



THE MARYLAND-NATIONAL CAPITAL
Park and Planning Commission

COMMISSION MEETING

October 15, 2025

10:00 a.m. – 11:00 a.m.

**Prince George's
Parks and Recreation Administration**

Auditorium

6600 Kenilworth Avenue
Riverdale, Maryland 20737

and via teleconference

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MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Wednesday, October 15, 2025

10:00 am to 11:00 am

Prince George's Parks and Recreation Administration Auditorium, Riverdale, MD

		<u>ACTION</u>	
		Motion	Second
1.	Approval of Commission Agenda (10:00 a.m.)		
	a) Approval of October 15, 2025 Commission Meeting Agenda	(*)	Page 1
2.	Approval of Commission Minutes (10:05 a.m.)		
	a) Open Session – September 24, 2025	(*)	Page 3
3.	General Announcements (10:05 a.m.)		
	a) Community Planning Month		
	b) Upcoming Veterans' Day Holiday		
4.	Committee and Board Reports (10:10 a.m.)		
	a) Employees' Retirement System Board of Trustees Regular Meeting Minutes from September 2, 2025 (for information only)		Page 7
5.	Action and Presentation Items (10:10 a.m.)		
	a) Inspector General Annual Report (Kenney)		Page 11
	b) Audit Committee Annual Activity Report (Pedoeem) (for information only)		Page 39
6.	Officers' Reports (10:40 a.m.)		
	<u>Executive Director's Report</u>		
	a) Quarterly Late Evaluation (for information only)		Page 43
	b) CIO's Quarterly Report (for information only)		Page 45
	<u>Secretary-Treasurer's Report</u>		
	<i>No report scheduled</i>		
	<u>General Counsel</u>		
	c) Litigation and Administrative Hearings Report (for information only)		Page 49
(*) Vote (LD) Late Delivery (H) Handout (D) Discussion Only			

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THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

Commission Meeting
Open Session Minutes
September 24, 2025

The Maryland-National Capital Park and Planning Commission met in a hybrid format in-person at the Prince George's Parks and Recreation Administration Building in Riverdale, MD, and via videoconference. The meeting was broadcast by the Department of Parks and Recreation, Prince George's County.

PRESENT

Prince George's County Commissioners

Darryl Barnes, Chairman
Manuel Geraldo (arrived 11:10 a.m.)
A. Shuanise Washington

Montgomery County Commissioners

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

NOT PRESENT

Chairman Barnes called the meeting to order at 11:06 a.m.

Item 1. APPROVAL OF CONSENT AGENDA

- a) Approval of the September 24, 2025, Commission meeting Agenda
- b) Resolution #25-17 Montgomery County Master Plan of Highways and Transitways – 2025 Technical Update (Aldrich)

ACTION: Motion of Vice Chair Harris to approve the September 24, 2025, consent agenda
Seconded by Commissioner Washington
7 approved the item
1 absent (Geraldo)

Item 2. APPROVAL OF MINUTES

- a) Approval of Commission Minutes – Open Session
Regular Meeting: July 16, 2025

ACTION: Motion of Commissioner Washington to approve the July 16, 2025, minutes
Seconded by Vice Chair Harris
6 approved the item
1 abstained (Linden)
1 absent (Geraldo)

Item 3. GENERAL ANNOUNCEMENTS

- a) Hispanic Heritage Month (September 15-October 15)

Item 4. COMMITTEE/BOARD REPORTS

- a) Employees' Retirement System Board of Trustees Regular Meeting Minutes from July 8, 2025 (for Information Only)

Item 5.

ACTION/PRESENTATION ITEMS

a) Resolution 25-18 Updated and Amended M-NCPPC Investment Policy (Lawrence)

Deputy Secretary-Treasurer Lawrence requested that the Commission adopt amendments to the agency's investment policy, which will align the policy with State of Maryland guidelines and industry best practices. The changes were drafted by Finance Department staff in consultation with PFM Asset Management, the M-NCPPC's investment advisor.

Major Policy changes include:

- An expanded statement on who the policy applies to;
- An expanded list of approved investment types, mirroring that of the State of Maryland; and
- Establishing performance and reporting expectations.

ACTION: Motion of Commissioner Washington to adopt Resolution 25-18
Seconded by Commissioner Hedrick
8 approved the item

b) Resolution 25-19 FY26 Cost of Living Adjustment for Non-Represented Merit and Term Employees (Spencer)

Acting Executive Director Spencer requested Commissioner support to proceed with the FY26 Non-represented Merit and Term Contract employee wage increases. Details include:

- 3.5% Annual Merit increase, effective July 1, 2025, linked to the employee's respective anniversary date;
- 1.25% Cost of Living Adjustment (COLA) effective the pay period beginning September 28, 2025;
- 1.20% COLA, effective the first pay period in February 2026;
- 0.5% lump sum payment for Merit employees who are at top-of-grade.

ACTION: Motion of Commissioner Washington to adopt Resolution 25-19
Seconded by Commissioner Geraldo
8 approved the item

c) Approval of FY27 CAS Cost Allocation (Charles)

Corporate Budget Director Bacote-Charles requested Commission support to approve the cost allocation for each county to fund programs and services provided by the bi-county departments of the M-NCPPC. The figures were provided using an analysis reflecting both timecard data and cost drivers for DHRM and Finance between the two counties over the past three years. Drivers included payments issued, procurement activity, personnel actions processed, recruitment applications processed, etc. There were no changes in the methodology used to calculate the adjustment.

This year, Ms. Charles recommended a shift of \$36,000 from Prince George's to Montgomery for FY27, reflecting a minimal shift of less than 1% of funding for the bi-county departments.

Commissioner Pedoeem asked if the allocations were shared with and approved by Department Heads. Ms. Charles confirmed they were and said department heads had the opportunity to provide feedback before it came to the Commission.

ACTION: Motion of Commissioner Washington to approve the cost allocation
Seconded by Commissioner Geraldo
8 approved the item

Item 6.

OFFICERS' REPORTS

Executive Director's Report

- a) MFD Quarterly Purchasing Statistics (For information only)
- b) Quarterly Budget Transfers Report (For information only)

Secretary-Treasurer's Report

- c) 115 Trust/OPEB Annual Report (For information only)

General Counsel's Report

- d) Litigation and Administrative Hearings Report (For information only)

Chairman Barnes adjourned the meeting at 11:20 a.m.



James F. Adams, Senior Technical Writer



William Spencer, Acting Executive Director

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EMPLOYEES' RETIREMENT SYSTEM
The Maryland-National Capital Park and Planning Commission

BOARD OF TRUSTEES MEETING MINUTES

Tuesday, September 2, 2025; 10:00 a.m.

Kenilworth Office Building, Riverdale, MD

(Virtual Meeting via Microsoft Teams)

The Maryland-National Capital Park and Planning Commission (“Commission”) Employees’ Retirement System (“ERS”) Board of Trustees (“Board”) met virtually on Tuesday, September 2, 2025. The meeting was called to order at 10:05 a.m. by MR. COHEN.

Board Members Present

Darryl Barnes, Chairman, Prince George’s County Planning Board, Prince George’s County Commissioner
Gavin Cohen, M-NCPPC Secretary-Treasurer, Ex-Officio
William Spencer, M-NCPPC Acting Executive Director, Ex-Officio
Pamela F. Gogol, Montgomery County Public Member
Caroline McCarthy, Montgomery County Open Trustee
Sheila Morgan-Johnson, Prince George’s County Public Member
Theodore J. Russell III, Prince George’s County Open Trustee
Elaine A. Stookey, Bi-County Open Trustee
Lisa Blackwell-Brown, MCGEO Represented Trustee
Sgt. Anton White, FOP Represented Trustee

Board Members Absent

James Hedrick, Vice Chair, Board of Trustees, Montgomery County Commissioner

ERS Staff Present

Jaclyn F. Harris, Executive Director
Leslie Harmon, Deputy Executive Director
Alicia C. Stanford, Administrative Specialist

Other Present

Michael “Wes” Aniton, Deputy General Counsel, M-NCPPC OGC

Presenters

Meketa Investment Group – Mary Mustard, CFA and Aaron Lally, CFA, CAIA, CIPM

ITEM 1. APPROVAL OF SEPTEMBER 2, 2025 CONSENT AGENDA

ACTION: MR. RUSSELL made a motion, seconded by MS. GOGOL to Approve the Consent Agenda for September 2, 2025. The motion PASSED. (9-0). (Motion #25-28).

ITEM 2. CHAIR’S ITEMS – *Information Only*

ITEM 2.A. CONFERENCE AND TRAINING SUMMARY – No notable discussion from the Board.

Mr. Cohen recommended proceeding with Item 4.A, then returning to Item 3.A after the Meketa presentation.

ITEM 4. CONSULTANT/MANAGER PRESENTATIONS

ITEM 4.A. MEKETA INVESTMENT GROUP

Mr. Lally reviewed the ERS second quarter of 2025 performance, noting a Total Fund balance of \$1.21 billion. The ERS Total Fund return for the quarter was 4.5% (net of fees), compared to the Target Policy index return of 6.0%, underperforming by one hundred and fifty basis points. For the year-to-date, three, five, and ten-year trailing periods ending June 30, 2025, the ERS Total Fund return stood at 5.5%, 7.8%, 8.4%, and 7.2%, respectively; compared to the Target Policy index returns of 7.7%, 10.4%, 8.1% and 6.8%, respectively. He also noted that CS McKee was placed on the Watchlist due to their recent acquisition by a large European asset manager.

Chairman Barnes joined the meeting at 10:18 a.m.

Ms. Mustard presented an overview of the Plan's performance for the month ending July 31, 2025, highlighting a slight underperformance relative to the Target Policy Index. The ERS Total Fund return for the month was 0.3%, compared to the Target Policy Index return of 0.6%. The three-year Total Fund return was 6.8%, versus the target policy return of 9.2%; the five-year return outperformed at 7.9% compared to the target policy at 7.4%; and the ten-year return was 7.3%, exceeding the target policy of 6.9%. She added that asset exposure is temporarily out of policy range due to rebalancing for the asset allocation that went into effect June 1, 2025.

ITEM 5. COMMITTEE REPORTS/RECOMMENDATIONS

ITEM 5.A. Investment Monitoring Group

Ms. Morgan-Johnson informed the Board that at the July 22, 2025 IMG meeting, Meketa presented a revised version of the Statement of Investment Policy to reflect updates requested by the IMG, including clarification that the 20% allocation limit applies only to active managers. She added that Meketa proposed a 0–3% allocation range for cash holdings and made minor grammatical edits to the language in the document.

ACTION: MR. SPENCER made a motion, seconded by MS. RUSSELL to Approve the Revised Statement of Investment Policy. The motion PASSED. (9-0). Chairman Barnes abstained from the vote. (Motion #25-29).

ITEM 5.B. Administration and Personnel Oversight Committee

Ms. Harris shared that she presented a draft RFP for an Organizational Assessment of the ERS to the Personnel Committee during its July 24, 2025 meeting. The Committee held a working session and offered feedback on the draft. The Committee's feedback will be incorporated in the draft and presented to the Office of the General Counsel for legal review.

ITEM 6. EXECUTIVE DIRECTOR'S REPORT

Ms. Harris reported that Ann McCosby, IT Systems Manager, will retire on October 1, 2025, after 39 years of service with the Commission and ERS. Her duties will be reassigned amongst current staff. She also shared that Staff provided actuarial data as of June 30, 2025 and supplemental reports to Cheiron in August. Cheiron will present the Annual Valuation Report to the Board on November 4, 2025. Lastly, Ms. Harris reported that Staff are finalizing the draft ACFR for review by the audit firm, SB & Company.

