

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

Commission Meeting Open Session Minutes October 22, 2014

The Maryland National Capital Park and Planning Commission met on October 22, 2014, at the Montgomery Regional Office, in Silver Spring, Maryland.

PRESENT

Prince George's County Commissioners

Elizabeth M. Hewlett, Chair
Dorothy Bailey (arrived at 10:11 a.m.)
Manuel Geraldo
John Shoaff
A. Shuanise Washington

Montgomery County Commissioners

Casey Anderson, Vice-Chair
Norman Dreyfuss
Marye Wells-Harley
Natali Fani-Gonzalez
Amy Presley

Chair Hewlett convened the meeting at 9:55 a.m. Executive Director Barney requested a change to the agenda: Resolution #14-29 found under Item 5c became Item 5d.

ITEM 1 APPROVAL OF COMMISSION AGENDA

ACTION: Motion of Geraldo to approve the agenda as amended by Executive Director Barney
Second by Washington
9 Approved the motion (Commissioner Bailey was absent during the vote)

ITEM 2 APPROVAL OF COMMISSION MINUTES

September 17, 2014 – Open Session
September 17, 2014 – Closed Session
ACTION: Motion of Geraldo
Second by Dreyfuss
9 Approved the motion (Commissioner Bailey was absent during the vote)

ITEM 3 GENERAL ANNOUNCEMENTS (Hewlett)

Chair Hewlett made the following announcements:

- a) Natali Fani-Gonzalez was welcomed to her first Commission meeting. Commissioner Fani-Gonzalez is the first Hispanic Latino appointed to the Montgomery County Planning Board, and the first Hispanic Latino millennial. Chair Hewlett commented that Ms. Fani-Gonzalez will be a phenomenal addition to the Montgomery County Planning Board and to the Commission.

- b) Remembrance comments were made on behalf of Ben Bradley, a distinguished reporter for the Washington Post.
- c) The Month of October was highlighted for celebration/awareness of the following:
- The Commission-wide Hispanic Heritage event was rescheduled for October 31st at Newton White Mansion. Employees are encouraged to attend and celebrate contributions of the community.
 - Lesbian, Gay, Bisexual, and Transgender Pride (LGBT) History Month.
 - National Arts and Humanities Month - The Arts and Cultural Heritage Divisions in Montgomery and Prince George's Counties were thanked for their ongoing efforts to bring the arts to communities.
 - Domestic Violence Awareness Month - Chair Hewlett reminded employees to wear lavender to show support for ending domestic violence in our community.
 - Breast Cancer Awareness Month - Chair Hewlett reminded employees to get examined regularly.
 - National Apple Month.
- d) The Prince George's County Planning Department has been selected to receive two top awards from the National Capital Area Chapter of the American Planning Association (APA). The Plan Prince George's 2035 Approved General Plan was named winner of the APA's Local Chapter Award of Merit for an Outstanding Regional or Comprehensive Plan, and the Prince George's County Downtown Diagnostic Index earned the Outstanding Implemented Project, Program or Tool Award. Both honors will be presented next month at the Chapter's annual awards celebration in Silver Spring, Maryland.
- e) Prince George's County Department of Parks and Recreation and the Montgomery County Parks Department attended the National Recreation and Parks Association Conference. Chair Hewlett shared that Chicago won the 2014 Gold Medal for Class I (population 400,001 and over). She stated that M-NCPPC was a gold medal finalist and still holds the record of having the most gold medals in the world. She firmly believes M-NCPPC will be winning the gold award in 2015. She shared that the agency gave an amazing presentation and the contributing employees should be commended tremendously for the work they do. Chair Hewlett congratulated M-NCPPC for winning the Best-of-the-Best for the Commission for Accreditation of Park and Recreation Agencies (CAPRA). M-NCPPC excelled on 100% of the 151 standards for which they were evaluated, even though the requirement was only 80%.
- f) The Commissioners wished Vice-Chair Anderson a happy birthday.
- g) The week of October 20th is National Save for Retirement Week.
- h) The world is facing an Ebola crisis. M-NCPPC is working with the respective health departments, county governments, and the Center for Disease Control to ensure viable policies are in place to protect employees, and to help contain the fear of this disease.

