



Commission Meeting
Open Session Minutes
April 19, 2017

The Maryland-National Capital Park and Planning Commission met in the Parks and Recreation Auditorium in Riverdale, Maryland.

PRESENT

Prince George's County Commissioners

Elizabeth M. Hewlett, Chair
Dorothy Bailey
William Doerner
Manuel Geraldo

Montgomery County Commissioners

Casey Anderson, Vice-Chair
Norman Dreyfuss
Natali Fani-Gonzalez
Gerald Cichy
Marye Wells-Harley

ABSENT

A. Shuanise Washington

Chair Hewlett convened the meeting at 9:35 a.m.

ITEM 1

APPROVAL OF COMMISSION AGENDA WITH MODIFICATIONS

Item 5h) Resolution #17-02, Restated Resolution for Adoption of Healthy Vending Requirements and Item 7) Closed Session – Collective Bargaining, were moved to be heard after Item 2, Approval of Commission Minutes.

ACTION: Motion of Bailey to approved the revised, revised agenda
Seconded by Wells-Harley
9 approved the motion

ITEM 2

APPROVAL OF COMMISSION MINUTES

- a) Open and Closed Session Conference Call – March 2, 2017
- b) Open and Closed Session Meeting – March 15, 2017
- c) Open and Closed Session Conference Call – March 30, 2017

ACTION: Motion of Bailey
Seconded by Wells-Harley
9 approved the motion

ITEM 5 h) Resolution #17-02, Healthy Vending (McDonald)

Chair Hewlett reminded the Commissioners of an extensive deliberation that took place at the March 15, 2017, Commission meeting concerning the Healthy Vending Resolution. Several concessions were made to the Resolution, which the Commission approved. Executive Director Barney stated that an amendment would be made to the administrative reporting requirements listed on the attachment to the Resolution, indicating that reporting would take place on a more frequent basis. Health and Benefits Manager Jennifer McDonald noted there would be a change on the Resolution, reflecting the number of deaths reported by the Centers for Disease Control and Prevention was changed from “112,000” Americans die each year due to diseases such as heart disease, cancer, stroke and diabetes, to “678,000”. Executive Director Barney will sign the amendment reflecting the changes to the Resolution and present the document to Chair Hewlett to review for conformity. The adopted Resolution did not change.

ITEM d) - At 9:38 a.m., and pursuant to Maryland General Provisions Article of the Annotated Code of Maryland, Section 3-305 (b)(7) & (9), Chair Hewlett requested a motion to move to closed session to consult with counsel for legal advice, conduct collective bargaining discussions, and consider matters that relate to negotiation.

ACTION: Motion of Geraldo

Seconded by Wells-Harley

9 approved the motion

The open session reconvened at 10:13a.m.

ITEM 5c 2) RESOLUTION #17-10, ADOPTION OF PROPOSED MUNICIPAL AND COUNTY GOVERNMENT EMPLOYEES ORGANIZATION (MCGEO) COLLECTIVE BARGAINING AGREEMENT (Barney)

Executive Director Barney reviewed the terms of the MCGEO Collective Bargaining Agreement as discussed in closed session.

ACTION: Motion of Geraldo

Seconded by Wells-Harley

9 approved the motion

ITEM 3 GENERAL ANNOUNCEMENTS

Chair Hewlett mentioned the announcements in the following order:

c) Upcoming Arab-American Heritage Month (April)

d) Stress Awareness Month

e) Alcohol Awareness Month

--) The 3rd Annual Light it Up Blue for Autism Zumbathon was held at the South Bowie Community Center on April 17th. (Not listed on the agenda)

a) Upcoming National Fitness Month (May). Employees should partake in some of the events posted on the M-NCPPC's website.

b) Upcoming Asian-Pacific American Heritage Month (May)

f) Upcoming National Prevention Week (Mental and/or Substance Use Disorders) – (May 14 – May 20)

--) April 19th, is Bicycle Day (not listed on agenda)

g) April 19th is Executive Director Barney's Birthday. Everyone wished her a Happy Birthday.

