agenda (Vice-Chair Anderson and Commissioner Presley were not present for the vote)

ITEM 2 APPROVAL OF COMMISSION MINUTES

September 16, 2015 – Open Session

September 16, 2015 – Closed Session

ACTION: Motion of Geraldo to approve the minutes

Seconded by Wells-Harley

8 approved the motion to approve the minutes (Vice-Chair Anderson and Commissioner Presley were not present for the vote)

ITEM 3

GENERAL ANNOUNCEMENTS

Chair Hewlett made the following announcements:

- a) Breast Cancer Awareness Month – Chair Hewlett reminded employees to get examined regularly.

The month of October was also highlighted for celebration/awareness of the following:

- Domestic Violence Awareness Month – Chair Hewlett shared there are resources available for people subjected to domestic violence and that employees can contact the Commissioners’ offices to obtain a list of those resources.
- National Disability Employment Awareness Month – The M-NCPPC has made a concerted effort to ensure that the agency is actively involved in employing individuals with disabilities and does continuous outreach to that community.
- Women Walking in Their Own Shoes Month.
- National Arts and Humanities Month. The Art-O-Matic presentation which will occur in Item 5d is very fitting, as it takes place concurrently with the recognition of National Arts and Humanities Month.
- Vice-Chair Anderson’s birthday is today, and Commissioner Natali Fani-Gonzalez’s birthday also is approaching.
- Congratulations were extended to Commissioners Bailey, Geraldo and Shoaff for their reappointments to the Commission.
- M-NCPPC won its sixth “Gold Medal for Excellence in Parks and Recreation Management.” Chair Hewlett acknowledged all departments within M-NCPPC for their team contribution in helping the agency achieve this award. Chair Hewlett presented the gold medal to the Commissioners and shared that M-NCPPC broke its record, which was set in 2003, as the only agency to receive five gold medals. She stated that M-NCPPC gave more presentations than any other agency at the National Recreation and Park Association (NRPA) Conference. She also shared that Prince George’s County Executive Rushern Baker sent out a press release, and that some of the NRPA national officers are coming to Maryland to acknowledge M-NCPPC. She expressed gratitude to the agency’s retirees and to Commissioner Wells-Harley who served in the Prince George’s County Department of Parks and Recreation, for their groundwork. M-NCPPC has built upon Commissioner Wells-Harley’s record.

Prince George’s County Department of Parks and Recreation Deputy Director Debbie Tyner announced that M-NCPPC received an award from NRPA for Excellence in Inclusion. The agency is a trailblazer in this area.

- b) The Commission-wide Service Awards Luncheon, honoring employees with 25 or more years of service, will take place at the Newton White Mansion immediately following the Commission meeting.

- ITEM 4      COMMITTEE/BOARD REPORTS – (For Information Only)
- a) Minutes – Executive Committee Open Session – October 7, 2015
  - b) Minutes – Executive Committee Closed Session – October 7, 2015
  - c) Minutes – Regular Board of Trustees Meeting – September 1, 2015

ITEM 5      ACTION AND PRESENTATION ITEMS

- a) Resolution #15-15 – Board of Education/M-NCPPC Properties Exchange (Ray Palfrey)  
Prince George’s County Parks and Recreation Master Planner Supervisor Ray Palfrey presented the Resolution for approval.  
ACTION: Motion by Geraldo  
              Seconded by Wells-Harley  
              8 approved the Resolution (Vice-Chair Anderson and Commissioner Presley were not present for the vote)
  
- b) Resolution #15-19 – Merit System Board Member Reappointment – Tanya Upthegrove-Coleman (Spencer/King)  
ACTION: Motion by Wells-Harley  
              Seconded by Geraldo  
              8 approved the Resolution (Vice-Chair Anderson and Commissioner Presley were not present for the vote)
  
- c) Art-O-Matic Presentation (Gathers/Johnson)  
Prince George’s County Parks and Recreation Deputy Director Roslyn Johnson introduced Art-O-Matic Event Director and Co-presenter Wuiping Yap. Ms. Johnson also introduced University of Maryland student Korey Richardson. Ms. Johnson invited the Commissioners to view a 10-minute demonstration performed by University of Maryland student Danny Goldberg.

