



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
 6611 Kenilworth Avenue • Riverdale, Maryland 20737

EXECUTIVE COMMITTEE MEETING MINUTES
December 11, 2018

On December 11, 2018, the Maryland-National Capital Park and Planning Commission’s Executive Committee met via teleconference. Present were Chair Casey Anderson, Vice-Chair Elizabeth M. Hewlett, and Acting Executive Director Anju A. Bennett. Also present were:

Department Heads

- Andree Green Checkley, Director, Prince George’s County Planning
- Darin Conforti, Acting Director, Prince George’s County Parks and Recreation
- Adrian Gardner, General Counsel
- Mike Riley, Director, Montgomery County Parks
- Gwen Wright, Director, Montgomery County Planning
- Joseph Zimmerman, Secretary-Treasurer

Presenters/Staff

- Mazen Chilet, Chief Information Officer
- Tracey Harvin, Acting Corporate Policy and Management Operations Director
- Cynthia Henderson, Benefits Specialist
- Katie Knaupe, Budget and Management Operations Manager, CPMO Division
- Jennifer McDonald, Benefits Manager
- William Spencer, Human Resources Director

Chair Anderson convened the meeting at 12:34 p.m.

ITEM 1a – APPROVAL OF EXECUTIVE COMMITTEE AGENDA

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| Discussion | The agenda was adopted without changes. |
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ITEM 1b – APPROVAL OF COMMISSION MEETING AGENDA for December 19, 2018

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| Discussion | Agenda Adopted with the following change: <ul style="list-style-type: none"> • Closed session item on EOB Feasibility Study was removed. Acting Executive Director Bennett provided background on this item which will be moved to January or February. |
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ITEM 1c – ROLLING AGENDA FOR UPCOMING COMMISSION MEETINGS

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| Discussion | Items to be added/clarified/modified to the Rolling Agenda: <ul style="list-style-type: none"> • February: Move Healthy Vending Machines from January • February: Managed Lanes Discussion may need to move from January, based on State Highway Administration schedule changes. General Counsel Gardner will provide additional information as the schedule develops. (Gardner) • February or March: Department of Parks and Recreation will present a briefing on its programs as part of the 2040 presentation (Conforti) • March or April: Overview of CAPRA standards and process presentation (Conforti) |
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| ITEM 2 – MINUTES | |
| Discussion | November 8, 2018 Executive Committee Meeting Open Session |
| ACTION/FOLLOW-UP | Movement by Hewlett to accept the minutes. Seconded by Anderson 3 approved |

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| ITEM 3a – Update of EOB Feasibility Study Project (Bennett/Knaupe) | |
| Discussion | Acting Executive Director Bennett briefed the Executive Committee on the status of the feasibility study, indicating that the feasibility study has six components, three of which of have been completed. An external consultant was tasked with identifying commercial properties that met criteria identified by the feasibility workgroup and Commissioners, more specifically, that properties be cost effective alternatives, address the program of requirements, and address other concerns identified with Commissioners. Commissioners Doerner and Dreyfuss are part of the feasibility workgroup and are being briefed on the status, and any challenges. They have provided guidance and input to ensure reports to the Commission are clear. Acting Executive Director Bennett thanked Acting Director Conforti and Director Wright for providing support through their teams. Acting Executive Director Bennett said she anticipates the next report to be ready in February, in order to deliver a quality item, and added she would provide talking points to the chairs to give to the County Councils. |

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| ITEM 3b – Discussion of options for utilizing forfeited employee contributions to Flexible Spending Account (FSA) Program (Spencer/McDonald) | |
| Discussion | <p>Acting Executive Director Bennett introduced this item indicating that Commissioner Dreyfuss had requested additional information on the use of forfeited FSA contributions, including options that could be applied to participants. Earlier this year, the Human Resources Division had recommended forfeitures be used to offset administrative fees of the plan administrator.</p> <p>Benefits Manager McDonald was asked to research and present permissible uses for the fund, based on IRS regulations. Ms. McDonald explained that the agency is exempt from the Employee Retirement Income Security Act (ERISA), which establishes strict guidance for the use of forfeitures. She also stated that benefits consultant Aon had reported that most employers use forfeitures to offset plan expenses, however the agency could use forfeitures for other reasons as well.</p> <p>Chair Anderson said Montgomery Operating Departments and bi County departments are facing reductions to this year's budgets. Secretary-Treasurer Zimmerman said if the funds were used to defray the administrative cost of the program, that will help departments since it will be reflected in the group insurance fund and the rates that are charged to the employees. A discussion ensued, and Chair Anderson directed the team to look at ways to offset costs of programs that benefit employees. A long-term view should be considered so we can lessen the impact of budget cuts on employees/departments.</p> |

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| | Acting Executive Director Bennett agreed and said she will meet with the Secretary-Treasurer and the Budget Director to develop recommendations. The additional information will be shared with the Chairs in time for the Commission discussion. |
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| ITEM 3c – FY19 Montgomery County Savings Plan (Kroll) | |
| Discussion | <p>Corporate Budget Director Kroll said that the Montgomery County Executive has asked for a FY19 savings plan for all county departments and has asked outside agencies to do the same. This has impact not only to Montgomery County operating departments but will require similar savings plan for the bi-county, Central Administrative departments. Reductions will have an impact on the service level generated to both Montgomery and Prince George’s Counties. Mr. Kroll added that the agency has not yet seen any further direction from the County Executive’s Office, nor from the Office of Management and Budget (OMB) weighing in on any exact calculation, nor a request for when a response may be due or in what form.</p> <p>Director Riley said Montgomery Parks has a meeting with the new OMB Director on Friday and will get more guidance then.</p> <p>Acting Executive Director Bennett indicated the bi-county Department Heads have been identifying where things will be impacted and making recommendations for areas to take savings.</p> <p>Vice-Chair Hewlett suggested a briefing be scheduled for the Prince George’s County Planning Board.</p> |
| ACTION/FOLLOW UP | Mr. Kroll will provide briefing to the Prince George’s Planning Board. |

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| ITEM 3d – ERP Upgrade Status (Chilet) | |
| Discussion | <p>CIO Chilet reviewed the presentation on the ERP project.</p> <p>Mr. Chilet focused on the key slides and points of the project. He thanked the Directors for their support, indicating that there were more than 70 individuals actively involved in the making sure the platform worked well across the agency. He briefed the committee on the timeline, indicating the last 8 months were especially intense. The outcome was well received, and steps were taken through proactive training and hotlines to ensure implementation issues were addressed in a timely manner.</p> <p>Mr. Chilet said he was very pleased with the amount of departmental coordination in the IT groups and would like to see similar cooperation in future projects.</p> <p>Acting Executive Director Bennett noted the collaborative work between the CIO and departments indicating there were many stakeholders and contributors. She noted, that Department Directors praised the CIO and his staff for the tremendous effort. It was one of the first times she saw an IT project of this scope carried out with so much active engagement. Much credit goes to the CIO for expertise in managing the project</p> |

and the Department Heads for their collaboration and for complex coordination throughout the project.

There being no further business to discuss, the meeting adjourned at 1:21 p.m.


James Adams, Senior Administrative Program Specialist


Anju A. Bennett, Acting Executive Director