



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

Commission Meeting
Open Session Minutes
November 15, 2023

The Maryland-National Capital Park and Planning Commission met in hybrid, in-person/videoconference, with the Chair initiating the meeting at the Wheaton Headquarters Auditorium in Wheaton, Maryland. The meeting was broadcast by the Montgomery Planning Department.

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
Mitra Pedoeem

NOT PRESENT

A. Shuanise Washington

James Hedrick
Josh Linden

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 – 10/18/23

Motion by Commissioner Geraldo to adopt the 11/15/23 Agenda and 10/18/23 Open Session Minutes

Seconded by Bailey

7 approved the 11/15/23 agenda

7 approved the 10/18/23 minutes

ITEM 3 GENERAL ANNOUNCEMENTS

- a) Thanksgiving & Employee Appreciation Day Holidays
- b) National American Indian Heritage Month (MD American Indian Heritage Day Nov 24)
- c) "Great American Smoke Out" Nov 16
- d) Military Family Appreciation Month
- e) Upcoming Festival of Lights and Winter Garden Walk through in Prince George's and Montgomery Counties
- f) Upcoming One-Commission Holiday Event
- g) Diversity Council Openings for 2024

ITEM 4 COMMITTEE AND BOARD REPORTS (For Information Only)

- a) Employees' Retirement System Board of Trustees Regular Meeting Minutes, October 3, 2023

ITEM 5

ACTION/PRESENTATION ITEMS

- a) Update on Commission-wide Performance Metrics Project (Martin O'Malley)
Executive Director Asuntha Chiang-Smith introduced former Maryland Governor Martin O'Malley, representing Guidehouse consultants to speak about the development and progress of its M-NCPPC performance metrics project, which began in mid-2022.

Topics discussed included the benefits of studying Performance Metrics for government agencies; assessing the M-NCPPC's Performance Culture; developing the timeline; and identifying three specific areas of study for the project:

- Supplier Diversity/Procurement
- Sustainability (based on the M-NCPPC Sustainability Plans)
- Human Resources (reducing workers compensation/liability claims and time to recruit new employees)

Guidehouse representatives also reviewed what has been learned and measured regarding those study areas, which systems could be identified as optimal performance measurement tools; and the implementation of the performance management system which will inform management decisions to develop policies, employ best practices, and streamline business processes.

Commissioner Pedoeem asked Guidehouse to take the opportunity to interview the new Montgomery County Planning Board since the Board is composed of entirely new members since the beginning of the project. Executive Director Chiang-Smith will speak with the Chair and members of the Montgomery County Planning Board to bring them up to date with Guidehouse's scope of initiatives, including the FY2025 budget impacts.

Chair Shapiro thanked the Guidehouse team and said he was sure there is opportunity to continue to have ongoing and robust discussions between Guidehouse and M-NCPPC's leadership.

- b) Resolution 23-22 Adoption of the Montgomery County Pedestrian Master Plan (Glazier)
Acting Director Stern briefly summarized the plan as reflected in the packet.

Discussion noted that the plan had been shared at several stages of development with surrounding counties, including Prince George's. Commissioner Doerner encouraged the transportation staff in Prince George's to work with Montgomery staff to develop a similar plan for Prince George's County. Acting Director King confirmed a pedestrian plan will be part of the Prince George's Master Plan of Transportation.

ACTION:

Motion by Commissioner Geraldo to adopt Resolution 23-22
Seconded by Commissioner Vice Chair Harris
7 voted in favor

- c) Resolution 23-24 Merit System Board Chair Reappointment: Tanya Upthegrove-Coleman (King)
No discussion.

ACTION:

Motion by Commissioner Bailey to adopt Resolution 23-22

Seconded by Geraldo

7 voted in favor

d) Resolution 23-25 Employer Contribution to the Employees' Retirement System (Rose/Cheiron)

Andrea Rose, Executive Director for the M-NCPPC Employees' Retirement System (ERS), introduced members of Actuarial firm Cheiron, Patrick Belson, Hanna Harris and Jana Bowers to review the actuarial valuation and contribution recommendation for Fiscal Year 2025, which has been vetted by the ERS Board of Trustees. Mr. Nelson presented information reflected in the packet.

Vice-Chair Harris asked if these numbers could be provided earlier in the future, to be reflected in draft budgets. Having an estimate of the contribution increase would have affected how some of the directors presented their departmental budgets. Ms. Rose discussed the timeline for collecting and analyzing data from the last fiscal year to provide the recommendation. Mr. Cranna said sharing salary and COLA negotiations earlier would help inform the contribution recommendation. Commissioner Pedoeem asked if risk factors could also be included in future estimations.

Chair Shapiro said M-NCPPC leadership would share that information with the ERS Board. He thanked Ms. Rose and the Cheiron representatives for their work.

ACTION:

Motion by Commissioner Geraldo to adopt Resolution 23-25

Seconded by Commissioner Doerner

7 voted in favor

e) Amendments to Practice 2-24 Ethics (Harvin/Beckham)

CPMO Director Harvin requested Commissioners to approve amendments to Practice 2-24 to create a comprehensive code of ethics, in compliance with state law. The updates will incorporate conflicts of interest, clarify existing policies, and placing in an omnibus policy, centralizing several different existing policies.

Mr. Beckham, Mr. Doaks and Mr. Stevens reviewed the amended practice, the background of 8 different policies to be combined into this new administrative practice, which would apply to all M-NCPPC employees, including commissioners, appointed officials, and represented and non-represented employees.

Several hypothetical questions were raised during the presentation, which staff said would be addressed by the addition of the position of the Ethics Officer, as laid out in the changes to the policy.

Commissioner Doerner requested changes to the Post-Employment Restrictions, specifically regarding lifetime restriction on topics with which the employee had substantial interest or participation in the topic. Executive Director Chiang-Smith asked Commissioners to forward any specific language changes to her and she would work with the policy team on amending the section.

Commissioners asked for language on post-employment restrictions to be revised. Staff will work with the legal department on the requested revisions and bring it back to the December meeting.

ACTION:
Motion by Commissioner Geraldo to approve the policy amendments, with changes incorporated to the Post-Employment Restrictions section as needed.
Seconded by Vice-Chair Harris
7 voted in favor


ITEM 6 OFFICERS' REPORTS

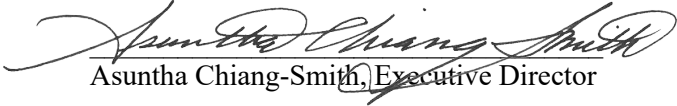
Executive Director's Report
a) Late Evaluation Report, October 2023 (For Information Only)

Secretary-Treasurer's Report
b) Other Post-Employment Benefits Trust Fund, June 30, 2023 (For Information Only)

General Counsel's Report
c) Litigation Report (For information only)

With no other business to discuss, Chair Shapiro adjourned the meeting at 12:38 p.m.


James Adams, Senior Technical Writer


Asuntha Chiang-Smith, Executive Director