



## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

Commission Meeting  
Open Session Minutes  
June 18, 2025

The Maryland-National Capital Park and Planning Commission met in a hybrid format in-person at the Wheaton Regional Headquarters Building in Wheaton, MD and virtually via videoconference. The meeting was broadcast by the Montgomery County Planning Department.

PRESENTMontgomery County Commissioners

Artie Harris, Chair  
Josh Linden  
Mitra Pedoeem

Prince George's County Commissioners

Peter A. Shapiro, Vice Chair  
Manuel Geraldo  
A. Shuanise Washington

NOT PRESENT

Shawn Bartley  
James Hedrick

Dorothy Bailey

Chair Harris called the meeting to order at 10:02 a.m.

ITEM 1 APPROVAL OF AGENDA

- a) Approval of the June 18, 2025 Commission meeting Agenda

Chair Harris added the following items to the agenda: Item 6g. Pro-Bono Representation Policy and Item 6h. Communicate with Confidence. Material for item 6g. was posted and sent for review earlier this week. Item 6h would be discussion only.

ACTION: Motion of Commissioner Geraldo to approve the June 18, 2025 amended meeting agenda

Seconded by Commissioner Washington  
6 approved the item

ITEM 2 APPROVAL OF MINUTES

- a) Approval of Commission Minutes – Open Session  
Regular Meeting: May 21, 2025

Mr. Adams read two edits into the record from the posted minutes:

Item 5c. First sentence, paragraph 2: “Prior to October 2024, GLP-1 drugs were filled by prescription only, which was causing a significant increase in the cost of prescription insurance coverage.”

Item 6b. Final sentence, paragraph 3: “Deputy Director Flusche confirmed several projects were cut due to the reduced budget, although much had been offset by bond bill funding.”

ACTION: Motion of Commissioner Geraldo to approve the May 21, 2025 minutes, as amended

Seconded by Commissioner Washington

4 approved the item

2 abstained (Linden, Shapiro)

ITEM 3            GENERAL ANNOUNCEMENTS

- a) Juneteenth Holiday (June 19)
- b) National Caribbean American Heritage Month
- c) Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Pride Month
- d) Upcoming Independence Day Holiday (July 4)

ITEM 4            COMMITTEE/BOARD REPORTS

- a) Employees' Retirement System Board of Trustees Regular Meeting Minutes from May 6, 2025 (for Information Only)

*Pursuant to the Maryland General Provisions Article of the Annotated Code of Maryland, section 3-305(b)(9) a closed session is proposed to conduct collective bargaining negotiations or consider matters that relate to the negotiations.*

Item 5.          CLOSED SESSION

ACTION: Motion of Commissioner Geraldo to enter closed session  
Seconded by Commissioner Washington  
5 approved the motion

Commissioners entered closed session at 10:10 a.m. Open session resumed at 10:23 a.m. Chair Harris said during closed session, Acting Executive Director Spencer briefed Commissioners on the status of negotiations with the Municipal and County Government Employees' Organization collective bargaining unit. The Commissioners also passed closed session minutes from the previous meeting.

ITEM 6            ACTION/PRESENTATION ITEMS

- a) Amendments to the M-NCPPC Rules of Procedure regarding rotation of the M-NCPPC Chairmanship (Aniton/Beckham)

Policy Manager Michael Beckham asked Commissioners to consider an amendment to the M-NCPPC Rules of Procedure, changing the date of the regular rotation of Commission Chairmanship from the first meeting in July to July 1. The intent behind the modification is to simplify and automate the process of the Chairs' rotation. Mr. Beckham noted the Commission could still take a vote to rotate the chair prior to July 1, but it would not be necessary. This request was made on behalf of the Commission Chair and Vice-Chair.

ACTION: Motion of Commissioner Geraldo to approve the adjustments  
Seconded by Commissioner Washington  
6 approved the item

- b) Resolution 25-12 Adoption of the FY26 M-NCPPC Operating and Capital Budgets (Charles)

Corporate Budget Director Charles provided a brief summary of the adoption package and resolution for fiscal year 2026, beginning July 1, 2025, of nearly \$1.1 billion, or \$19.8 million (1.8%) less than the FY25 adopted budget. Ms. Charles noted the M-NCPPC pre-emptively reduced its budget request by \$14.4M, or 1.4%, in its proposed FY26 budget last year in anticipation of a difficult fiscal outlook. Despite its best efforts, the agency faced calls from both counties to further modify its budget, due to the uncertainty from the reduction of the federal workforce, contracts and other factors. She noted even with those changes, this budget proposal still reflects the agency's mission to prioritize its spending to maintain current service delivery levels, while investing in key enhancements to improve the quality of life for

county residents. She reviewed figures included in the resolution, including the county-recommended changes from the original proposed FY26 budget. Ms. Charles concluded by thanking both corporate and departmental budget staff.