ITEM 7. CLOSED SESSION

ACTION: At 10:57 a.m., MR. SPENCER made a motion, seconded by MR. RUSSELL to go into closed session under the authority of the General Provisions Article of the Annotated Code of Maryland Section 3-305(b)(5) to consider matters directly concerning the actual investment of public funds under the authority of this Board; and Section 3-305(b)(7) to consult with counsel on matters related to such investments under the authority of this Board. The motion PASSED (10-0). (Motion #25-30).

Board of Trustees in Closed Session Chairman Barnes, Theodore Russell III, Elaine Stookey, Caroline McCarthy, Pamela Gogol, Lisa Blackwell-Brown, Gavin Cohen, Sheila Morgan-Johnson, Anton White, and William Spencer.

ITEM 3.A. APPOINTMENT OF CHAIR AND VICE CHAIR

Mr. Cohen formally welcomed Chairman Barnes to the Board of Trustees. He then asked Mr. Barnes if he would be willing to take on the role of Chair of the Board, to which Chairman Barnes accepted.

ACTION: MR. RUSSELL made a motion, seconded by MS. MCCARTHY to Approve a Resolution to Appoint Darryl Barnes as Chair and James Hedrick as Vice Chair of the Board of Trustees for the term ending June 30, 2027. The motion PASSED (10-0). (Motion #25-31).

Ms. Morgan-Johnson thanked Mr. Cohen for chairing the meeting. Chairman Barnes expressed enthusiasm about joining the Board and stated that he anticipates collaborating productively with all the trustees.

The Board meeting of September 2, 2025 adjourned at 11:30 a.m.

Respectfully,

Alicia C. Stanford

Alicia C. Stanford
Administrative Specialist

Jaclyn Harris

Jaclyn F. Harris
Executive Director

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FY 2025 Annual **REPORT**



THE OFFICE OF THE INSPECTOR GENERAL



THE MARYLAND-NATIONAL CAPITAL
PARK AND PLANNING COMMISSION

Message from the Inspector General

I am pleased to present The Maryland-National Capital Park and Planning Commission (Commission), Office of the Inspector General's (OIG) fiscal year 2025 Annual Report which summarizes the activities and accomplishments of the OIG from July 1, 2024, through June 30, 2025 (FY25).

The OIG provides a wide range of services for the Commission, including audits, investigations, advisories, inspections/evaluations, and training, all of which are discussed in this report. The OIG's work demonstrates our commitment to promoting accountability, efficiency, and effectiveness in Commission programs and operations. Our FY25 work program allowed us to present management with 70 audit recommendations to strengthen internal controls and reduce many risk factors. Most of the recommendations have already been successfully mitigated.

Ensuring public accountability by reporting instances of fraud, waste, and abuse is one of the OIG's primary goals and responsibilities. Fraud allegations submitted to the OIG were at an all time high in FY25. The OIG completed 8 fraud, waste, and abuse (FWA) investigations, more than double the prior fiscal year. Six of our investigations identified fraud, waste, and abuse. In addition to the FWA investigations, the OIG completed 9 limited investigations which included recommendations to improve employee compliance with applicable laws, policies and ethical standards.

The OIG is governed by an Audit Committee (AC), comprised of two Planning Board Commissioners and two public members. The Commission Chair serves as ex-officio nonvoting member of the AC. I would like to thank the AC for their leadership and guidance throughout the year. Equally important, I would like to thank the Commission's leadership for their support and confidence in the contributions of the OIG and my spectacular OIG team.

Regards,



Renee Kenney, CIG, CIA, CISA, CPA
Inspector General

July 1, 2025

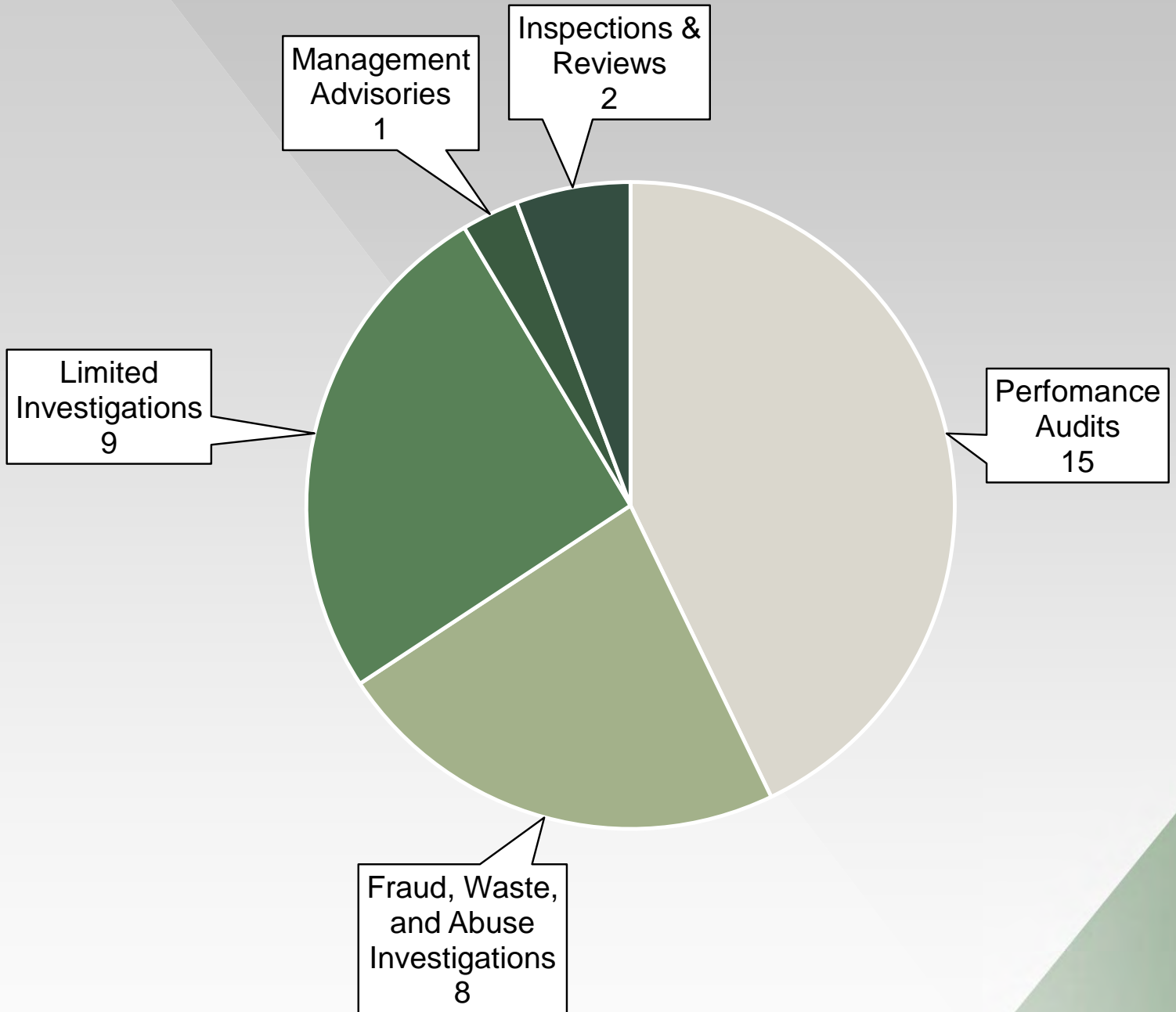
CONTENTS

About the OIG	2
Our Mission	2
OIG Services Provided	2
Meet the Team	3
Professional Credentials.....	4
Governance	5
Audit Committee.....	5
Standards	5
Annual Work Plan.....	6
Audit Process	7
OIG Engagement Types	8
Performance Audits	8
Business Process Audits	8
Facility Audits	8
Investigations	9
Fraud, Waste, and Abuse Investigations	9
Limited Investigations.....	9
Management Advisories	11
Inspections and Evaluations	11
Follow-Up Reviews.....	11
Major and Pervasive Audit Concerns	13
Major Audit Concerns	13
Pervasive Audit Concerns	13
Appendix A : Performance Audits.....	15
Appendix B: Fraud, Waste, and Abuse Investigations.....	20
Appendix C: Limited Investigations.....	23

The Office of the Inspector General

Fiscal Year 2025 Highlights

Total Completed OIG Engagements in FY25



Internal Fraud Courses Taught

5

Audit Recommendations

70

Reviewed Follow-up Recommendations

57

ABOUT THE OIG

OUR MISSION

At the OIG, our mission is to uphold integrity and accountability within the Commission. Through independent evaluations and strategic recommendations, we focus on:

- enhancing effectiveness;
- ensuring accountability;
- strengthening controls; and
- protecting the Commission's reputation.

OIG SERVICES PROVIDED

- Performance Audits
 - Business Process Audits
 - Facility Audits
 - Information Technology Audits
- Fraud, Waste, and Abuse Investigations
- Limited Investigations
- Inspections and Evaluations
- Management Advisories
- Follow-Up Reviews
- Internal Trainings

Meet the OIG Team

Behind Every Audit Is a Team That Cares



Renee Kenney

Inspector General
CPA, CIG, CIA, CISA



Modupe Ogunduyile

Deputy Inspector General
CIG



Robert Feeley

Assistant Inspector General
CGFM, CFE, CAA, CICA



Wanda King

Assistant Inspector General



Franklin Pace

Senior Auditor
CIGI, CFE, CGFM, PMP



Irith Dror

Senior IT Auditor
CISA, CGEIT



Aaron Smith

Staff Auditor
CIGA



Noelani Tuga

Administration &
Audit Intern

PROFESSIONAL CREDENTIALS

OIG personnel hold relevant certifications and are members of numerous prestigious audit and accounting associations. These auditing certifications signify a recognized international level of technical capability. The professional associations that confer these certifications enforce rigorous standards and requirements, including comprehensive written exams that assess technical knowledge, skills, education and experience. Additionally, these certifications uphold stringent ethical standards.

- CPA – Certified Public Accountant
- CIG – Certified Inspector General
- CIGA – Certified Inspector General Auditor
- CIGI – Certified Inspector General Investigator
- CISA – Certified Information System Auditor
- CFE – Certified Fraud Examiner
- CGFM – Certified Governmental Finance Manager
- CICA – Certified Internal Control Auditor
- CGEIT – Certified in the Governance of Enterprise IT

GOVERNANCE

The Audit Committee (AC) and OIG were established to assist the Commission with corporate governance and independent oversight of the agency's financial reporting processes.

The Annotated Code of Maryland defines the authority and purpose of the AC (§15-401 – §15-405) and the Office of the Inspector General (§15-501 – §15-508). Commission Practice No. 1-31, *Organization and Functions of the Audit Committee and Office of the Inspector General* establishes the regulations outlining the responsibilities of the AC and OIG.

AUDIT COMMITTEE

The AC undertakes governance responsibilities to ensure the Commission develops and implements a sound system of internal controls and adheres to the highest standards of public accountability and integrity, including, but not limited to, the auditing process.

