



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

Commission Meeting
Open Session Minutes
September 20, 2023

The Maryland-National Capital Park and Planning Commission met in hybrid, in-person/videoconference, with the Chair initiating the meeting at the Prince George's Parks and Recreation Administration Headquarters Auditorium in Riverdale, Maryland. The meeting was broadcast by the Department of Parks and Recreation, Prince George's County.

PRESENT

Prince George's County Commissioners

Peter A. Shapiro, Chair
Dorothy Bailey
William Doerner
Manuel Geraldo

Montgomery County Commissioners

Artie Harris, Vice Chair
Shawn Bartley
James Hedrick
Josh Linden
Mitra Pedoeem

NOT PRESENT

A. Shuanise Washington

Chair Shapiro called the meeting to order at 10:01 a.m.

ITEM 1 APPROVAL OF COMMISSION AGENDA

ACTION: See item 2

ITEM 2 APPROVAL OF COMMISSION MINUTES

Open Session – 07/29/23

Motion by Commissioner Geraldo to adopt the 9/20/23 Agenda
and 7/29/23 Open Session Minutes

Seconded by Bailey

8 approved the 9/20/23 agenda

8 approved the 7/29/23 minutes

Bartley did not vote

ITEM 3 GENERAL ANNOUNCEMENTS

- a) Hispanic Heritage Festival September 15, Hispanic Heritage Month – September 15th to October 15th.
- b) HIV/AIDS Awareness Day (Sept 18th)
- c) Aging Awareness Day (Sept 18th)
- d) National Prostate Cancer Awareness Month

Vice-Chair Harris introduced the new chief of staff for the Montgomery County Planning Board, Ilana Branda. Ms. Branda introduced herself and was welcomed by the Commission.

ITEM 4

COMMITTEE AND BOARD REPORTS (For Information Only)

- a) Employees' Retirement System Board of Trustees Regular Meeting Minutes, July 11, 2023

ITEM 5

ACTION/PRESENTATION ITEMS

- a) Resolution 23-17 Updated and Amended M-NCPPC Investment Policy (Cohen)

Secretary-Treasurer Cohen briefed the Commission on the proposed resolution which would update the Commission's investment policy. This is principally to account for the dissolution of the Executive Committee. However, it is also changing how reporting on investing would be conducted. Reporting will be posted publicly online instead of as meeting information items. The August report is ready now and will be posted imminently. This will increase transparency and efficiency.

Chair Shapiro supported the change. Vice-Chair Harris inquired if the investment committee would still review this information for monitoring. Secretary-Treasurer Cohen responded that there is no separate committee for Commission investments funds. Those actions are done by the Commission's investment manager and the Secretary-Treasurer. But at any time, any Commissioner or member of the public can direct questions to the Secretary-Treasurer or the Commission's investment manager.

ACTION:

Motion by Commissioner Geraldo to adopt Resolution 23-17

Seconded by Commissioner Bailey

9 voted in favor

- b) Resolution 23-20 Perpetual Easement of Back Branch Stream Valley Park

No Questions, item as attached.

ACTION:

Motion by Commissioner Geraldo to adopt Resolution 23-20

Seconded by Commissioner Hedrick

9 voted in favor

- c) CAS Cost Allocation (Knaupe)

Acting Corporate Budget Director Knaupe presented the CAS Cost Allocation Analysis. This is an annual process that determines the funding of the CAS budget from the county budgets. The Budget Office is looking for approval for specific allocations.

Chair Shapiro inquired what the historical process is for this item. Budget Director Knaupe responded that this budget is funded by each county's administrative fund and metrics are taken to determine work product on a county basis. Estimate data is taken over a three-year period, this helps determine the percentage of funds from each county. Commissioner Pedeem inquired if this item has not yet been approved in the county budget and asked that if it is based on estimates. Acting Corporate Budget Director Knaupe responded that this item is used to build the proposed county budgets to be submitted in January, and that it uses historical data to make a future estimate.

