



Commission Meeting  
Open Session Minutes  
May 17, 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  
Shuanise Washington

Montgomery County Commissioners

Gerald Cichy  
Norman Dreyfuss  
Mary Wells-Harley  
Natali Fani-Gonzalez

ABSENT

Casey Anderson, Vice-Chair

Chair Hewlett convened the meeting at 9:40 a.m.

ITEM 1 APPROVAL OF COMMISSION AGENDA WITH MODIFICATIONS

The Revised Commission Agenda was further modified. Resolution 17-18 under Item 5e was removed from the agenda. The Resolution will be presented at the June Commission meeting. The item was also noted as mislabeled on the agenda, as packet item was titled Fiscal year 2018 Merit Increase and Cost of Living Adjustment for Park Police Command Staff and Candidates.

A closed session was added to the agenda to discuss Fraternal Order of Police negotiations.

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

ITEM 2 APPROVAL OF COMMISSION MINUTES

- a) Open and Closed Session Meeting – April 19, 2017
- b) Open and Closed Session Conference Call – April 27, 2017

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

ITEM 3

GENERAL ANNOUNCEMENTS

Chair Hewlett made the following announcements:

- a) American Planning Association Conference and Awards Ceremony – The American Planning Association’s (APA) conference was held in New York City from May 6<sup>th</sup> through May 9<sup>th</sup>. Chair Hewlett, Vice-Chair Anderson, Montgomery County Planning Director Gwen Wright attended the event along with former Montgomery Planning Director Richard Tustian, and former Division Chief Perry Berman. Director Wright highlighted awards the M-NCPPC received at the ceremony:
- National Planning Excellence Award for Planning Landmark (Montgomery County’s Agricultural Reserve) – Gold
  - National Planning Achievement Award for Transportation Planning (Bicycle Master Plan Stress Map)

Chair Hewlett also highlighted accomplishments of Prince George’s County Planning. The Department received an award for its Plan 2035, (policy documents for the general plan for Prince George’s County) at an event held at New York University Law School. Prince George’s County Planning Director Andree Checkley acknowledged the Prince George’s County Planning staff for representing the M-NCPPC at this event as she was unable to attend.

- b) National Fitness Month (May) – Events have been scheduled throughout the week to promote employee health.
- c) Asian-Pacific American Heritage Month (May) – Several activities have taken place throughout the M-NCPPC this month.
- d) National Prevention Week (Mental Health and/or Substance Use Disorders) (May 14 – May 20) – The M-NCPPC offers valuable resources which are being well utilized by employees.
- e) Upcoming National Caribbean American Heritage Month (June)
- f) Upcoming National Lesbian, Gay, Bisexual and Transgender (LGBT) Pride Month (June)

Other Announcements Not Listed on Agenda:

- g) Chair Hewlett acknowledged the passing of Executive Director Patricia Barney’s mother and expressed sympathy on behalf of the agency. Other announcements shared by Chair Hewlett:
- Commissioner Fani-Gonzalez was named as one of Washingtonian magazine’s “40 Under 40” changemakers. She is the first millennial to serve on the M-NCPPC’s Planning Board and noted contributions in the region.
  - The Coalition for Smarter Growth of Washington, DC, will be awarding Vice-Chair Anderson with the Livable Communities Leadership Award for his work with the Montgomery County Planning Board and for advancing smart growth in Montgomery County. The award will be presented to Vice-Chair Anderson this evening at the Washington-National Airport, Historic Terminal A.
  - M-NCPPC is celebrating the agency’s 90<sup>th</sup> Anniversary. The Commission was created on May 16, 1927. The last known picture of the full Commission was taken in 1927; hence, a photo was taken of the 2017 Commission to commemorate the anniversary. Several events will take place to celebrate the agency’s 90<sup>th</sup> anniversary throughout the year.

- h) Executive Director Barney asked Corporate Human Resources Director William Spencer and Corporate Policy and Management Operations Division Chief Anju Bennett to introduce DHRM's new employees. Mr. Spencer introduced Mr. Steven Kawakami, Recruitment Selection Services Manager, and Ms. Bennett introduced Mr. Michael Beckham, Corporate Policy and Records Management Program Manager.
- i) Prince George's County Parks and Recreation Director Ronnie Gathers introduced Ms. Kasandra Gunter-Robinson, the newly appointed Chief for the department's, Public Affairs and Marketing Division.
- j) Chair Hewlett acknowledged the passing of former Prince George's County Commissioners Colonel John Squire, Commissioner Ray LaPlaca, and Commissioner John Burcham.

