

ITEM 2a



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
6611 Kenilworth Avenue • Riverdale, Maryland 20737

Commission Meeting
Open Session Minutes
September 20, 2017

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

PRESENT

Prince George's County Commissioners

Elizabeth M. Hewlett, Chair

Dorothy Bailey

William Doerner

Manuel Geraldo

Montgomery County Commissioners

Casey Anderson, Vice-Chair (arrived at 10:40 a.m.)

Gerald Cichy

Norman Dreyfuss

Natali Fani-Gonzalez (arrived at 10:40 a.m.)

Tina Patterson

ABSENT

A. Shuanise Washington

Chair Hewlett convened the meeting at 9:46 a.m.

ITEM 1 APPROVAL OF COMMISSION AGENDA

ACTION: Motion of Geraldo
Seconded by Dreyfuss
7 approved the motion

ITEM 2 APPROVAL OF COMMISSION MINUTES

a) Open Session – July 19, 2017
ACTION: Motion of Geraldo
Seconded by Dreyfuss
7 approved the motion

ITEM 3 GENERAL ANNOUNCEMENTS

Chair Hewlett made the following announcements:

- Literacy Program Ceremony (Following today's Commission meeting: Brookside Gardens)
- Happy Rosh Hashana – This Jewish holiday begins in the evening, today, September 20th and ends in the evening on Sunday, September 22nd.
- Hispanic Heritage Celebration (Hispanic Heritage Month – September 15th – October 15th), Newton White Mansion
- Upcoming Commission-wide Service Awards Luncheon honoring employees with 25 or more years of service (Following the October 18th Commission meeting)
- Welcome to Commissioner Patterson's first Commission Meeting
- October is Prostate Cancer Awareness Month
- Active Aging Week commences on September 25, 2017
- Congratulations to Commissioner Dreyfuss, for being named Vice-Chair of the Montgomery County Planning Board and for his induction into the Montgomery County Business Hall of Fame in October
- Senior Counsel LaTonya Reynolds was welcomed back to work and commended on her work with the retirement system.

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

- a) 115 Trust OPEB Meeting – March 15, 2017
- b) Employees’ Retirement System Regular Board of Trustees Meeting July 11, 2017
- c) Executive Committee –
 - 1. Open Session – July 14, 2017
 - 2. Open Session – September 11, 2017
 - 3. Closed Session – September 11, 2017

At 9:52 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)(1)(i) and (ii), (b)(7) and (b)(9), to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals, to consult with counsel for legal advice, and to conduct collective bargaining negotiations or consider matters that relate to the negotiations.

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

Items 5 – Items presented in closed session for discussion

- a) Amendment to M-NCPPC Employees’ Retirement System – Inclusion of Inspector General to Plans B and E (Barney/Gardner)
- b) Amendments to M-NCPPC Employees’ Retirement System – Plan C – Purchase of Military Service – Pass Through to Park Police Command Staff and Candidates in Plan C (Barney/Spencer)
- c) Group Insurance Discussion (Barney)
- d) Municipal and County Government Employees Organization (MCGEO) Negotiations Discussion (Barney/Spencer)

At 10:18 a.m., Chair Hewlett requested a motion to move back to open session.

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

ITEM 6 **ACTION AND PRESENTATION ITEMS**

- a) **Defined Contribution Plan (Spencer/McDonald/Boomershine)**
Health and Benefits Manager Jennifer McDonald briefed the Commission on research regarding the defined contribution plans. David S. Boomershine, Senior Consulting Actuary and President, Boomershine Consulting Group, LLC, provided the presentation. Commissioner Dreyfuss requested staff to get information from Montgomery County Government and Montgomery County Community College regarding their experience with Defined Contribution and Defined Benefit plans.
- b) **Audit Committee Activity Report (Dreyfuss/Bailey)**
The Audit Committee Activity Report was included in the packet for review. Commissioner Dreyfuss introduced Audit Committee Public Member Karen Tobat, and Audit Chief Renee Kenney introduced Audit Department members Robert Feeley, Wanda King, and Ms. Natali Beckworth.
- c) **Resolution #17-28, Amendment to M-NCPPC Employees’ Retirement System – Purchase of Military Service – Pass Through to Park Police Command Staff and Candidates in Plan C (Barney/Spencer)**