ACTION:

Motion by Commissioner Geraldo to approve the cost allocation
Seconded by Commissioner Hedrick
9 voted in favor

d) Resolution 23-19 Leave Carryover Recommendation (Harvin/Beckham)

CPMO Director Harvin briefed the Commission on the requested Leave Carryover Resolution. This resolution would allow carry over of some leave for staff. Current leave limits are based on the hiring date. These limits were suspended during the pandemic to encourage staff to take care of personal and health matters. Thereafter, the agency experienced personnel retention issues which still persist. Staff are not requesting a total carryover but are instead recommending a 25 percent carryover across the board. With approval, these changes can be implemented for non-represented staff and the Executive Director will be able to work with the unions on behalf of represented staff.

Chair Shapiro and Vice-Chair Harris indicated this item has had extensive discussion with staff and that Department Heads support the item. Vice-Chair Harris inquired if this is a transition or permanent item, and if would it need to be revisited next year. Director Harvin responded that this would only apply to the current calendar year, and after which standard merit rules would apply. Commissioner Pedeem inquired about the impact on the operating budget. Director Harvin responded that this item has been reviewed with the Departments and would come from their respective budgets. When measured against the negative budget impact the Departments have indicated that it is still worthwhile. Commissioner Pedeem asked if the staff have not utilized leave if something occurs at home requiring leave because staff are already at home because of telework. Director Harvin reported that this does not appear to be a driving factor for the Commission. Executive Director Chiang-Smith added that the staff that have been impacted have been supervisors and managers who often must cover multiple vacant positions and not been able to take leave. Commissioner Bartley voiced concern over the budget impact and extra accrual of time being paid out at once. Without specific budget information it would be hard to gauge impact. Executive Director Chiang-Smith responded that while we cannot ask staff when they will retire, the Departments are aware of the impact. Unless there are mass retirements there should not be any impact on budgets. Vice-Chair Harris confirmed that we are seeking to return to the normal process next year.

Acting Director King added that her Department initially requested this proposal and it will help with staff retention. The Planning Department's upcoming move is also putting pressure on staff to take less leave in the short term. Commissioner Pedeem inquired if the Directors can approve individual leave carryover requests and why not extend that provision. Director Harvin confirmed that they can do so through April but that it may not be enough. Executive Director Chiang-Smith added that this proposal has been well vetted and has the support of the Departments and avoids unintended consequences. Policy Manager Beckham added that delaying the transferring of leave would result in pausing the limit entirely, and staff would then be able to carry over for the duration of the carryover, as opposed to 25 percent. Commissioner Pedeem asked if this would not work better for staff. Executive Director Chiang-Smith indicated it would, but that it would also result in larger leave balances being carried over, while the Departments have advised that 25 percent would be acceptable. Management is encouraging staff to use their leave to avoid these situations, while being financially responsible. This recommendation represents a middle ground solution. Commission Geraldo voiced support of the resolution and said that it looked properly vetted.

Commission Doerner agreed and sympathized with staff voicing that we should compassionate in this situation and back our ideals.

ACTION:

Motion by Commissioner Doerner to adopted Resolution 23-19

Seconded by Commissioner Bailey

8 voted in favor,

Bartley abstained

ITEM 6 OFFICERS' REPORTS

Executive Director's Report

a) Late Evaluation Report, July-Aug 2023 (For Information Only)

b) 4th Quarter MFD Purchasing Statistics

Director Harvin noted that in this item, Attachment G, a correction was made after document submission. Participation is 28.5 percent in procurement over 250,000 dollars.

c) Quarterly Budget Transfers Report

Secretary-Treasurer's Report

a) 4th Quarter Investment Report (For Information Only)

General Counsel's Report

d) Litigation Report (For information only)

Commissioner Geraldo recognized Sonja Ewing for her recent efforts at the Maryland Association of Counties (MACo) event.

With no other business to discuss, Chair Shapiro adjourned the meeting at 10:46 a.m.



James Adams, Senior Technical Writer, for
Kevin J. Davey, Acting Technical Writer



Asuntha Chiang-Smith, Executive Director