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

- a) Executive Committee Meeting – April 11, 2017
- b) Executive Committee Open and Closed Session Conference Call – May 3, 2017
- c) Minutes – Employees' Retirement System Regular Board of Trustees Meeting April 4, 2017
- d) 115 Trust (OPEB) Meeting Minutes – December 2016

ITEM 5 ACTION AND PRESENTATION ITEMS

- a) Resolution #17-08, Resolution of Adoption for the Greater Lyttonsville Sector Plan (Williams/Hanna-Jones)  
 ACTION: Motion of Bailey  
           Seconded by Geraldo  
           9 approved the motion
- b) Resolution #17-11, Approval for conveyance of 1,308± square feet of Park Property to the SHA on Rt 197 in Bowie for a perpetual easement for Briarchip Street drainage. SHA has agreed to pay the Commission \$434.00 for compensation (Asan)  
 ACTION: Motion of Geraldo  
           Seconded by Bailey  
           9 approved the motion
- c) Resolution #17-12, Approval for conveyance of 1.4± acres of Park Property to the Preserves at Piscataway is required to dedicate land to DPW&T. The developer has proffered a payment of \$6,100 to the Commission for the conveyance (Asan)  
 ACTION: Motion of Geraldo  
           Seconded by Bailey  
           9 approved the motion

Resolution #17-13, Approval for conveyance of 9,027± square feet of Park Property to the Prince George's County DPIE/DPW&T for the widening of Missouri Avenue right-of-way as a requirement of approval for permits associated with the development of recreational facilities for SAARC (Asan)

ACTION: Motion of Geraldo  
           Seconded by Fani-Gonzalez  
           9 approved the motion

- d) Memorandum Explaining Proposed Resolutions (Barney/Spencer)
- Resolution #17-15: Fiscal Year 2018 Anniversary (Merit) Pay Increment Adjustment for Certain Non-Represented Merit System Employees  
ACTION: Motion of Geraldo  
          Seconded by Fani-Gonzalez  
          9 approved the motion
  - Resolution #17-16: Fiscal Year 2018 Cost of Living Adjustment for Certain Non-Represented Merit System and Certain Contract Employees  
ACTION: Motion of Geraldo  
          Seconded by Fani-Gonzalez  
          9 approved the motion
  - Resolution #17-17: Fiscal Year 2018 Pay Increment Adjustment for Seasonal/Intermittent and Term Contract Employees  
ACTION: Motion of Geraldo  
          Seconded by Fani-Gonzalez  
          9 approved the motion
- e) Approve the Appointment of Pamela F. Gogol as the Montgomery County Public Member to the ERS Board of Trustees for the Term Ending June 30, 2020 (A. Rose)  
ACTION: Motion of Bailey  
          Seconded by Geraldo  
          9 approved the motion
- f) Approve the Appointment of Sheila Morgan-Johnson as the Prince George’s County Public Member to the ERS Board of Trustees for the Term Ending June 30, 2020 (A. Rose)  
ACTION: Motion of Geraldo  
          Seconded by Bailey  
          9 approved the motion
- g) Acknowledge the Reappointment of Barbara Walsh as the Bi-County Open Trustee to the ERS Board of Trustees for the term ending June 30, 2020 (A. Rose)  
ACTION: Motion of Geraldo  
          Seconded by Doerner  
          9 approved the motion
- h) Approve the ERS FY 2018 Operating Budget (A. Rose)  
ACTION: Motion of Bailey  
          Seconded by Fani-Gonzalez  
          9 approved the motion
- i) Proposed Amendment to FY18 Proposed PGC Park Fund Operating and Capital Budget (Kroll/Conforti)  
Corporate Budget Manager John Kroll presented a recommendation to approve the proposed budget amendment that has been requested by PGC Parks and Recreation to increase the Park Fund operating and capital budgets. Commissioners approved amendment.

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

l) Proposed Amendment to FY18 Proposed PGC Planning Fund Operating Budget (Kroll/Checkley/Johnson)

Corporate Budget Manager John Kroll presented a recommendation to approve the proposed budget adjustment that has been requested by PGC Planning to increase the Prince George's Administration Fund operating budget. Commissioners approved amendment.

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

k) Personnel Management Review (Spencer/King)

Human Resources Director William Spencer introduced Classification and Compensation Manager Boni King. Ms. King presented the Personnel Management Review (PMR), Employee Demographic Report – for fiscal year 2016 covering July 1, 2015 through June 30, 2016. Ms. King explained the report is available on Insite, and on the Internet at [www.mncppc.org](http://www.mncppc.org). Ms. King highlighted the following:

- Trends – examined tendencies in the M-NCPPC workplace and how the agency compares to external sources.
- Selected Highlights – provided an overview on key information about the M-NCPPC workforce.
- Merit System – provided details on full- and part-time career employees.
- Department Demographics – provided composition, length of service, and salary range statistics.
- Non-Career – presented demographics on seasonal, intermittent, temporary, and term employees.
- Appendix – included a listing of race/ethnic identifications, job categories, current pay schedules, and medical plan enrollment costs.