The AC for FY25 consisted of four voting members and one non-voting member:

- Ms. Dorothy Bailey – Vice-Chair of Prince George's County Planning Board – AC Chair
- Ms. Mitra Pedoeem – Vice-Chair of Montgomery County Planning Board
- Mr. Benjamin Williams – Public Member representing Prince George's County
- Ms. Erin White - Public Member representing Montgomery County
- Artie Harris – Commission Chair – Ex-officio nonvoting member

STANDARDS

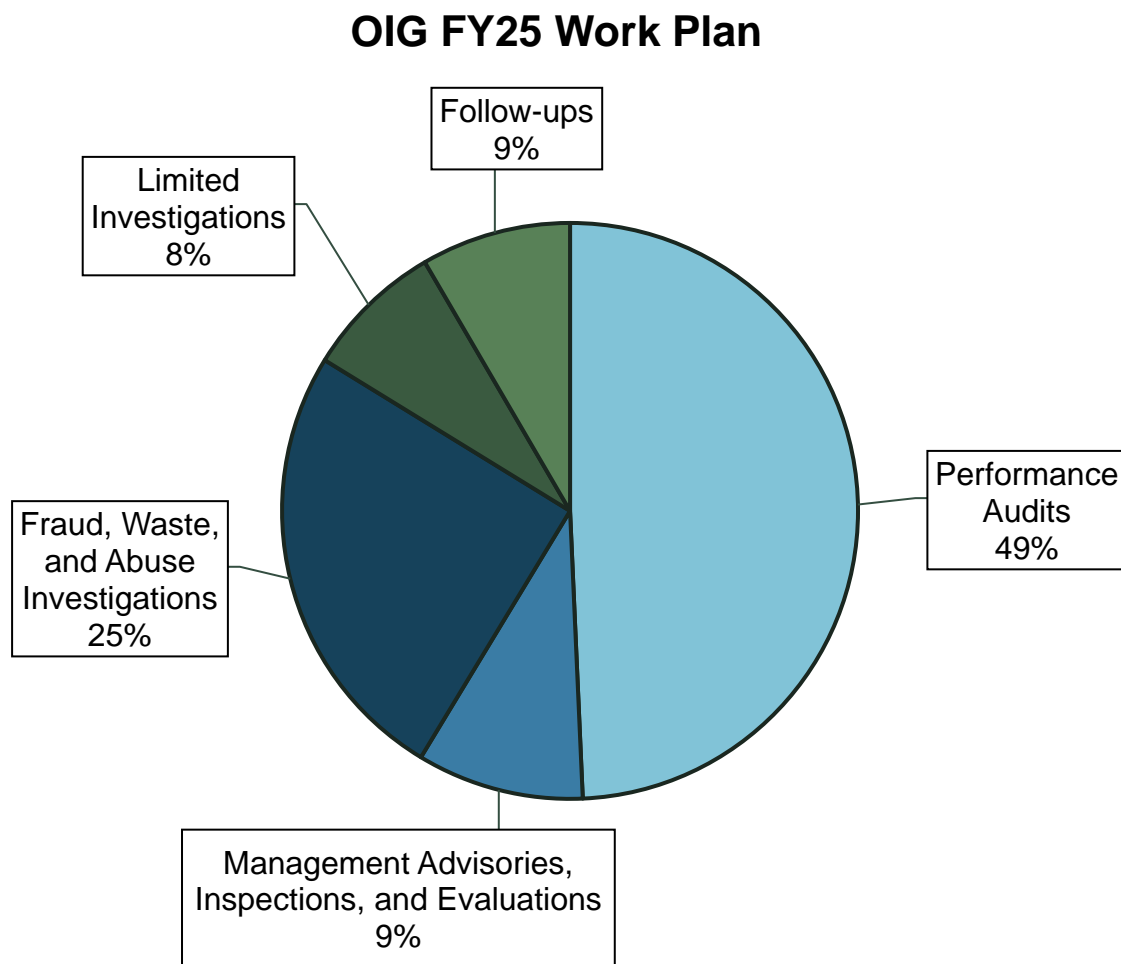
- Performance Audits are completed per *Generally Accepted Government Auditing Standards (GAGAS)*.
- Management Advisories are considered non-audit services and follow GAGAS.
- Fraud, Waste, and Abuse (FWA) Investigations are completed per *Principles and Standards for Offices of Inspectors General*.
- Inspections and Evaluations are completed per *Principles and Standards for Offices of Inspectors General*.
- Limited Investigations are classified as other services and are not completed per any audit standard.

ANNUAL WORK PLAN

The OIG is charged with assisting the Commission by providing independent evaluations and recommendations to improve the effectiveness, productivity, and efficiency of Commission programs, policies, and operations. To meet this responsibility, each spring an annual work plan is presented to the Audit Committee for approval. The annual work plan is based on feedback from Commission leadership, coupled with various risk assessment exercises.

In June 2024, the Audit Committee (AC) approved the OIG's FY25 Work Plan. The work plan included five facility audits and seven business process audits. The work plan also included hours for other types of engagements (e.g., investigations, advisories, and quality review, etc.) The work plan is considered a living document and is subject to change throughout the fiscal year based on the needs of the Commission. Table 1 below provides a summary of the OIG's approved FY25 Work Plan.

Table 1:



AUDIT PROCESS

Planning

Auditors must adequately plan the work necessary to address the audit objectives. For each performance audit, the OIG holds an opening meeting with key stakeholders to obtain an understanding of the nature of the program or process under audit and the potential impact of the audit results. During the opening meeting, the OIG and audit clients discuss audit risk, audit objectives, scope and expectations.

Fieldwork

Fieldwork requirements include obtaining sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions that are valid, accurate, appropriate, and complete with respect to the audit objectives. The fieldwork portion of the audit concentrates on internal control testing and audit client interviews.

Reporting

The audit report communicates results of the audit and related recommendations. Commission management is provided with an opportunity to respond to include their corrective action in writing to all audit findings and recommendations.

Follow-Up Review

The OIG conducts a follow-up review on all high and medium risk audit recommendations to ensure identified risks have been mitigated and recommendations that have been fully implemented and resolved.

OIG ENGAGEMENT TYPES

PERFORMANCE AUDITS

Performance Audits provide objective analysis, findings, and conclusions to assist management and those charged with governance and oversight to improve program performance and operations, reduce costs, and facilitate decision making.

In FY25, the OIG completed 15 performance audits, consisting of 5 business process audits and 10 facility audits. As a result of the completed performance audits, the OIG presented 52 audit recommendations to management.

BUSINESS PROCESS AUDITS

Business process audits review and evaluate an organization's business processes to ensure they are operating effectively, efficiently, and in compliance with relevant laws and regulations.

The OIG completed the following business process audits in FY25:

- Traffic Citations
- Kronos/UKG Upgrade
- Capital Improvement Program
- Badging Procedures
- Community Partnerships

FACILITY AUDITS

Facility audits are comprehensive examinations of Commission facilities. These audits cover high-risk processes such as petty cash, purchase cards, cash receipts, timekeeping, procurements, expense reimbursements, facility rentals, vehicle usage, and capital and controlled assets. The OIG completed the following facility audits in FY25:

- Fort Washington Forest Community Center (CC)
- North Forestville CC
- Columbia Park CC
- Oakcrest CC
- North Brentwood CC
- Cedar Heights CC
- Glenarden CC
- Seat Pleasant Activity Center
- Wheaton Ice Areana
- MLK Jr. Maintenance Facility

APPENDIX A Contains a summary of each performance audit

INVESTIGATIONS

The OIG is charged with ensuring public accountability by preventing, investigating, and reporting instances of fraud, waste, and abuse (FWA) of Commission property and funds. Allegations of FWA are reported anonymously through the Commission's independent hotline or directly from Commission employees and County residents.

After a preliminary review of the allegation(s), the OIG may complete a Limited Investigation or a formal Fraud, Waste, and Abuse investigation. Most investigations also include audit recommendations to strengthen internal controls over the processes under review.

FRAUD, WASTE, AND ABUSE INVESTIGATIONS

In FY25, the OIG completed 8 FWA investigations, double the number of investigations completed in FY24. Allegations of conflicts of interest, abuse of power, and asset misappropriation were investigated. The OIG identified fraud, waste, and/or abuse in 6 of the 8 investigations.

Completed FWA Investigations
(Alleged) <ul style="list-style-type: none">• Conflict of Interest, Abuse of Power• Violation of Commission ACH Procedures• Conflict of Interest, Duck Blinds• Abuse of the Commission's American with Disability Act and Telework Programs• Theft of time• Equipment and Scrap Metal Disposal Irregularities• Travel Reimbursement Irregularities• Conflict of Interest, Management and Commission Vendor

The OIG provided management with 16 recommendations to strengthen internal controls over the processes investigated. Management concurred with the recommendations and provided acceptable mitigation responses.

APPENDIX B Contains a summary of FWA Investigations

LIMITED INVESTIGATIONS

In FY25, the OIG completed 9 Limited Investigations, as compared to 3 Limited Investigations in FY24. The OIG was unable to substantiate the allegations in 7 of the 9 investigations; Commission policy violations were identified in 2 investigations.

OIG FY25 Annual Report

Completed Limited Investigations
<p>(Alleged)</p> <ul style="list-style-type: none">• Field Training Coordinator Compensation Irregularity• Permitting, Conflict of Interest• Locksmith Services, Abuse of Funds• Misappropriation of Assets• Permitting Irregularity• Employee Celebrations, Abuse of Funds• Abuse of K9 Funds• Misappropriation of Tree Logs• Timecard Irregularity

The OIG provided management with 12 recommendations to strengthen internal controls over the processes investigated. Management concurred with the recommendations and provided acceptable mitigation responses.

APPENDIX C Contains a summary of Limited Investigations

MANAGEMENT ADVISORIES

Management advisories are considered consulting services and are typically requested by Commission senior leadership. Per State statute, the OIG is authorized to complete management advisories. Management advisories are considered non-audit services and are guided by *Generally Accepted Government Auditing Standards*.

In FY25, the OIG completed 1 Management Advisory, Vanpool Usage. The OIG was asked to replicate the vanpool calculation submitted by Montgomery County Department of Parks to ensure cost neutrality and compliance with Commission Practice No. 6-10, M-NCPPC Vehicle Use Program. The OIG provided management with alternative calculations, which resulted in higher vanpool expenses for FY24.

INSPECTIONS AND EVALUATIONS

In FY25, the OIG added the completion of Inspections and Evaluations (I&E) to their work program. I&E are completed per the *Principles and Standards for Offices of Inspector General*.

I&Es are systematic and independent assessments of the design, implementation, and results of operations, programs, or policies. These reviews provide timely, credible information that is useful for managers, policymakers, and others. I&E are typically less in scope than a Performance Audit. In FY25, the OIG completed 2 I&E:

- ERP RFP – Pre-implementation – The primary objective of this evaluation was to confirm that the RFP development process, and the resulting RFP document, was comprehensive, clear, and effective in soliciting high-quality proposals. The OIG concluded the RFP development process adhered to established industry standards and was conducted thoroughly and methodically to ensure the selection of the best possible solution for the Commission’s needs.
- Meadowbrook Community Center Petty Cash – The OIG was asked to conduct an inspection of the Center’s petty cash fund; no significant irregularities were identified.

FOLLOW-UP REVIEWS

Performance audit reports, investigative internal control reports, limited investigations and management advisories include audit findings and recommendations to:

- preserve the Commission’s reputation;
- improve the effectiveness, productivity, or efficiency of Commission programs;
- policies, practices, and operations; and
- ensure public accountability.

The OIG completes a follow-up review for all high and medium risk audit findings and recommendations. The purpose of a follow-up review is to determine if management’s

OIG FY25 Annual Report

corrective actions have been effectively implemented. A follow-up review also provides official closure of the audit findings and recommendations.

In FY25 the OIG completed 24 follow-up reviews. The OIG concluded management resolved 47 of the 57 (82%) recommendations.

MAJOR AND PERVASIVE AUDIT CONCERNS

MAJOR AUDIT CONCERNS

A major audit concern identifies a deficiency in the design or operation of an internal control procedure(s) which adversely affects an operating unit's ability to safeguard assets, comply with laws and regulations, and ensure transactions are properly executed and reported. Three performance audits completed in FY25 included major audit concerns, (Details can be found in Appendix A). Although the specific concerns in each of the three engagements are different, there was an overarching theme of lack of policies and procedures coupled with insufficient oversight and monitoring.

