

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

Commission Meeting
Open Session Minutes
January 20, 2016

The Maryland-National Capital Park and Planning Commission met on January 20, 2016, in the Montgomery Regional Office Auditorium, in Silver Spring, Maryland.

PRESENT

Montgomery County Commissioners

Casey Anderson, Chair
Norman Dreyfuss (arrived after the votes were taken)
Natali Fani-Gonzalez
Amy Presley

Prince George's County Commissioners

Elizabeth M. Hewlett, Vice-Chair
Dorothy Bailey
John Shoaff

ABSENT

Marye Wells-Harley

Manuel Geraldo
A. Shuanise Washington

Chair Hewlett convened the meeting at 9:36 a.m.

ITEM 1 APPROVAL OF COMMISSION AGENDA

ACTION: Motion of Bailey
Seconded by Shoaff
6 approved the motion (Commissioners Dreyfuss, Geraldo, Washington, and Wells-Harley were not present for the vote)

ITEM 2 ROTATION OF CHAIR

Pursuant to Commission's Rules of Procedure, a vote was taken to rotate the Chair and Vice-Chair of M-NCPPC.
ACTION: Motion of Hewlett
Seconded Baily
6 approved the motion (Commissioners Dreyfuss, Geraldo, Washington, and Wells-Harley were not present for the vote)

ITEM 3 APPROVAL OF COMMISSION MINUTES

December 16, 2015 – Open Session
ACTION: Motion of Presley
Seconded by Bailey
6 approved the motion (Commissioners Dreyfuss, Geraldo, Washington, and Wells-Harley were not present for the vote)

ITEM 4

GENERAL ANNOUNCEMENTS

Chair Anderson made the following announcements:

- The One Commission Black History Event is scheduled for February 5th in the Prince George's County Ball Room. All employees are invited.
- Departments are also hosting additional Black History events. Montgomery County departments have scheduled events February 12th, 19th, and 26th. More information about these events is forthcoming. Prince George's County Department of Parks and Recreation is also hosting various events throughout the months of January and February. Chair Anderson noted the website, www.pgparcs.com for more information.
- The Women's History Month Celebration will be held on March 15th, at the Newton White Mansion, at 1:30 p.m. The theme for this event is entitled: "Working to Form a More Perfect Union: Honoring Women in Public Service and Government."
- During the discussion of the Officer Reports, Chair Anderson shared that General Counsel Gardner will be presenting information regarding a Commission Day reception in Annapolis. He stressed the importance of Commissioners attending this event.

ITEM 5

COMMITTEE/BOARD REPORTS – (For Information Only)

- a) Minutes – Executive Committee Open Session Conference Call – January 6, 2016
- b) Minutes – Executive Committee Closed Session Conference Call – January 6, 2016
- c) Minutes – Regular Employees' Retirement System Board of Trustees Meeting – December 1, 2015

ITEM 6

ACTION AND PRESENTATION ITEMS

Acknowledge the appointment of Amy Millar as the Municipal and County Government Employees Organization representative to the Employees' Retirement System Board of Trustees for term ending June 30, 2016.

ACTION: Motion of Hewlett

Seconded by Bailey

6 approved the motion (Commissioners Dreyfuss, Geraldo, Washington, and Wells-Harley were not present for the vote)

ITEM 7

OPEN SESSION – OFFICERS' REPORTS

- a) Executive Director
Employees' Evaluations Not Completed by Due Date – (December 2015) (For Information Only)
Executive Director Barney noted information is in the packet for review. She stated Department Heads are working on evaluations, although some delays are due to valid concerns.
- b) Secretary-Treasurer
 - 1) Investment Report (September 2015) (For Information Only)
Secretary-Treasurer Joe Zimmerman presented the Investment Report for September 30, 2015, noting that other priorities did not provide adequate staff resources to complete reports. The December report will be presented shortly and all future reports will be presented timely.
 - 2) Enterprise Resource Planning (ERP) Briefing
Secretary-Treasurer Zimmerman provided an update on Enterprise Resource Planning (ERP). He stated the process is smoothing out as the project moves forward. The Employees' Retirement System (ERS) calculations now are functioning properly. Compliance with the reporting requirements to the Affordable Care Act (ACA) is

expected to be on time and statements will be issued at the end of January. Secretary-Treasurer Zimmerman credited the Health and Benefits team and the ERP support team in making the project a success. The ERP Management Self-Service is scheduled to go live in April. Document imaging is forthcoming; however the project was slightly delayed to meet the requirements for ACA and accommodate the change of other priorities. Wage statements (W2s) will be issued by the end of January.

Executive Director Barney commented that ERS deduction calculations are working; however, there are differences. She explained that M-NCPPC must follow rules to collect money from employees whose deductions were erroneously calculated because of software problems. In doing so, the Finance Department will follow the Merit System Rules and Regulations (for non-represented employees) and applicable provisions of the collective bargaining contracts for employees represented by the Fraternal Order of Police and the Municipal County Government Employees Organization. The Executive Director responded to Chair Anderson's comments about issues with incorrect values causing erroneous output, thereby producing inaccurate data. She clarified that a system functionality failure caused the incorrect values. ERP teams have been working with ERP consultant, Infor to resolve any concerns.

3) FY15 Comprehensive Annual Financial Report (CAFR)

Secretary-Treasurer Zimmerman introduced Greg Bussink, Audit Partner from CliftonLarsonAllen, LLP, and M-NCPPC Finance Manager Barbara Walsh. Mr. Bussink shared that the Commission received a clean audit opinion. Ms. Walsh presented highlights of the financial results for the fiscal year ended June 30, 2015. The Commissioners thanked Mr. Zimmerman, Ms. Walsh, Mr. Bussink, and Internal Audit Chief Renee Kenney. Vice-Chair Hewlett congratulated the team on their hard work. She announced that well respected public member of M-NCPPC's Employees' Retirement System, Mr. Richard Bucher passed away very suddenly. Chair Anderson, Vice-Chair Hewlett, Executive Director Barney, and General Counsel Gardner acknowledged Mr. Bucher's years of service and contributions to the ERS.

c) General Counsel

1) Litigation Report – (November 2015) (For Information Only)

No comments were made on this report.

2) Legislative Update

General Counsel Gardner noted that the legislative session started last week; he will keep the Commissioners updated. Mr. Gardner stated he is optimistic, and will present positions to the Planning Boards in the next two weeks. He is concerned about one significant planning item in Prince George's County.

Pursuant to Section 3-305 (b)(7) and (b)(9) of the General Provisions Article of the Annotated Code of Maryland, a closed session is proposed to consult with counsel to obtain legal advice, and to conduct collective bargaining negotiations or consider matters that relate to the negotiations.

ACTION: Motion of Presley

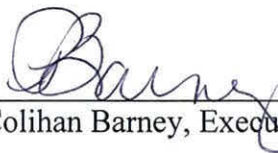
Seconded by Bailey

7 approved the motion (Commissioners Geraldo, Washington, and Wells-Harley were not present for the vote)

There being no further business to discuss, the meeting adjourned to closed session at 10:12 a.m.



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



Patricia Colihan Barney, Executive Director