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

- d) Open Enrollment and Benefit Plans Proposed Rates for 2018 (Spencer/McDonald)
 ACTION: Motion of Doerner
 Seconded by Dreyfuss
 9 approved the motion
- e) Proposed Amendments to Administrative Practice 1-31, Organization and Functions of the Audit Committee and Office of the Inspector General (Bennett/Beckham)
 ACTION: Motion of Geraldo
 Seconded by Fani-Gonzalez
 9 approved the motion
- f1) Resolution #17-30, Adoption of Amendment to Practice 1-31, Organization and Functions of the Audit Committee and Office of the Inspector General
 ACTION: Motion of Geraldo
 Seconded by Fani-Gonzalez
 9 approved the motion
- f2) Resolution #17-29, Amendment to M-NCPPC Employees' Retirement System – Inclusion of Inspector General to Plans B and E (Barney)
 ACTION: Motion of Geraldo
 Seconded by Fani-Gonzalez
 9 approved the motion
- g) CAS Cost Allocation – FY19 (Kroll)
 Corporate Budget Manager John Kroll reviewed the CAS cost allocation for budget year FY19. He reviewed the methodology and the shifts from FY18.
 ACTION: Motion of Geraldo
 Seconded by Doerner
 9 approved the motion
- h) Request for Funding for ERP Version 10 Upgrade (Chilet/Zimmerman)
 Chief Information Officer (CIO) Mazen Chilet and Secretary-Treasurer Joe Zimmerman presented recommendations for funding of the ERP Version 10 upgrade. Mr. Chilet explained the components and the benefits of the upgrade, which had been presented to and supported by the Department Heads and the Executive Committee.
- Secretary-Treasurer Zimmerman reviewed the project cost and funding source for the ERP Upgrade, as noted in the handout. He explained that certain Commission-wide IT projects will be reprioritized, as this core foundation functionality is currently the primary focus.
- Chair Hewlett thanked Messrs. Zimmerman and Chilet for their expertise, and the Department Heads for asking the pertinent questions that provided the answers needed for the Commission to make a decision. Messrs. Zimmerman and Chilet responded to Commissioners' questions before the vote was taken.
- ACTION: Motion of Geraldo
 Seconded by Fani-Gonzalez
 9 approved the motion
- i) Literacy Program Update (Bennett/Dorsey/Shearer)
 Corporate Policy and Management Operations (CPMO) Division Chief Anju Bennett thanked the team for their hard work in administering the Literacy Program, including Program Administrator Shelley Dorsey, Departmental Training Coordinators Judith Cohall and Darryl Wyles, and CPMO Intern Nathan Shearer. CPMO Division Chief Bennett noted that the program was relaunched in 2015 to help employees strengthen English reading/writing/

communication skills. The program relies on the talented instruction of the Literacy Council of Montgomery County, and the outstanding support of participating Commissioners and management. This summer marks the completion of the second annual session, which continues to be very successful and well received.

Mr. Shearer highlighted the program design, program assessment, participant feedback, and employee career advancement of participants. He reviewed the next steps, stating that planning of the third annual session has already begun, with marketing and focus groups to be rolled out in early Fall. The Commissioners shared in this sentiment.

Chair Hewlett stressed the agency's commitment to the program and how the program was reinitiated from its original inception many years ago. Chair Hewlett encouraged employee participation in the program. She thanked the team for their efforts.

ITEM 7


OFFICERS' REPORTS

- a) Executive Director's Report (For information only)
Employee Evaluations Not Completed by Due Date (July and August 2017)


- b) Secretary Treasurer's Report (For information only)
 - 1) Investment Report (June 2017)
 - 2) MFD 2nd and 3rd Quarter Report Purchasing Statistics (Zimmerman)
 - 3) 115 Trust FY 17 Annual Report (Zimmerman/Walsh)

- c) General Counsel (For information only)
Litigation Report (July and August 2017)

There being no further business to discuss, the meeting adjourned at 11:27 a.m.



Brenda D. Barge, Administrative Specialist
for Senior Technical Writer, Gayla I. Williams



Patricia Colihan Barney, Executive Director