PERVASIVE AUDIT CONCERNS

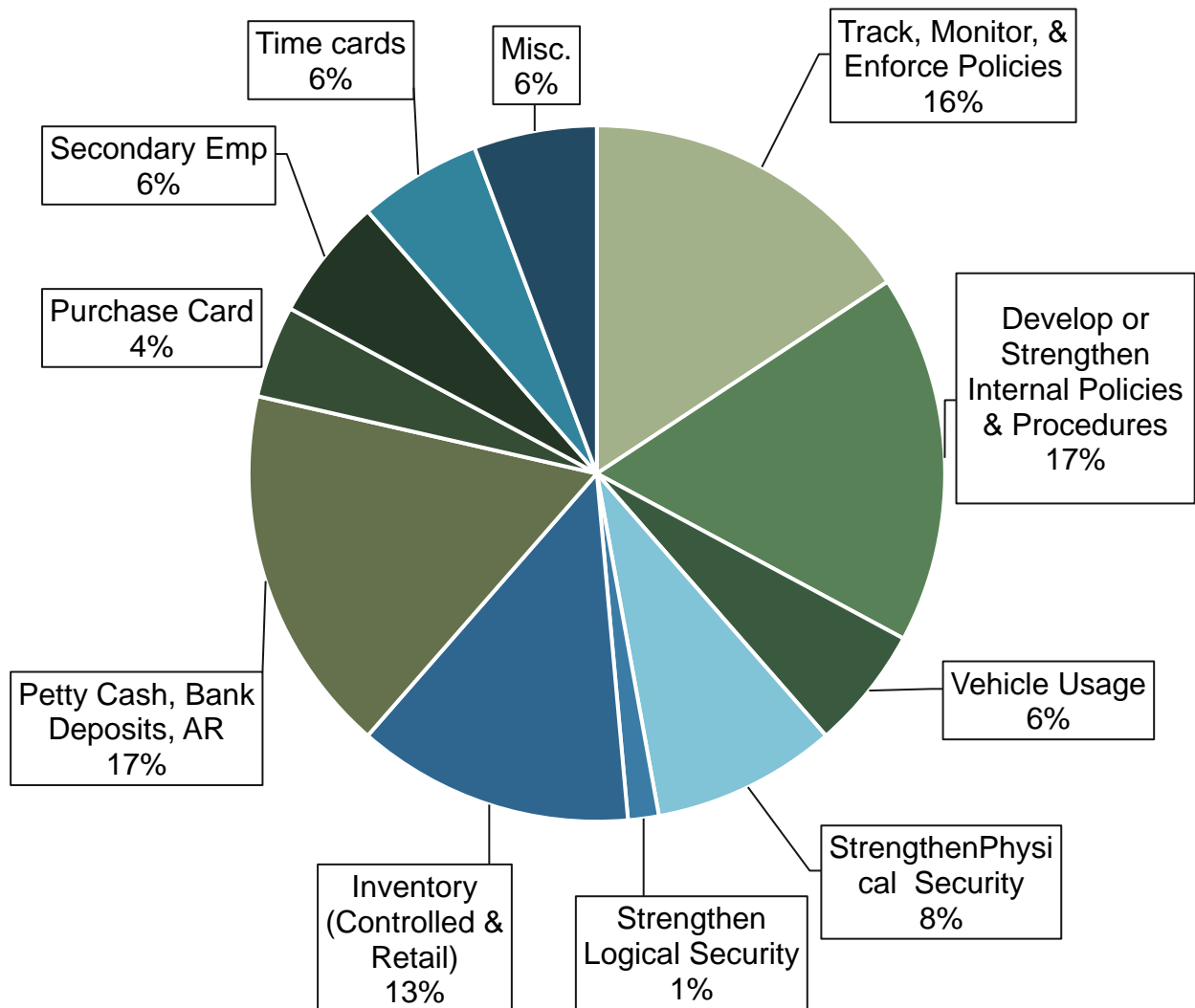
The OIG presented management with 70 audit recommendations to improve the effectiveness, productivity, and efficiency of Commission programs, policies, practices, and operations. The top four audit concerns are presented below:

- Twelve recommendations to improve controls over cash (petty cash, bank deposits, and accounts receivable). Management is updating Commission policies to utilize direct payment options to reduce the inherent risk of cash.
- Twelve recommendations were made to develop or strengthen internal policies and procedures.
- Eleven recommendations focused on improving managerial oversight and employee compliance with applicable laws, policies, and ethical standards.
- Nine recommendations were made to strengthen controls over Commission assets. Seven of the recommendations involved controlled assets, or assets costing less than \$10,000; while 1 recommendation provided guidance on strengthening retail inventory controls.

See **Table 2** below for a comprehensive breakdown of pervasive audit findings.

Table 2:

Pervasive Audit Findings



Appendix A

FY25 Performance Audits

Audit Number Key
CW: Commission Wide & Central Administrative Services
PGC: Prince George's County
MC: Montgomery County

BUSINESS PROCESS AUDITS

Audit Name	Objective	Major Audit Concerns	Recommendations & Risk Level
Traffic Citations CW-001-2025	To evaluate internal controls related to monitoring traffic citations and driving records to ensure compliance with Commission policies and procedures.	1. The Commission does not have an established protocol for administering or tracking traffic citations while operating a Commission vehicle. 2. The Commission received a minimum of 566 traffic citations in a 15-month period. Commission management's actions are primarily limited to ensuring the citations are paid by the vehicle driver. Additional actions are not taken to: <ul style="list-style-type: none"> • Identify repeat offenders • React to high-risk citations • Escalate concerns to the department head. 	1.Track and Monitor Traffic Citations (High) 2. Develop Internal Procedures for the Administration of Traffic Citations (High) 3. Assess Violations and Take Appropriate Action (High) 4.Obtain Evidence of MD Driver's License (Medium)

Appendix A

FY25 Performance Audits

Kronos/UKG Upgrade CW-002-2025	<p>This audit is focused on the risks and controls for the following processes:</p> <ul style="list-style-type: none"> • Cloud-to-cloud data migration implementation • New payroll schedule implementation • Cloud to on-prem data conversion implementation <p>The primary objectives of this audit were to ensure:</p> <ul style="list-style-type: none"> • The correctness, completeness, reliability and integrity of the migrated data • The viability of the new system's operating effectiveness • The security of logical access to the migrated data, and of physical access to the on-prem facility 	<p>Failure to take action on previously identified physical security risk.</p>	<p>1. Implement CAS IT Review and Monitoring Controls Over Physical Access to the CAS IT Server Room (High)</p>
Capital Improvement Program CW-004-2025	<p>Evaluate revenue and financing sources and verify compliance with funding requirements and Commission Practices and Procedures. Additionally, the audit assessed the system of internal controls for revenue and financing sources within the Capital Improvement Program.</p>	<p>None</p>	<p>1. Establish Formal Policy and Procedures for Managing CIP (Medium)</p>
Badging Procedures CW-007-2025	<p>The audit focused on the issuance, management, monitoring and deactivation of security badges.</p>	<p>1. Incomplete policies and procedures for badge issuance, monitoring, and separation.</p>	<p>1. Establish a Commission-Wide Badging Policy and Implement Processes and Procedures at the Department Level (High)</p>

Appendix A

FY25 Performance Audits

		2. The current badging processes do not adequately protect Commission assets and personnel. 3. There are significant security gaps in the issuance of vendor and contractor badges.	2. Evaluate Contractor and Vendor access to Commission Facilities (High) 3. Ensure a Change in an Employee's Tenure is Properly Processed (Medium) 4. Implement Picture Badges for Seasonal Employees in Commission Facilities (Medium)
Community Partnerships PGC-009-2025	Evaluate the system of internal controls for partnership agreements with community organizations. Properly implemented internal controls reduce financial, reputational, and operational risks to the Commission.	None	1. Establish Formal Policy and Procedures at the Departmental Level (Medium)

FACILITY AUDITS

The objective of Commission facility audits is to evaluate the system of internal controls for key business operations (e.g., petty cash, purchase card, vehicle usage, expense reports, building security, timecard completion, controlled assets, etc.) within each facility.

Audit Name	Major Audit Concerns	Recommendations & Risk Level
Fort Washington Forest Community Center (CC) PGC-001-2025	None	1. Conduct Annual Inventory of Controlled Assets (Medium) 2. Ensure Bank Deposits are Made in Accordance with Commission Procedures (Medium) 3. Ensure Compliance with Purchase Card Policies and Procedures. (Medium)
North Forestville CC	None	1. Conduct Annual Inventories of Controlled Assets (Medium)

Appendix A

FY25 Performance Audits

PGC-002-2025		<ul style="list-style-type: none"> 2. Monitor Facility Security Cameras (Medium) 3. Ensure Bank Deposits are Made in Accordance with Commission Procedures (Medium) 4. Strengthen Petty Cash Operations (Medium) 5. Obtain Form A-1 for Non-Commission Employment (Medium)
Columbia Park CC PGC-003-2025	None	<ul style="list-style-type: none"> 1. Evaluate the Need for a Change Fund (Medium) 2. Install Surveillance Camera Behind Cash Register (Medium) 3. Document Completion of the Annual Inventory of Controlled Assets (Medium) 4. Ensure Non-Commission Employment Request Forms are Approved (Low)
Oakcrest CC PGC-004-2025	None	<ul style="list-style-type: none"> 1. Strengthen Managerial Oversight of Controlled Assets (Medium) 2. Ensure Outstanding Balances are Collected or Corrected (Medium) 3. Ensure Bank Deposits are Made in Accordance with Commission Procedures (Medium) 4. Ensure Compliance When Operating a Commission Vehicle (Medium) 5. Ensure Non-Commission Employment Request Forms are Reviewed (Low) 6. Strengthen Petty Cash (Low)
North Brentwood CC PGC-05-2025	None	None
Cedar Heights CC PGC-011-2025	None	<ul style="list-style-type: none"> 1. Strengthen Managerial Oversight of Controlled Assets (Medium) 2. Ensure Bank Deposits are Made in Accordance with Commission Procedures (Medium) 3. Ensure Timely Reimbursement of Petty Cash Fund (Low)
Glenarden CC PGC-014-2025	None	<ul style="list-style-type: none"> 1. Strengthen Managerial Oversight of Controlled Assets (Medium) 2. Ensure Employee Timecards are Approved (Medium)
Seat Pleasant Activity Center PGC-015-2025	None	<ul style="list-style-type: none"> 1. Ensure Compliance with Purchase Card Policies and Procedures (Medium)
Wheaton Ice Arena	None	<ul style="list-style-type: none"> 1. Strengthen Managerial Oversight of Controlled Assets (Medium)

Appendix A

FY25 Performance Audits

MC-007-2025		2. Strengthen Managerial Oversight of Resale Inventory (Medium) 3. Ensure Cash Receipts Are Deposited Timely (Medium) 4. Resolve Aged Accounts Receivable Balances (Medium)
MLK Jr. Maintenance Facility MC-001-2025	None	1. Maintain Complete and Accurate Vehicle Mileage Log Data (Medium) 2. Install Surveillance Camera to Monitor Safe Room (Medium) 3. Complete Purchase Card Transaction Log After Purchase (Low)