ITEM 4

COMMITTEE/BOARD REPORTS – (For Information Only)

- a) Minutes – Executive Committee Open Session–October 1, 2014
- b) Minutes – Executive Committee Closed Session–October 1, 2014
- c) Minutes – Executive Committee Closed Session–Part 2–October 1, 2014
- d) Minutes of the Regular Employees’ Retirement System Board of Trustees Meeting, September 2, 2014
- e) 115 Trust (OPEB) Meeting Minutes–June 18, 2014

ITEM 5

ACTION AND PRESENTATION ITEMS

a) CAS COST ALLOCATION ANALYSIS (Kroll)

Corporate Budget Manager John Kroll presented the Central Administrative Services (CAS) Allocation Analysis for the FY16 proposed budget. He recommended the Commission adopt the updated labor cost percentages used to allocate CAS department budgets between Montgomery and Prince George’s Counties. Mr. Kroll noted that using the new allocation, approximately \$125,000 in funding would shift from Montgomery County to Prince George’s County. He presented background information and explained the methodology used to allocate the labor cost as contained in the meeting packet.

General Counsel Gardner commented that under the Land Use Article, the government provisions that deal with the Commission budget gives the Commission the responsibility of determining which budget items are jointly allocable to both counties. Historically, the budget allocations were 50/50. Over time, there has been a certain level of attention paid to the allocations, and it was determined that 50/50 may not be correct. The Budget Department goes through the allocation process every year to determine the proper allocation for Montgomery and Prince George’s Counties, respectively. The legal significance under the code is that the Commission presents these allocations in its proposed budget for FY16 as jointly allocable items. Unless both councils agree not to fund an item, the jointly allocable items will be in the budget as proposed.

ACTION: Motion of Washington
Seconded by Anderson
10 approved the motion

b) ANNUAL AUDIT COMMITTEE REPORT (Dreyfuss/Shoaff)

Commissioner Shoaff/Audit Committee Member presented the Audit Committee Activity Report for FY14. 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. The Practice requires the Audit Committee to review and approve the annual Internal Audit Plan, adopt internal audit operating procedures, and review and approve the Internal Audit Charter.

Commissioner Shoaff stated that the FY14 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; evaluates the adequacy of internal controls; and reviews the agency’s adherence to financial regulations/policies and any

other significant concerns/complaints that were filed with or identified by the Audit Committee.

For FY14, the Office of Internal Audit issued 15 performance audits, 11 fraud, waste, and abuse reviews; 7 management advisories; and 8 follow-up reviews. The Audit Committee reported there were no significant audit findings and that overall, based on the 41 audits conducted, the design and implementation of internal controls appear to be effective.

Commissioner Shoaff reported that the Office of Internal Audit successfully met four key initiatives identified by the Chief Internal Auditor for FY2014:

- Successful completion of the FY14 audit plan;
- Completion of a Peer Review;
- Completion of a Commission Risk Assessment; and
- Increase Transparency

He also shared that M-NCPPC passed the Audit Peer Review and continues to operate in accordance with Generally Accepted Government Auditing Standards. The Audit Committee recognizes continued compliance with existing policies and timely corrective action by management in response to the audit findings.

Commissioners Shoaff and Dreyfuss noted how indebted the Audit Committee is to Internal Audit Chief Renee Kenney for the exemplary work she has done, and the management team for their support.

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

Pursuant to the Maryland State Government Article of the Annotated Code, Section 10-508 (a)(1)(i)(ii)(7) & (8), the Maryland-National Capital Park and Planning Commission met in closed session at 10:23 a.m., in the Montgomery Regional Office auditorium, in Silver Spring, Maryland, to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects 1 or more specific individuals; consult with counsel to obtain legal advice; consult with staff, consultants, or other individuals about pending or potential litigation.

ACTION: Motion of Geraldo
Seconded by Wells-Harley
10 Approved the motion

Closed session adjourned to open session at 10:38 a.m.

- ITEM 5 d) Executive Director Barney presented Resolution #14-29, Pay Rate Schedule Adjustments for Seasonal/Intermittent Employees to be amended as reflected in closed session. Attachment 2, the Counties' Minimum Wage will be incorporated into the Resolution, with the exception that M-NCPPC will begin the minimum wage change of \$8.40 per hour in November 2014.