ITEM 4

COMMITTEE MINUTES/BOARD REPORTS (For Information Only)

- a) Regular Employees' Retirement System Board of Trustees Meeting – March 7, 2017
- b) 115 Trust (OPEB) Meeting Minutes – December 21, 2016
- c) Executive Committee Meeting – Open Session – March 10, 2017
- d) Executive Committee Meeting – Closed Session – March 10, 2017

ITEM 5

ACTION AND PRESENTATION ITEMS

- a) Resolution #17-06, Resolution of Adoption for the Approved Prince George's County Resources Conservation Plan (Guleryuz)

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

- b) Resolution #17-07, Updates to Mandatory Uniform Standards (Martin)

ACTION: Motion of Geraldo
Seconded by Doerner
9 approved the motion

- e) Request to Use Salary Lapse (Department of Human Resources and Management (Barney/Bennett))

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

- c) Resolution #17-09, Adjustment to FY 2017 Employer Contribution for Retiree Group Health Insurance and Authorization to Refund Appropriate Departmental Accounts (OPEB Rebate)

ACTION: Motion of Geraldo
Seconded by Bailey
9 approved the motion

- d) Wellness Program – Health Coverage and Counseling for Employees with Alcohol and Substance Abuse Problems (Spencer/McDonald)

Health and Benefits Manager Jennifer McDonald presented an update on mental health and substance abuse. She provided specifics on the available resources that can be accessed through the M-NCPPC website, InSite. Ms. McDonald noted information listed in M-NCPPC Notice 16-02 that provided guidance on accessing services for mental health, and drug and alcohol abuse concerns provided through the M-NCPPC's Employee Assistance Provider. She highlighted a report on program utilization from the agency's medical health plan and the Employee Assistance Program, as contained in the meeting packet. Information from this report will be included in the employee newsletter, Update.

- e) ERP Update: Financial System Replacement (Chilet)

Chief Information Officer Mazen Chilet gave a PowerPoint presentation highlighting the ERP Financial System Replacement. He stated that the Performance Services (Financial) and e-Personality (HR/Payroll) solutions needed to be replaced to meet basic business needs. The Performance Series had become functionally obsolete and

was no longer supported by the vendor because it had reached its end of life. The e-Personality replacement decision was based on the software's inability to meet the evolving needs of the Commission's operating departments.

The PowerPoint included the following topics:

- Lawson Implementation Factors
- What is ERP
- ERP Senior Project Teams
- ERP Components
- Implementation Schedule
- ERP Enhancements (Project List) Version 10 upgrade. Some projects are complete, some not. Can't identify priorities
- Project Intake Process (Get copy from Mazen) (Intake Process)
- Projected Enhancements for this year ** (List)
- Version 10X Upgrade Project Overview
- Requisition Center Attachments (MHC), Project Overview
- Employee Self-Service (ESS) & Benefits Enrollment (Career) Project Overview
- Personnel Action Automation – Project Overview
- Accounts Payable Invoice Automation & Check Request Project Overview
- Challenges
- Define Success

Chair Hewlett commented that the Chairs are very committed to the ERP system replacement, and have issued a memo stating that it is imperative that the M-NCPPC has buy-in from the departments, and commitment from the staff; that they do not procrastinate, and that they live up to the requirements of the Commissioners, as they have indicated their support. Executive Director Barney and Secretary-Treasurer Zimmerman both expressed their support for the project. Executive Director Barney stated the project will be examined and a report will be provided to the Commission.

ITEM 6

OPEN SESSION – OFFICERS' REPORTS

a) Executive Director's Report

Employees' Evaluations Not Completed by Due Date – (March 2017) (For Information Only)

1. FY18 Budget Update (Not listed on the agenda)

Executive Director Barney distributed an FY18 budget update recommending approval of the proposed budget adjustments that have been proffered as non-recommended reductions to Montgomery County Council as contained in the memorandum. The memorandum was presented for information to the Prince George's County Board, as the Montgomery County Board has already received the information. Executive Director Barney explained that the M-NCPPC was requesting full Commission agreement on reductions offered in the memorandum for CAS – DHRM – Finance, Legal, Internal Audit, and Support Services for Montgomery County, Prince George's County, and Bi-County.

Executive Director Barney explained the proposed budget changes as listed in the handout. Following a discussion, the Commissioners approved the proposed budget adjustments.

ACTION: Motion of Wells-Harley

Seconded by Geraldo

9 approved the recommendation

2. Executive Office Building (EOB) Update (Not listed on the agenda)

Executive Director Barney noted that the EOB building team, which includes Commissioner Dreyfuss and Chair Hewlett, has met and will be presenting updates to the Commission. Chair Hewlett indicated that Commissioner Doerner will be replacing her on the Committee.

b) Secretary-Treasurer

- 1) Investment Report (February 2017 and March 2017) – (For Information Only)
- 2) MFD Purchasing Statistics – Second Quarter – FY17

c) General Counsel

- 1) Litigation Report (March 2017) (For Information Only)

The open session adjourned at 11:06 a.m.

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

Patricia Colihan Barney, Executive Director