Appendix B

FY25 Fraud, Waste, and Abuse Investigations

Investigation	Allegation	Conclusion	Recommendations & Risk Level
Conflict of Interest and Abuse of Power CW-006-2025	<p>An employee participated in evaluating a potential vendor without disclosing his/her prior relationship with the vendor. The identified vendor was awarded a contract with the Commission.</p> <p>The same employee abused his/her power in a project that involved cash disbursements, putting the Commission at significant risk.</p>	The OIG did not find evidence to support a conclusion of fraud, waste, or abuse.	1. Diversify Evaluation Committees (High) 2. Complete Periodic Reviews of Access Permissions (High)
Violation of Commission ACH Procedures CW-009-2025	The OIG was asked to review how the Commission handled an alleged Automated Clearing House (ACH) bank fraud.	The OIG determined there was a lack of professional skepticism and due diligence within the Accounts Payable Section (Department of Finance). The OIG reasonably concluded one employee's actions met the definition of waste and he/she did not follow documented procedures and contributed to the ACH misappropriation (\$364,281.95)	1. Strengthen Internal ACH Procedures (High) 2. Improve Due Diligence and Critical Thinking (High) 3. Improve Coordination of Investigations (High)
COI – Duck Blinds PGC-008-2025	<p>Commission employees tampered with bids for leasing duck blinds.</p> <p>Favoritism (COI) is being proved to bid submitters with a relationship with a Commission employee.</p>	Based on a preponderance of evidence, the OIG reasonably concluded there was no bid tampering over the 2024-2025 permitting of the waterfowl blind sites on the Patuxent River in Prince George's County.	1. Strengthen Documentation for Bid Packages
Abuse of ADA and Telework Privileges PGC-010-2025	1. Procedures were not being followed for approving employee telework and ADA accommodations (3 employees) 2. Secondary employment and COI concerns (3 employees)	Employee 1 – The OIG concluded the employee's actions supported a conclusion of abuse . The employee did not follow internal procedures for the approval of	1. Develop and Implement ADA Accommodations Policy and Procedure (High)

Appendix B

FY25 Fraud, Waste, and Abuse Investigations

		<p>his/her ADA intake. Insufficient evidence to conclude irregular secondary employment.</p> <p>Employee 2 – the OIG concluded the employee's actions supported a conclusion of fraud, waste, and abuse. The employee abused his/her ADA accommodation and telework privileges. The employee did not disclose secondary employment and used Commission assets to support his/her secondary employment. The employee also falsified his/her timecard.</p> <p>Employee 3 – No audit findings.</p> <p>The OIG was unable to quantify the amount of the misappropriations.</p>	<p>2. Enforce Commission's Telework Agreement Requirements (Medium)</p> <p>3. Formally Designate a Central ADA Coordinator (High)</p>
Theft of Time MC-004-2025	<p>An employee is committing timecard fraud as he/she routinely drives his/her Commission vehicle home during work hours without a business need.</p>	<p>The OIG reasonably concluded the employee misappropriated a minimum of \$5,485.93 from the Commission through falsified timecards. The employee's actions support a conclusion of fraud, waste, and abuse.</p>	<p>None</p>
Equipment/Scrap Disposal Irregularities MC-009-2025	<p>Scrap metal is being driven out of County to a facility that pays cash instead of the approved facility in Montgomery County that pays the Commission by check for recycled metal. Commission employees are keeping the proceeds and using some of the funds for employee events.</p>	<p>The OIG substantiated the allegations and identified three employees involved in the irregular activities:</p> <p>Employee 1 – Authorized the irregular disposal. The OIG reasonably concluded his/her actions supported a conclusion of fraud, waste, and abuse.</p>	<p>1. Establish Policies and Procedures for Recycling Scrap Metal (High)</p> <p>2. Update the Commission Recycling Account with Sims Metal (High)</p> <p>3. Ensure Employee Timecards Reflect Leave as Needed to Attend Celebrations (Medium)</p>

Appendix B

FY25 Fraud, Waste, and Abuse Investigations

	Gas powered equipment is being donated to a non-profit organization in Montgomery County and subsequently being purchased at a fraction of their value by Commission employees.	<p>Employee 2 – Participated in the irregular disposal. The OIG reasonably concluded his/her actions supported a conclusion of fraud, waste, and abuse.</p> <p>Employees 1 and 2 received \$1,287 from the unapproved recycling facility.</p> <p>Employee 3 – Provided false statements to the OIG, identified and purchased donated equipment at a reduced price. The OIG reasonably concluded his/her actions supported a conclusion of fraud, and waste.</p>	
Travel Reimbursement Irregularities MC-006-2025	Two employees left a prepaid conference early without approval from his/her supervisor(s) resulting in additional travel costs for the Commission. The employees' timecards did not reflect the early departures.	<p>Employee 1 – The OIG determined the employee's actions supported a conclusion of fraud and waste. The employee submitted an inaccurate timecard and claimed unallowable meal per diems.</p> <p>Employee 2 – No fraud, waste, or abuse identified.</p>	1. Clarify Administrative Leave Requirements (Medium) 2. Clarify Conference Attendance Requirements (Medium) 3. Ensure Travelers Understand Attestation Requirement for Expense Report (Low)
COI, Management and Commission Vendor MC-011-2025	Management approved excessive training contracts with a vendor. Management may have a conflict with the identified vendor.	Management approved excessive training contracts (\$257k) for leadership development for a limited number of employees. The OIG concluded two employees' actions supported a conclusion of waste . The OIG did not identify a conflict that would support a conclusion of fraud or abuse.	1. Strengthen Oversight for Selection and Monitoring of External Vendors Exempt from Competitive Solicitation (High)

Appendix C

FY25 Limited Investigations

Investigation	Allegation	Conclusion	Recommendations & Risk Level
Field Training Coordinator Compensation CW-010-2025	Field Training Program (FTP) Coordinators are fraudulently adding 1 hour of comp time to their timecards each day. Management approves the timecards.	The addition and approval of 1 hour comp time earned by the FTP Coordinators does not meet the definition of fraud, waste, or abuse. Both FTP Coordinators and management believed what they were doing was an acceptable practice. However, the OIG did reasonably conclude the current practice of adding 1.0 comp time earned per day to the timecards is not authorized under Commission policy.	1. Commission leadership agreed to review the current practice of adding 1.0 hour comp time earned to determine the best way to protect the integrity of the FTP and also comply with official Commission Practices.
Permitting, COI PGC-006-2025	Permits are being issued to a Commission employee for the employee's own personal soccer program.	The OIG was unable to substantiate the allegations.	1. Strengthen Management Oversight of Non-Commission Employment and Business (Medium) 2. Evaluate and Update Existing Policies and Procedures (Medium)
Locksmith Services PGC-007-2025	The Commission is using an external vendor instead of Commission employees for locksmith services, increasing the cost of service. Alleged COI between the external vendor and Commission employee.	The OIG was unable to substantiate the allegations.	1. Formalize Policy for Tracking Work Orders (Medium) 2. Strengthen Oversight of the Locksmith and Monitor his Workload (Medium) 3. Ensure All Employees are Aware of Non-Commission Business and Employment Requirements (Low)
Misappropriation of Assets PGC-013-2025	Miscellaneous items (e.g., bug sprays, face masks, first aid kits) are being stolen from a Commission facility.	The OIG was unable to substantiate the allegations.	1. Ensure Transfers of Inventory are Documented (Medium)

Appendix C

FY25 Limited Investigations

Permitting Irregularity MC-002-2025	<p>The Montgomery County Office for the Inspector General determined a Montgomery County Council member intentionally mislead staff from Montgomery County Parks (MCP) to believe they were requesting reservations from athletic fields on the Counsels behalf when in fact they were doing it for his/her personal benefit.</p> <p>The purpose of the Limited Investigation was to assess compliance with MCP, Permits & Rentals – Athletic Field Use Permit Policy</p>	<p>The OIG determined there was no evidence of a personal relationship between permitting personnel and the County Council member to suggest favoritism in bookings or kickbacks.</p>	<p>1.MCP management should complete the necessary policy updates regarding payment requirements for both leagues and county council members (Medium)</p> <p>2. MCP management should implement stronger internal review procedures to detect past due balances in a more expedient manner (Medium)</p>
Employee Celebrations, Abuse of Funds MC-005-2025	<p>Personal baby and wedding showers are held on-site during work hours as well as the collection of donations and party preparation. Employees are inundated via the organization's email system with requests for donations to support the personal party and purchase of gifts.</p>	<p>The OIG identified one instance of fraud, waste, and abuse. In addition, the OIG recommended management be cognizant of the number of celebrations being held, the implied cost to the employee, and the perception of waste.</p>	<p>1. Ensure Employee Timecards Reflect Leave as Needed to Attend Celebrations (Medium)</p> <p>2. Provide Guidance to Staff on the Authorization and Reimbursement of Employee Meals (Medium)</p>
Abuse of K9 Funds MC-012-2025	<p>1. Wasteful spending within the Park Police's K9 Program.</p> <p>2. COI with External Consultants.</p> <p>3.Excessive Overtime Pay.</p>	<p>The OIG did not find any evidence of abuse of funds.</p>	<p>None</p>
Theft of Tree Logs MC-013-2025	<p>Wood logs are being stolen from the Green Waste Recycling Program.</p>	<p>The OIG was unable to substantiate any claims of theft of tree logs.</p>	<p>1.Strengthen Work Order Documentation (Medium)</p>
Timecard Irregularity MC-014-2025	<p>An employee was flexing his/her hours and claiming shift differential he/she was not entitled to.</p>	<p>The OIG did not find any evidence of fraud, waste, or abuse.</p>	<p>None</p>

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AUDIT COMMITTEE ACTIVITY REPORT

FISCAL YEAR 2025 (July 1, 2024 – June 30, 2025)

INTRODUCTION

The Audit Committee (AC or Committee) operates independently from the management of the Maryland-National Capital Park and Planning Commission (M-NCPPC or Commission). The AC serves as a forum, in which auditors and other interested parties may identify and discuss concerns related to financial reporting and internal controls.

The Annotated Code of Maryland, Land Use Article, Subtitle 4 Audit Committee, §15-401-§15-405, governs the establishment and function of the Audit Committee (e.g., membership, terms, qualifications, and powers).

During FY25, the AC consisted of four (4) voting members:

- Dorothy Bailey, Vice-Chair, Prince George's County Planning Board, Audit Committee Chair
- Mitra Pedoeem, Vice-Chair, Montgomery County Planning Board
- Benjamin Williams, Public Member, Prince George's County
- Erin White, Public Member, Montgomery County

Chair Artie Harris served on the AC as an ex-officio nonvoting member during FY25.

DISCHARGE OF DUTIES

External Auditors

The AC is responsible for appointment, compensation, retention, and oversight of the work of any external auditor engaged for the purpose of performing independent audit services, reviews or attest services.

Each fiscal year, the Office of the Secretary-Treasurer submits an Annual Comprehensive Financial Report (ACFR), in accordance with the Land Use Article of the Annotated Code of Maryland. In conjunction with the ACFR, State statute requires an annual audit by independent certified public accountants.

The Department of Finance issued a competitive procurement for the Commission's external auditing services in January 2021. The Commission, with agreement from the AC, selected the accounting firm of SB & Company to complete the FY25 external review. The AC meets with the external auditor for pre-audit planning and audit closeout. The external auditor issued a clean opinion for the Commission's FY24 financial statements. The FY25 audit is underway; to date, no findings have been presented to the AC.

Office of the Inspector General

The AC provides technical and substantive oversight and direction for the Office of the Inspector General's (OIG) work program. On June 18, 2024, the AC formally approved the FY25 Fiscal Work Plan submitted by the Inspector General. The work plan included

performance audits, fraud, waste, and abuse investigations, management advisories, and follow-up reviews.

The AC meets quarterly with the OIG to discuss significant audit findings and recommendations. The Office of the Inspector General's FY25 Annual Report contains a summary of completed audits and investigations.

In FY25, the Inspector General requested two changes to Commission Practice 1-31, *Organization and Functions of the Audit Committee and Office of the Inspector General* to strengthen the actual and perceived independence of the OIG.

1. The Inspector General contended that the posting of Commission audit reports issued by the OIG must be the responsibility of the Inspector General, not the Executive Director as required in Commission Practice 1-31.