ACTION: Motion of Geraldo
Seconded by Wells-Harley
10 approved the motion

ITEM 6 OPEN SESSION – OFFICERS' REPORTS

- a) Executive Director (For Information Only)
Executive Director Barney stated that evaluations are coming in.
- b) Secretary–Treasurer (For Information Only)
- 1) Investment Report (June 2014)
The Investment Report was generated from the new system; the reports are being caught up quickly. The agency continues to make sparkling returns compared to the benchmark. M-NCPPC is earning .22% average for June, and is not losing any money.
- 2) Enterprise Resource Planning (ERP Briefing)
The FY14 year-end financial statements are being prepared, auditors are working, and the agency is slightly behind schedule. The treasury management software, Sympro, is working well. Vendor payments are smoothing out and vendors are being paid on time. The Asset Management module for capitalized assets is better than the spreadsheets that were used in the past. Class interfaces for programs and registration systems are working very well. Cash is reconciled through July. Year-end rollover of encumbrances has been done. The issue of the user bulletin will go out later this week on how to retrieve data from the system and get accurate results. The team is still working through capital improvement program set-up issues with the departments. Reporting budget to actual at the accounting unit level is presenting some challenges because of the way the system treats an encumbrance. A solution for this issue will be tested and in production shortly. Improvements in reporting for the Capital Improvement Program are being worked on. The team is continuing to work on improvements to requisitions routing for supply chain. Work has begun on the integration with the Enterprise Asset Management System.

There have been demos of the document archival retrieving system as an add-on to the ERP system, which were well received. This project will continue to move forward expeditiously. In the HR/Payroll module, the team is working through some challenges. It is complex to transfer data from one system to another. The target go-live date is January 2, 2015. Executive Director Barney stated the team is in full scale testing from A through Z. They would like to see the NEOGOV process working in the hiring system.

3) 4th Quarter MFD Purchasing Statistics – Briefing on Delay

The Minority Female Disabled (MFD) vendor program reporting is delayed due to challenges with the ERP system. The team is trying to determine the best method to acquire the data. A report is expected in the next two weeks for the end of the fiscal year. Since contract management has not been implemented yet, the team is trying to determine how information will be obtained on sub-contractors. The data retrieval tools are more advantageous than the old system. Mr. Zimmerman stated the program is within budget.

c) General Counsel

1) Litigation Report (September 2014) – (For Information Only)

2) Legislative Items

General Counsel Gardner stated there are no legislative items for discussion at this time, but the deadlines are coming up. The City of Bowie will propose legislation relating to municipal planning and zoning in Prince George’s County. One bill deals with the respective responsibilities of the District Council in Prince George’s County. The City of Bowie has asked for a bill which has not been drafted yet, to be titled “The Regional District Reform Act of 2015”. Bills should be released next week. General Counsel Gardner will present the drafted bills to both Planning Boards or at the next Commission meeting depending when the bills come out.

Commissioner Washington inquired about recent news coverage regarding artificial turf fields. General Counsel Gardner responded there were two types of synthetic turf legislation last year. One was proposed by community environmental groups who wanted to prohibit the use of synthetic turf. The Commission did not support the legislation proposing a prohibition because it was based on old data on materials used. The other proposed legislation was in regards to whether the agency should fund open space to create more fields. Commissioner Shoaff commented there may be a need for further study on the synthetic turf matter. Commissioner Washington requested that the agency be educated on the issue because there will be more interest in this topic this year. Commissioner Wells-Harley shared that Montgomery County Parks Director Mike Riley served on a committee for Montgomery County that investigated whether the county should use turf fields, and that he would be able to share information if needed.

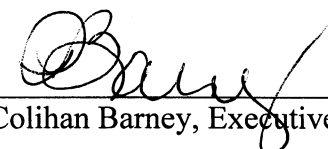
General Counsel Gardner stated we will not likely see a local bill dealing with this subject, as the schedule for local bills that directly affect the agency has already been set. He said the synthetic turf issue will probably arise again in January, and that Prince George’s County Parks and Recreation Director Ronnie Gathers and Montgomery Parks Director Mike Riley should be prepared to advise the Commission on how the agency should deal with that issue when it comes forward.

On a separate matter, Commissioner Wells-Harley referred to a news article that compared the number of lighted fields in Prince George's County with the number of lighted fields in Montgomery County. She inquired if the agency should light the fields so that parents who work during the day can see their children participate in games at night.

There being no further business to discuss, the meeting adjourned to at 11:00 a.m.



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



Patricia Colihan Barney, Executive Director