Ms. Johnson and Ms. Yap also gave a PowerPoint presentation on the Art-O-Matic event, as provided in the handout. Ms. Yap highlighted the 2012 Art-O-Matic survey results and key points of the upcoming event. Ms. Johnson thanked Mr. Palfrey for recommending the use of M-NCPPC’s newly purchased Prince George’s Park Police building at 8100 Corporate Center Drive, in Hyattsville, Maryland, for the Art-O-Matic activities. She highlighted that this is the first time that Art-O-Matic has been featured in the State of Maryland. Art-O-Matic will run from October 30<sup>th</sup> through December 12<sup>th</sup>, with M-NCPPC Night occurring November 19<sup>th</sup>. There is no cost to attend. The schedule of events can be found at [www.artomatic.org](http://www.artomatic.org).

Chair Hewlett thanked the Prince George’s County Department of Parks and Recreation for bringing Art-O-Matic to Prince George’s County.

General Counsel Gardner invited the Commissioners to the Elected Official’s Reception at Art-O-Matic on Friday, November 6<sup>th</sup>, from 6:00 p.m. to 9:00 p.m. Members of the Prince George’s County House and Senate Delegation, the Montgomery County House and Senate Delegation, and the Senate Environmental Matters Committee have been invited to this reception.

- d) Employment Program for People with Disabilities (Spencer/Glover)  
Program Manager Jeannette Glover provided history on the Americans with Disabilities Act (ADA). She explained the ADA and provided that it is civil rights legislation which seeks to increase the inclusion of people with disabilities in all aspects of community life, including employment. She added that October is National Disability Employment Awareness Month (NDEAM), which is a nationwide campaign to raise awareness about disability issues and to celebrate the contributions of America's workers with disabilities. NDEAM's theme this year is "My Disability is One Part of Who I Am."

Ms. Glover noted M-NCPPC's inclusive efforts, and shared that Maryland Department of Disabilities Secretary Carol Beatty presented the M-NCPPC with a certificate of recognition from the Maryland Community Connection in honor of M-NCPPC's hiring and supporting individuals with disabilities. Ms. Glover gave an overview of M-NCPPC's Employment Program for People with Disabilities and noted that M-NCPPC interviewed over 100 people with disabilities and placed 45 of them into positions.

She noted that Prince George's County Department of Parks and Recreation Special Populations Division Chief Anthony Nolan suggested a video highlighting M-NCPPC's Employment Program for People with Disabilities. Ms. Glover presented the video, which was developed by a team of Prince George's County Department of Parks and Recreation employees, including: Special Programs Training Specialist Judith Brown; Public Affairs and Marketing Visual Media & Imaging Specialists Cassi Hayden and Khalil Gill; and Class Instructors Aminah Bushrod and Robert Kingwood. The Commissioners and Executive Director Barney congratulated Ms. Glover on a great job. At the request of Commissioner Geraldo, Ms. Glover will have the video added to the agency's website.

- e) Annual Audit Committee Report (Dreyfuss/Shoaff)  
Commissioner Shoaff thanked Internal Audit Chief Renee Kenney for the tremendous job she is doing. He also thanked the Audit Committee's former Public Member Rhea Reed, who has taken a new position in another state, and introduced the new member, Karen Tobat. Ms. Tobat is currently the Director of Management Advisory Services for the Anne Arundel Community College, and previously held the position of Internal Audit Manager for the Comptroller of Maryland.

Commissioner Shoaff presented the Audit Committee Activity Report for FY15. He stated the report is consistent with the reporting requirements of the Audit Committee as outlined in Practice No. 1-31, Organization and Functions of the Audit Committee.