It was determined, the current practice, which includes collaboration between the Executive Director, the Office of the General Counsel, and the Office of the Inspector General supports the OIG's independence while still complying with The Annotated Code of Maryland, Land Use Article, Subtitle 5 Office of the Inspector General, §15-504, which states, "The Inspector General shall submit written reports to the Audit Committee and to the Commission for publication on the Commission's Web site". The Inspector General did not have specific concerns about Commission audit reports not being published.

2. The Inspector General requested authority to provide independent response to the press and other third-party inquiries related to audit and investigative activities. This was approved, however, when doing so, the OIG must clarify that all responses or statements are that of the Inspector General, and do not constitute concurrence from the Commission.

The IG requested a review of the Commission's Merit System Rules and Regulations to clarify responsibilities for the completion of investigations within the Commission. The request was predicated by inefficiencies and duplicative investigative activities of the OIG and Commission Departments. The Corporate Policy Office has agreed to develop and issue an Internal Procedures on "Complaints and Investigations". The new procedures will allow departments to rely on the work of the Inspector General.

MAJOR AUDIT CONCERNS

The Audit Committee acknowledges that, based on communications with the OIG, no major risks have been reported outside of those identified during the course of scheduled audit and investigative engagements.

SUMMARY

Based on our review of the Commission's Annual Comprehensive Financial Report, SB and Company's Audit Report and all reports and memorandums issued by the Office of the Inspector General, the Audit Committee deems the Commission's internal controls and adherence to financial regulations and internal policies acceptable. The Commission's internal control systems and processes appear to reduce operational and compliance risk, while also ensuring heightened fiduciary oversight of Commission funds.

CONCLUSION

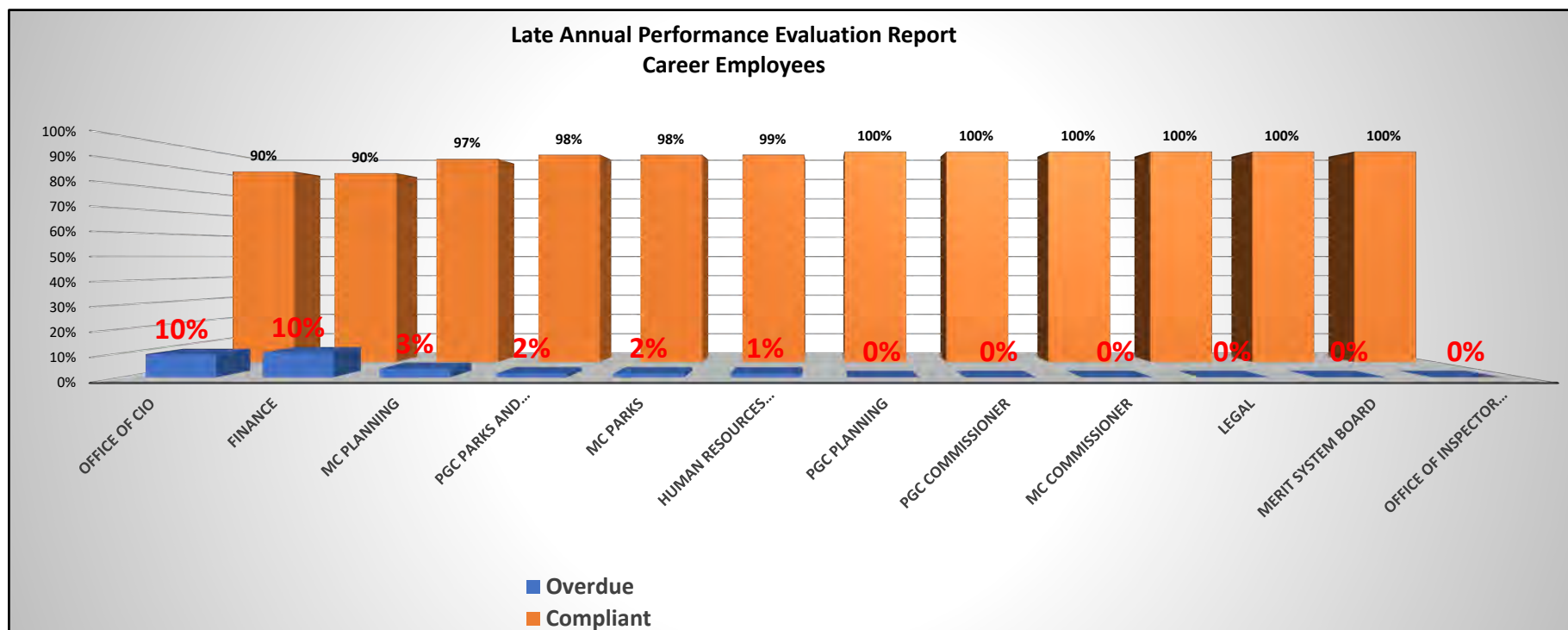
The Audit Committee would like to thank Chair Artie Harris, Commissioners, Officers, management, staff, and the Office of the Inspector General for their continued efforts to strengthen public accountability and to improve the effectiveness, productivity, and efficiency of Commission operations.

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
 EMPLOYEE PERFORMANCE EVALUATIONS NOT COMPLETED BY DUE DATE
 BY DEPARTMENT FOR JULY 2025 THROUGH SEPTEMBER 2025

	<u>1 - 30 DAYS</u>			<u>31 - 60 DAYS</u>			<u>61 - 90 DAYS</u>			<u>91 + DAYS</u>			<u>DEPARTMENT TOTALS</u>		
	Jul-25	Aug-25	Sep-25	Jul-25	Aug-25	Sep-25	Jul-25	Aug-25	Sep-25	Jul-25	Aug-25	Sep-25	Jul-25	Aug-25	Sep-25
CHAIRMAN, MONTGOMERY COUNTY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CHARIMAN, PRINCE GEORGE'S COUNTY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OFFICE OF CIO	2	0	0	0	2	0	0	0	2	0	0	0	2	2	2
OFFICE OF INSPECTOR GENERAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EXECUTIVE COMMITTEE/CHAIRS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DEPT. OF HUMAN RESOURCES & MGT.	3	0	1	1	0	0	1	0	0	0	0	0	5	0	1
LEGAL DEPARTMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FINANCE DEPARTMENT	0	3	1	0	0	3	0	0	0	0	0	0	0	3	4
PRINCE GEORGE'S PLANNING	3	1	0	1	0	0	0	0	0	0	0	0	4	1	0
PRINCE GEORGE'S PARKS & RECREATION	12	10	13	1	1	4	0	1	0	1	1	1	14	13	18
MONTGOMERY COUNTY PARKS	6	9	9	1	0	3	1	0	0	0	0	0	8	9	12
MONTGOMERY COUNTY PLANNING	2	2	3	2	1	2	1	0	0	0	0	0	5	3	5
DEPARTMENT TOTAL BY DAYS LATE	28	0	27	6	4	12	3	1	2	1	1	1			
COMMISSION-WIDE TOTAL													38	31	42

**DEPARTMENTS HAVE BEEN NOTIFIED OF LATE EVALUATIONS.

** Status equals A1 and A2



*Data as of September 30, 2025

<u>Employee Count</u>	Evaluation Status		
Department	Overdue	Compliant	Total Employees
Finance	4	35	39
Human Resources and Mgt	1	66	67
Legal		27	27
MC Commissioner		3	3
MC Parks	12	771	783
MC Planning	5	138	143
Merit System Board		1	1
Office of CIO	2	19	21
Office of Inspector General		5	5
PGC Commissioner		10	10
PGC Parks and Recreation	18	1,165	1,183
PGC Planning		187	187
Total Employees	42	2,427	2,469



The Maryland-National Capital Park and Planning Commission
Office of the Chief Information Officer
6611 Kenilworth Avenue, Suite 403
Riverdale, Maryland 20737
<http://www.mncppc.org> □ T. (301) 454-1010

TO: Commissioners

FROM: Mazen Chilet, Chief Information Officer *Chilet*

DATE: 10/15/2025

SUBJECT: Chief Information Officer Report – 3rd Quarter - 2025 – Open Session

Update on the Enterprise Resource Planning (ERP): Project Mosaic and Other key projects

ERP: Project Mosaic:

Project Status

The ERP Evaluation Committee finished the first proposal review and selected vendors for on-site demos, which use structured templates to ensure agency fit. In the final rounds, ITRG and Procurement will prepare summaries, with Department Heads making the final decision.

Round 1 – Completed

Round 2 – Solution Demonstrations by short listed vendors:

- Demo #1 – Sept 8th – Sept 11th
- Demo #2 – Sept 29th – Oct 2nd
- Demo #3 – Oct 6th – Oct 9th – Oct 12
- Demo #4 – Oct 27th – Oct 30th
- Demo #5 – Nov 4th – Nov 7th

Round 3 - Final Selection by Department Heads: 12/1/2025 through 1/12/2026:

- Department Heads will evaluate and select final solutions/implementors.

Award Timeline

- Week of January 26, 2026: Recommended award and approval
- Week of February 2, 2026: Award notification issued

Post-Award Activities

- Contract negotiations and background checks.
- Negotiations & Contract Administration:
- Contract Routing & Execution:
- Implementation Start Date

Kronos/UKG Migration Project

Phase II Completed:

- Mobile app launched June 2
- User training completed

Phase III (Oct - Dec):

- Advanced Scheduler and Multi-Pay rollout
- Targeted training for Prince George's DPR managers
- Multi-Pay feature to streamline payroll for multi-role employees

ADA Digital Media Compliance

Progress:

- EqualEntry completed audits for M-NCPPC and Prince George's websites
- Remediation planning underway with Planeteria
- ADA training launched in May for designated accessibility specialists
- Redesigned InSite landing page deployed

Artificial Intelligence (AI) Interim Training Group & Notice 25-03

The development of the AI Notice and the move toward a formal AI policy position the Commission to be future-ready in several strategic ways—especially as you prepare to roll out the NextGen ERP:

1. Establishing Responsible AI Foundations

- The AI Notice (Notice 25-03, issued September 2025) sets clear principles for responsible, ethical, and secure use of AI across the Commission. It requires staff to use only authorized AI tools, protect sensitive data, and disclose AI-generated outputs when appropriate.
- By mandating training and establishing approval processes for new AI tools, the Commission reduces risks associated with data leakage, bias, and misuse critical as ERP systems increasingly leverage AI for automation, analytics, and decision support.

2. Building Staff Readiness and Skills

- The Interim AI Training Group's achievements ensure that all employees receive baseline and intermediate training on AI, including security, privacy, and practical applications. This prepares staff to safely and effectively use AI features embedded in modern ERP platforms.
- The training builds on existing security awareness programs, creating a culture of continuous learning and adaptability.

3. Supporting ERP Transformation

- The NextGen ERP project will automate manual processes, improve data accuracy, and streamline workflows. AI-powered features—such as predictive analytics, intelligent automation, and natural language interfaces—will be integral to the new system.
- With a formal AI policy and trained workforce, the Commission can confidently adopt and scale these capabilities, maximizing the ERP’s value while maintaining compliance and public trust.

4. Future-Proofing Operations

- The AI Notice and policy framework create a foundation for ongoing innovation. As AI technologies evolve, the Commission will be able to evaluate, approve, and integrate new tools quickly and safely.
- This positions the organization to respond to regulatory changes, emerging risks, and opportunities for digital transformation.
- The Notice also describes the process for requesting approval of new AI tools and reporting any incidents or risks associated with AI use.
- Required AI training is being developed and will be delivered in alignment with the Notice.

In summary:

By proactively developing AI guidance and training, the Commission is not only mitigating risks but also empowering staff and leadership to leverage AI as a strategic asset—ensuring the NextGen ERP rollout is secure, efficient, and future-ready.