In response to Ms. King's inquiry about any questions the Commission may have, Commissioner Fani-Gonzalez asked if research is available indicating employees' abilities to acquire promotions and new job opportunities by means of the training, such as the Literacy Program.

Mr. Spencer asked Corporate Policy and Management Operations Division Chief Anju Bennett to respond to the inquiry. Ms. Bennett briefed Commissioners on the program, and explained that a survey had been completed on participant experience and skill growth. Employees shared positive feedback on their enhanced skills and overall confidence in the workplace. Supervisors also acknowledged skill enhancements and employee development stemming from the Literacy Program. Supervisors shared notable improvement in several areas such as ability to carry out programs, safety instructions, and leadership. Ms. Bennett stated that research regarding employee development was shared at the Literacy Program awards banquet; however, that information will be disseminated again.

Commissioner Fani-Gonzalez requested that statistics be tracked demonstrating the Literacy Program participants who have applied for promotional opportunities, and those who have moved forward since completing the program. Ms. Bennett and Executive Director Barney indicated that this will be measured.

At 10:20 a.m., the Commission took a moment to commemorate the agency's 90<sup>th</sup> Anniversary.

The Commission meeting resumed at 10:33 a.m.

ITEM 6      OFFICER'S REPORTS

a) Executive Director's Report (For Information Only)  
Employee Evaluations Not Completed by Due Date (April 2017)

b) Secretary-Treasurer (For Information Only)  
Investment Report (March 2017)

c) General Counsel

1) Litigation Report (April 2017) (For Information Only)

2) Legislative Update

General Counsel Gardner distributed copies of a PowerPoint entitled "Annual Highlights 2017 Session of the Maryland General Assembly". The document accompanies the Legislative Report that was disseminated to the Commissioners last week. Mr. Gardner explained the legislative process, the timeline of the process, and the contributions of the agency's Legislative Management Team. He also provided the status of the following bills that specifically affect the M-NCPPC, as contained in the PowerPoint:

- Inspector General (96), HB 321, MC/PG 110-17 (Passed)
- Pr. Geo. Planning Bd. Appt. (77), HB 326, MC/PG 105-17 (Failed)
- Budget Operations Study (83), HB 322, MC/PG 108-17 (Failed)
- Bicycle Safety (185), HB 997, SB 997 (Passed)
- Wood Frame Construction, HB 1311, SB 722 (Failed)
- Open Meetings (179), HB 880, SB 450 (Passed) (\*\*)
- Large Redevelopment (27), HB 557, SB 440 (Passed)
- 2018 POS Funding (75-76), HB 150 House Budget Bill
- POS Apportionment (9), HB 105 (Failed)

(\*\*) General Counsel Gardner shared that new obligations have been created under the State Open Meetings Act (179), HB 880, SB 450. In September, he will present a plan to the Commission for complying with the new Open Meetings bill, which will take effect in October. One feature of the bill will require at least one member from each Planning Board to participate in State level training.

It was suggested training for the State Open Meetings Act (179) be added to both Planning Boards' or the Commission's meeting agendas. General Counsel Gardner explained that several training opportunities will be available, and he might explore the possibility of having a training session sanctioned for the M-NCPPC.

On another topic, General Counsel Gardner shared modifications have been made to the Ethics law that will not have a direct impact on the Commission. He will bring the Ethics Commission back in the fall to conduct a refresher course on the State ethics issues.


At 10:58 a.m., Chair Hewlett requested a motion to move to closed session, pursuant to Maryland General Provisions Article of the Annotated Code of Maryland, Section 3-305 (b)(7) & (9), to consult with counsel for legal advice, conduct collective bargaining discussions, and consider matters that relate to negotiation.

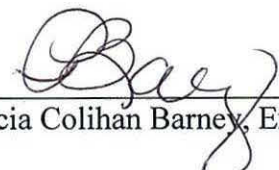
ACTION: Motion of Geraldo  
Seconded by Bailey  
9 approved the motion.

At 11:05 a.m., the closed session moved back to open session.

Chair Hewlett informed the Commissioners that the two County Councils adopted the Central Administrative Services operating budget.

There being no further business to discuss, the meeting adjourned at 11:06 a.m.

  
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Gayla Williams, Senior Management Analyst/  
Senior Technical Writer

  
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Patricia Colihan Barney, Executive Director