Commissioner Shoaff stated that the FY15 Activity Report addresses: how the Committee discharged its duties and met its responsibilities; provides a summary of significant audit findings as prepared by the Internal Auditor; and includes the Committee's evaluation on the adequacy of internal controls and the agency's adherence to financial regulations/policies; and identifies any significant concerns/complaints that were filed with, or identified by the Audit Committee.

Commissioner Shoaff explained throughout the fiscal year, the Audit Committee members make themselves available to meet with internal and external auditors.

Commissioner Shoaff reviewed the Activity Report as contained in the meeting packet. He noted that October is Cyber Security Awareness Month and more attention will be paid to the M-NCPPC's IT controls. The Audit Committee reported there were no significant audit findings and that overall, the design and implementation of fiscal internal controls appear to be effective.

For FY15, the Office of Internal Audit completed 15 performance audits, 10 fraud, waste, and abuse audits; 7 management advisories; 14 follow-up reviews; and 5 non-audit advisories. Commissioner Shoaff reviewed the Office of Internal Audit (OIA) Initiatives (Past and Future) and noted fewer performance audits could be completed as initially planned. However, a higher number of other audit advisories were completed. He also reviewed the initiatives and goals for FY16 for the OIA.

Commissioner Shoaff stated the Audit Committee recognizes continued compliance with existing policies and timely corrective action by management in response to the audit findings. Commissioners thanked Ms. Kenney for a spectacular job.

At 10:54 a.m., Chair Hewlett requested a motion to move to closed session.

f) Closed Session Discussion – New Pay Plan and Pay Schedules for Vendor Transition

Pursuant to Section 3-305 (b)(1)(i)(ii) and (b)(7) of the General Provisions Article of the Annotated Code of Maryland, a closed session is proposed 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; and (b)(7) to consult with counsel to obtain legal advice.

ACTION: Motion of Geraldo to move to closed session  
Seconded by Bailey

8 approved the motion (Vice-Chair Anderson and Commissioner Presley were not present for the vote)

At 11:32 a.m., the Commission moved to open session to vote on Resolution #15-20, New Pay Plan and Pay Schedules for Vendor Transition.

g) Resolution #15-20, New Pay Plan and Pay Schedules for Vendor Transition – Open Session (Spencer/King)

ACTION: Motion of Geraldo  
Seconded by Bailey

9 approved the Resolution (Commissioner Presley was not present for the vote)

ITEM 6

OFFICERS' REPORTS

a) Executive Director (Barney)  
Employee Evaluations Not Completed by Due Date (September) (For Information Only)

Executive Director Barney stated that departments are working on evaluations.

b) Secretary-Treasurer (Zimmerman)  
Enterprise Resource Planning (ERP) Briefing (Zimmerman)

Secretary-Treasurer Zimmerman stated the team is making progress on the work required to comply with the Affordable Care Act (ACA). The team is testing functionality of the new software, and it appears the software will meet the ACA regulations and the agency's needs. Payroll is stabilizing, and a new distribution report has been sent to the departments reflecting employee location. A report will be sent out each pay period, beginning in November. Human Capital Management (HCM) Application Manager/Employee Self-Service is on track for March. A document imaging project is in progress for purchase requisition documents which will allow documents to be seen online. The date for this is to be determined.

Executive Director Barney stated the operating departments are requesting that certain selected staff in their departmental human resources offices have online access to the data. Testing will soon take place in those departments.

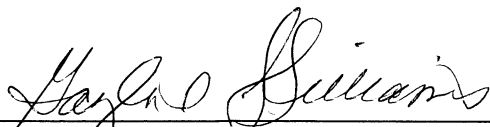
c) General Counsel (Gardner)  
Litigation Report - (March 2015) (For Information Only)

General Counsel Gardner stated the report is in the packet. He thanked Principal Counsel William Dickerson for his assistance on the vendor transition pay plan matter. He stated that the litigation program is going smoothly.

Legislative Update

No discussion on this topic.

There being no further business to discuss, the meeting adjourned at 11:36 a.m.



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



Patricia Colihan Barney, Executive Director