End of Report

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The Maryland-National Capital Park and Planning Commission

Office of the General CounselReply to:

Debra S. Borden, General Counsel
 Office of the General Counsel
 6611 Kenilworth Avenue, Suite 200-201
 Riverdale, Maryland 20737
 Phone: 301-454-1670 • Fax: 301-454-1674

October 1, 2025

MEMORANDUM

TO: The Maryland-National Capital Park and Planning Commission

FROM: Debra S. Borden
General Counsel

RE: Litigation & Administrative Proceedings Report for July/August 2025 – FY 2026

Please find the attached Litigation & Administrative Proceedings Report we have prepared for your meeting scheduled for Wednesday, October 15, 2025. Last month we expanded the types of case matters that are included in this report, and we continue to refine this document. Please feel free to reach out with suggestions as we work to improve this Report, provide more useful information, and enhance the formatting and presentation of the report. As always, please do not hesitate to call me in advance if you would like me to provide a substantive briefing on any of the cases reported.

Table of Contents –

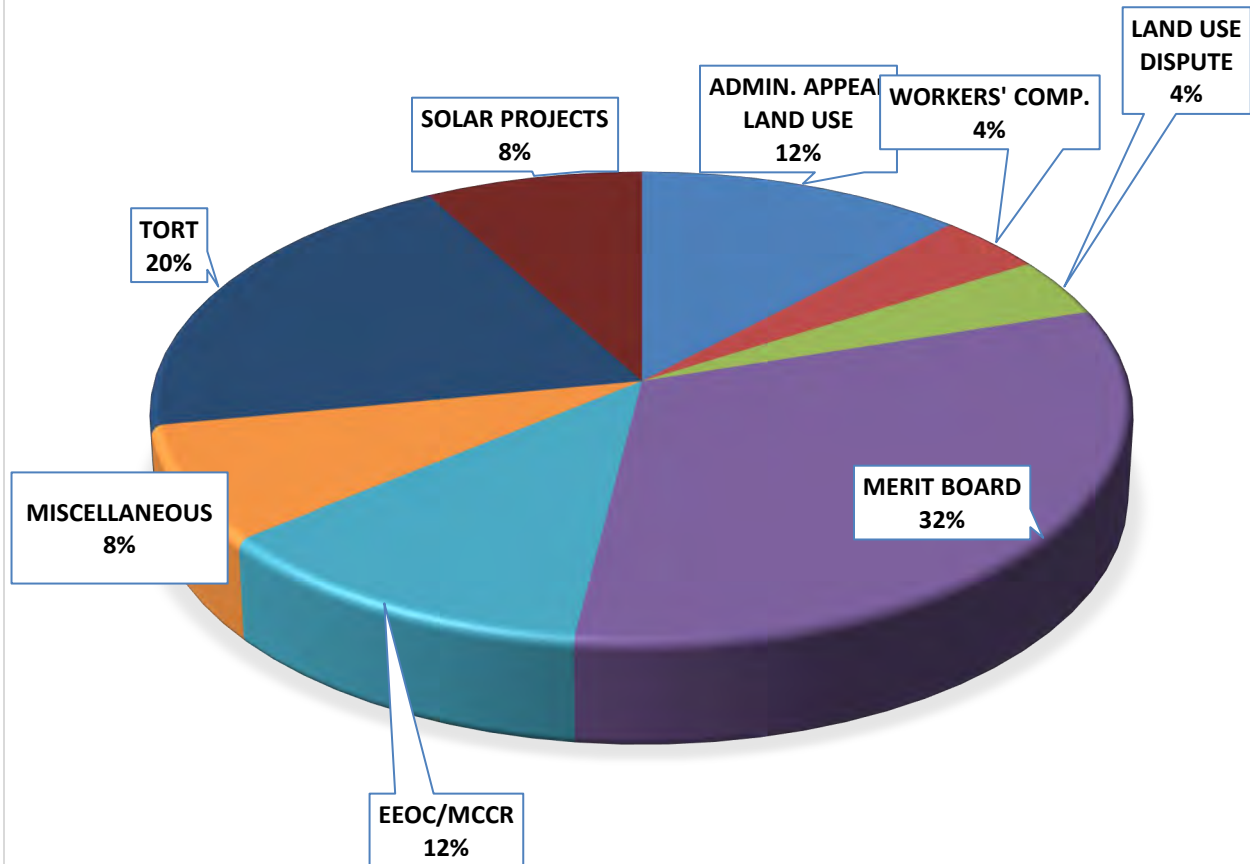
Composition of Pending Litigation & Administrative Proceedings	Page 01
Overview of Pending Litigation & Administrative Proceedings (Chart).....	Page 02
Litigation & Administrative Proceedings Activity Summary	Page 03
Index of YTD New Cases	Page 04
Index of YTD Resolved Cases	Page 05
Disposition of FY26 Closed Cases Sorted by Department	Page 06
Index of Reported Cases Sorted by Jurisdiction	Page 07
Litigation & Administrative Proceedings Report Ordered by Jurisdiction.....	Page 08

September 2025 – FY 2026
Composition of Pending Litigation & Administrative
Proceedings
(Sorted by Subject Matter and Forum)

	STATE TRIAL COURT	APPELLATE COURT OF MARYLAND	SUPREME COURT OF MARYLAND	FEDERAL TRIAL COURT	FEDERAL APPEALS COURT	OFFICE OF ADMIN. HEARINGS	WORKERS COMP. COMM.	MD PUBLIC SERVICE COMM.	EEOC & MCCR	MERIT BOARD	TOTALS
ADMIN APPEAL: LAND USE	2	1									3
ADMIN APPEAL: OTHER											
CIVIL ENFORCEMENT											
CONTRACT DISPUTE											
DEBT COLLECTION											
EMPLOYMENT									3	8	11
FOREST CONSERVATION											
LAND USE DISPUTE	1										1
MISCELLANEOUS	1			1							2
PROPERTY DISPUTE											
POLICE TRIAL BOARD											
SOLAR PROJECTS								2			2
TORT CLAIMS	5										5
WORKERS' COMPENSATION	1						40				41
PER FORUM TOTALS	10	1		1			40	2	3	8	65

OVERVIEW OF PENDING LITIGATION & ADMINISTRATIVE PROCEEDINGS

(EXCLUDING WORKERS' COMPENSATION HEARINGS
BEFORE THE WORKERS' COMPENSATION COMMISSION)



September 2025 – FY 2026

Litigation & Administrative Proceedings Activity Summary

COUNT FOR MONTH				COUNT FOR FISCAL YEAR 2026			
	Pending July/Aug. 2025	New Cases	Resolved Cases	Pending Fiscal Year 2025	New Cases FY2026 To Date	Resolved Cases FY2026 To Date	Pending Current Month
Admin Appeal: Land Use (AALU)	3			2			3
Admin Appeal: Other (AAO)	0			0			0
Civil Enforcement (CE)	0			0			0
Contract Disputes (CD)	0			0			0
Debt Collection (D)	0			0			0
EEOC/MCCR (EEOC)	2	1			1		3
Employment Cases (E)	0			0			0
Forest Conservation (F)	0						0
Land Use Disputes (LD)	1			0			1
Merit Board (MB)	9		1	7		1	8
Miscellaneous (M)	2			1			2
Police Trial Boards	0						0
Property Disputes (PD)	0			0			0
Solar Projects	2						2
Tort Claims (T)	5			4			5
Workers' Compensation (WC)	42		1	5		1	41
TOTALS	66	1	2	54	1	2	65

INDEX OF YTD NEW CASES (7/1/2025 TO 6/30/2026)

A. <u>New Trial Court Cases</u>	<u>Unit</u>	<u>Subject Matter</u>	<u>Month</u>
In the Matter of Harvey Blonder, et al.	PG	AALU	June
Bratburd v. Commission	MC	Misc.	July
Martinez v. Commission, et al.	PG	Tort	July
Commission v. Jeffrey Shirazi	MC	LD	July
In the Matter of Rosemary B. Whelan	BCity	WC	Aug.
B. <u>New Appellate Court Cases</u>	<u>Unit</u>	<u>Subject Matter</u>	<u>Month</u>
C. <u>New OAH Matters</u> (excluding Police MPAA Hearings)	<u>Unit</u>	<u>Subject Matter</u>	<u>Month</u>
D. <u>New PSC Matters</u>	<u>Unit</u>	<u>Subject Matter</u>	<u>Month</u>

INDEX OF YTD RESOLVED CASES
(7/1/2025 TO 6/30/2026)

A. <u>Trial Court Cases Resolved</u>	<u>Unit</u>	<u>Subject Matter</u>	<u>Month</u>
B. <u>Appellate Court Cases Resolved</u>	<u>Unit</u>	<u>Subject Matter</u>	<u>Month</u>
C. <u>OAH Matters Resolved</u>	<u>Unit</u>	<u>Subject Matter</u>	<u>Month</u>
D. <u>PSC Matters Resolved</u>	<u>Unit</u>	<u>Subject Matter</u>	<u>Month</u>

	Disposition of FY26 Closed Cases Sorted by Department	
CLIENT	PRINCIPAL CAUSE OF ACTION IN DISPUTE	DISPOSITION
Employees Retirement System		
Finance Department		
Department of Human Resources & Management		
Montgomery County Department of Parks		
Montgomery County Park Police		
Montgomery County Planning Board		
Prince George's County Department of Parks and Recreation		
Prince George's County Planning Board		
Prince George's Park Police		
Office of Internal Audit		

INDEX OF REPORTED CASES

MARYLAND OFFICE OF ADMINISTRATIVE HEARINGS.....	8
MARYLAND PUBLIC SERVICE COMMISSION.....	8
Chaberton Solar Ramiere	8
Chaberton Solar Sugarloaf.....	9
DISTRICT COURT OF MARYLAND FOR MONTGOMERY COUNTY	10
DISTRICT COURT OF MARYLAND FOR PRINCE GEORGE'S COUNTY	10
Prince George's County, Maryland v. Gantt, et. al.....	10
CIRCUIT COURT FOR BALTIMORE CITY, MARYLAND	10
In the Matter of Rosemary B. Whelan.....	10
CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND	11
Bratburd v. Commission	11
Commission v. Jeffrey Shirazi.....	11
CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY, MARYLAND	12
Doe v. Commission, et. al.	12
Ferguson v. Gantt, et. al.....	12
G.W., et al. v. Commission, et al.....	13
In the Matter of Harvey Blonder, et al.	13
In the Matter of Glenn Dale Citizens Association, Inc., et al.....	14
Martinez v. Commission, et al.	15
APPELLATE COURT OF MARYLAND.....	15
In the Matter of Forest Grove Citizens Association, et al.....	15
U.S. DISTRICT COURT OF MARYLAND.....	16
U.S. DISTRICT COURT DISTRICT OF NEW JERSEY	16
In Re: Insulin Pricing Litigation.....	16

MARYLAND OFFICE OF ADMINISTRATIVE HEARINGS

No Pending Matters

MARYLAND PUBLIC SERVICE COMMISSION

Chaberton Solar Ramiere

Case No. 9733 (SP)

Lead Counsel: Mills
Other Counsel:

Abstract: Application filed by Chaberton Solar Ramiere LLC ("Chaberton"), to the Maryland Public Service Commission ("PSC") for a Certificate of Public Convenience and Necessity ("CPCN") to construct a 3.0-megawatt ("MW") solar photovoltaic ("PV") facility in Montgomery County, Maryland.

Status: Hearing Postponed until October

Docket:

04/18/2024	Chaberton Solar Ramiere LLC - Application for a Certificate of Public Convenience and Necessity
04/22/2024	Notice of Procedural Dates. Case No. 9733 (ML 309138)
05/16/2024	M-NCPSC's Petition to Intervene
05/29/2024	Notice of Completeness Determination. Case No. 9733
05/31/2024	Notice of Pre-Hearing Conference.
06/25/2024	Notice of Procedural Schedule
07/10/2024	Notice of First Public Comment Hearing.
09/27/2024	Notice of Amended Procedural Schedule.
01/09/2025	Notice of Second Public Comment Hearing
02/14/2025	Notice of Amended Procedural Schedule.
03/04/2025	Notice of Second Public Comment Hearing
03/21/2025	Notice of Amended Procedural Schedule
03/26/2025	Chaberton Solar Ramiere LLC - Motion for Extension of Time to Render a Decision on the Application.
05/02/2025	Notice of Third Public Comment Hearing.
05/15/2025	M-NCPSC submitted comments
07/09/2025	Evidentiary Hearing Cancelled
07/23/2025	Evidentiary Hearing Rescheduled for Oct. 2025

Chaberton Solar Sugarloaf
Case No. 9726 (SP)

Lead Counsel: Mills
Other Counsel:

Abstract: Chaberton Solar Sugarloaf I LLC filed an Application to the PS for a CPCN to Construct a 4.0 MW Solar Photovoltaic Generating Facility in Montgomery County, Maryland.

Status: Reassigned to a different judge and under review

Docket:

03/05/2024	Application for a Certificate of Public Convenience and Necessity to Construct
04/18/2024	The Maryland-National Capital Park and Planning Commission - Petition to Intervene and Entry of Appearance.
04/24/2024	Notice of Pre-Hearing Conference.
05/08/2024	Notice of Procedural Schedule.
06/04/2024	Notice of Initial Public Hearing
07/02/2024	Notice of Second Public Comment Hearing
09/23/2024	Notice of Amended Procedural Schedule.
01/07/2025	Notice of Second Public Comment Hearing
01/24/2025	The Maryland-National Capital Park and Planning Commission - Notice of Recommendation on Completeness
02/13/2025	Notice of Amendment to Procedural Schedule
03/11/2025	Grant of Extension of Time to Render a Decision on the Application.
05/20/2025	Post-Hearing Brief submitted by Chaberton Solar Sugarloaf I LLC
05/20/2025	M-NCPPC submits Letter in lieu of Brief
05/20/2025	Brief of Staff of the PSC
07/17/2025	Notice to extend deadline for a decision until Feb 17, 2026

DISTRICT COURT OF MARYLAND FOR MONTGOMERY COUNTY

No Pending Matters

DISTRICT COURT OF MARYLAND FOR PRINCE GEORGE'S COUNTY

Prince George's County, Maryland v. Gantt, et. al.

Case No. D-05-CV-25-018668 (Tort)

Lead Counsel: Thornton
Other Counsel:

Abstract: Suit filed by Prince George's County to recover worker's compensation benefits paid to a County employee as a result of a rear-end motor vehicle accident allegedly caused by a Commission employee operating a Commission vehicle.

Status: Case stayed.

Docket:

03/31/2025	Complaint filed
06/25/2025	Notice of Intent to Defend filed
09/02/2025	Joint Motion to Stay Case
09/04/2025	Order – Motion to Stay Granted

CIRCUIT COURT FOR BALTIMORE CITY, MARYLAND

In the Matter of Rosemary B. Whelan

Case No. C-24-CV-25-007132 (WC)

Lead Counsel: Ticer
Other Counsel:

Abstract: Petition for Judicial Review from decision of the Workers' Compensation Commission. Former employee is appealing a decision by the workers' compensation commission that denied her additional vocational rehabilitation benefits.

Status: Case settled. Petition to be withdrawn.

Docket:

08/12/2025	Petition filed
08/15/2025	Notice to Administrative Agency Issued

CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND

Bratburd v. Commission

Case No. C-15-CV-25-000940 (Misc.)

Lead Counsel: Ticer
Other Counsel: Rupert

Abstract: Former employee challenging designation of reason for separation to Maryland Police Training Commission.

Status: Commission served

Docket:

02/28/2025	Complaint filed
06/10/2025	Entry of Appearance by Commission
07/02/2025	Notice of Contemplated Dismissal
07/08/2025	Affidavit of Service filed as to Commission
07/08/2025	Motion to Defer Contemplated Dismissal
07/15/2025	Order to Defer Granted
07/28/2025	Statement in Lieu of Record
08/27/2025	Plaintiff's Memorandum in Support of Mandamus
09/26/2025	Commission's Memorandum in Opposition to Mandamus

Commission v. Jeffrey Shirazi

Case No. C-15-CV-25-003490 (LD)

Lead Counsel: Johnson
Other Counsel: Rupert

Abstract: Commission filed a Complaint for Permanent Injunctive Relief to prevent Defendant from encroaching on Commission property.

Status: Answer filed.

Docket:

07/2/2025	Complaint filed
07/22/2025	Defendant served
09/11/2025	Request for Order of Default
09/16/2025	Answer to Complaint

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY, MARYLAND

Doe v. Commission, et. al.

Case No. C-16-CV-25-003042 (Tort)

Lead Counsel: Thornton
Other Counsel: Rupert

Abstract: Suit to recover for injuries and damages involving allegations of sexual assault of a minor by a former Commission employee.

Status: In discovery.

Docket:

05/30/2025	Complaint filed
06/02/2025	Commission served
06/24/2025	Commission's Answer to Complaint and Request for Jury Trial filed
06/24/2025	Defendant Prince George's County's Motion to Dismiss
06/26/2025	Consent Motion to Extend Deadline to Respond to Defendant Prince George's County's Motion to Dismiss
06/27/2025	Order of Court Granting Consent Motion
06/30/2025	Scheduling Order
07/08/2025	Affidavit of Service of Complaint
07/15/2025	Plaintiff's Memorandum in Opposition to Defendant Prince George's County's Motion to Dismiss
08/16/2025	Order of Court. Motion to Dismiss denied.
05/12/2026	Settlement Conference
07/13/2026	Trial

Ferguson v. Gantt, et. al.

Case No. C-16-CV-25-002097 (Tort)

Lead Counsel: Thornton
Other Counsel:

Abstract: Suit for injuries sustained in a rear-end motor vehicle accident allegedly caused by a Commission employee operating a Commission vehicle.

Status: In discovery.

Docket:

04/19/2025	Complaint filed
06/09/2025	Defendant Gantt served
06/25/2025	Defendants' Answer to Complaint and Request for Jury Trial filed
06/30/2025	Plaintiff's Expert Witness Designation
07/02/2025	Scheduling Order
05/04/2026	Settlement Conference
06/30/2026	Trial

G.W., et al. v. Commission, et al.
Case No. C-16-CV-25-002723 (Tort)

Lead Counsel: Thornton
Other Counsel: Rupert

Abstract: Suit to recover for injuries and damages stemming from allegations of sexual assault of minor by a former Commission employee.

Status: Case stayed.

Docket:

05/19/2025	Complaint filed
06/20/2025	Commission served
08/25/2025	Joint Motion to Stay Case
09/03/2025	Order of Court. Joint Motion to Stay Case Granted

In the Matter of Harvey Blonder, et al.
Case No. C-16-CV-25- 003504 (AALU)

Lead Counsel: Warner
Other Counsel:

Abstract: Petitioners seek Judicial Review of the Prince George's County Planning Board's Decision approving a preliminary subdivision plan.

Status: Response to Petition filed.

Docket:

06/25/2025	Petition for Judicial Review
07/14/2025	Response to Petition for Judicial Review filed
07/15/2025	Response to Petition. Request to Participate filed by SO-Eastgate, LLC
09/19/2025	Citizen-Petitioners' Memorandum in support of Petition for Judicial Review
11/07/2025	Hearing set

In the Matter of Glenn Dale Citizens Association, Inc., et al.
Case No. C-16-CV-24-005361 (AALU)

Lead Counsel: Warner
Other Counsel:

Abstract: Petitioners seek Judicial Review of the Prince George's County Planning Board's Decision with regard to Preliminary Plan of Subdivision No. 4-22051.

Status: Hearing held. Decision pending.

Docket:

11/07/2024	Petition for Judicial Review
11/27/2024	Response to Petition for Judicial Review filed
12/12/2024	Scheduling Order
12/19/2024	Glen Dale Holding Company LLC and WFC Flagship LLC Response to Petition for Judicial Review
01/31/2025	Joint Motion to Continue Oral Argument and Stipulation to Reset Briefing Schedule
02/04/2025	Order of Court granting Joint Motion
02/19/2025	Notice of Oral Argument
03/07/2025	Petitioner's Memorandum filed
05/28/2025	Order of Court that Respondents' Joint Motion to Strike Portions of Petitioners Brief, or in the Alternative, Motion to Dismiss, is denied.
06/03/2025	Joint Motion to Strike
06/06/2025	Hearing rescheduled
06/17/2025	Citizen-Petitioners' Opposition to Respondents' Second Joint Motion to Strike
07/01/2025	Order of Court – Joint Motion to Strike Denied
07/16/2025	Motion to Take Judicial Notice or in the Alternative, Motion to Supplement Record
07/17/2025	Appeal Argued. Taken Under Advisement.
08/12/2025	Order of Court granting Motion to Supplement Record and further ordered that the court shall receive as a supplement to the record exhibits constituting five resolutions of the planning board.

Martinez v. Commission, et al.
Case No. C-16-CV-25-002445 (Tort)

Lead Counsel: Thornton
Other Counsel:

Abstract: Suit to recover damages for alleged injuries sustained relating to a motor vehicle accident involving Commission vehicle.

Status: In discovery.

Docket:

05/06/2025	Complaint filed
07/24/2025	Commission served
08/22/2025	Commission's Answer to Complaint and Request for Jury Trial filed
08/26/2025	Scheduling Order issued
06/26/2026	Settlement Conference
08/25/2026	Trial set

APPELLATE COURT OF MARYLAND

In the Matter of Forest Grove Citizens Association, et al.
Case No. ACM-REG-2475-2024 (AALU)
(Originally filed under case C-15-CV-24-001622 in Montgomery County)

Lead Counsel: Mills
Other Counsel:

Abstract: Appeal of Decision by Circuit Court affirming the Montgomery County Planning Board's Decision in 9801 Georgia Avenue Plan no(s). 120230160, 820230130 and F20240040

Status: Appeal filed.

Docket:

02/26/2025	Appeal filed.
03/25/2025	Order to Proceed.
05/23/2025	Briefing Notice
07/02/2025	Appellant's Brief and Record Extract
07/25/2025	Commission's Brief filed
08/01/2025	Appellee Forest Glen Medical Center Brief filed
08/12/2025	Appellant's Motion for Extension of Time to file Reply Brief
08/14/2025	Joint Stipulation of Commission and Forest Glen Medical Center consenting to Motion for Extension of Time
08/21/2025	Reply Brief filed
08/29/2025	Order of Court – Motion for Extension Granted

U.S. DISTRICT COURT OF MARYLAND

No Pending Matters

U.S. DISTRICT COURT DISTRICT OF NEW JERSEY

In Re: Insulin Pricing Litigation

Case No. 2:25-cv-00389 (Misc.)

Lead Counsel: Ko
Other Counsel: Bansal, Rupert

Abstract: Affirmative litigation brought by the Commission against Pharmacy Benefits Managers and drug manufacturers alleging an illegal pricing and kickback scheme involving insulin and related drugs, harming the Commission in its capacity as a third-party payor of pharmacy benefits.

Status: Complaint filed. Waiver of service of summons and complaint executed.

Docket:

01/13/2025	Complaint filed
01/31/2025	Waiver of Service of summons and complaint executed by Commission
02/05/2025	Waiver of Service of summons and complaint executed by Commission
03/24/2025	Waiver of Service of summons and complaint executed by Commission
04/18/2025	Waiver of Service of summons and complaint executed by Commission
06/24/2025	Case Reassigned to Magistrate Judge Leda D. Wettre