Commissioner Geraldo asked for verification that the changes to the proposed budget made by the Prince George's County Council were actually increases from the proposed budget. Ms. Charles agreed, and said the changes included an increase in funding of approximately \$23M in expenditures for a variety of new programming and additional project charges that impact all three of the agency's funds in Prince George's County. She said the County's resolution provided a specific list of projects the Council wants the M-NCPPC to pursue.

Chair Harris thanked Ms. Charles and the agency's budget staff, adding that this has been a difficult budget year, and that staff approached the budget with grace and vigor. The agency is very efficient in using taxpayer dollars to ensure our parks and planning programs are maintained.

ACTION: Motion of Commissioner Geraldo to approve Resolution 25-12  
Seconded by Commissioner Washington  
6 approved the item

- c) Resolution 25-13 Extension of Hiring and Sign-on Bonus Program and Statistics Follow-up (Allen)

Corporate HR Director Allen briefed Commissioners on a resolution recommending an extension/modification of the agency's Sign-On and Referral Bonus Programs. He noted the Corporate HR Division worked closely with Department Heads over the past several months and they are all in support of the extension/changes.

He described minor reductions in the maximum sign-on bonus program along all pay ranges for hard-to-fill positions, except for Park Police, which remains extremely competitive. He also said the bonus would be paid over a scaled period of four years, rather than in two installments in two years to encourage retention. Finally, due to minimal use and a high level of applications, he recommended a pause/suspension of the referral bonus program, to be re-evaluated in the Spring of 2026.

ACTION: Motion of Commissioner Geraldo to approve Resolution 25-13  
Seconded by Commissioner Washington  
6 approved the item

- d) FY26 Wage Adjustments for M-NCPPC Park Police (Spencer)
  - i. Resolution 25-14 Wage Adjustment for Fraternal Order of Police
  - ii. Resolution 25-15 Wage Adjustment for Park Police Command Staff and Candidates

Mr. Spencer said the resolutions address Merit, COLA and bonus programs for the FOP-represented park police for FY26 and provides them with a competitive wage and other benefits in comparison to other police agencies in the region; and a Merit/COLA pass-through for Park Police Command staff and candidates. The FOP resolution also includes a pilot take-home vehicle provision and an agreement that officers will continue to use the Commission's vendor for medical examinations.

ACTION: Motion of Commissioner Geraldo to approve Resolutions 25-14  
Seconded by Commissioner Washington  
6 approved the item

ACTION: Motion of Commissioner Geraldo to approve Resolution 25-15  
Seconded by Commissioner Washington  
6 approved the item

e) HR Strategic Plan Follow-up (Allen)

Corporate HR Director Allen provided Commissioners with the HR Strategic Plan, announced in January 2025, designed to address immediate challenges and align Human Resources Division services with the needs of operational departments.

Mr. Allen shared a presentation outlining the plan, briefly describing the structure of the program, providing a few examples of many priority projects and what metrics will be used to measure the programs' success. He highlighted and provided more detail on several projects throughout the presentation focusing on different aspects of Human Resources.

Commissioners praised Mr. Allen, appreciating how the HR plan is working closely with the departments to address their needs. Several Commissioners were particularly impressed with the metrics attached to the goals, to measure the plan's success.

f) FY24 Personnel Management Review (King)

Classification and Compensation Manager Boni King provided Commissioners with a review of the FY24 Personnel Management Review document, which presents analytics and metrics of the M-NCPPC's workforce demographics over the previous fiscal year. A document link on [mncppc.org](http://mncppc.org) was provided for review prior to the meeting.

The report is divided into 6 sections:

- Total Workforce
- Career Workforce
- Trends in Career Employee Lifecycle
- Non-Permanent Workforce
- Departmental and Bi-County Demographics
- Appendices

Ms. King pulled highlights from the document during her presentation, outlining the agency's workforce diversity and the projected trends that will help shape future work programs. She said Departments have reviewed the report and provided feedback, which has been incorporated into the current year's document and will be carried over into future years' reports.

Commissioner Pedoeem expressed admiration for the wealth of information in the document and stressed the importance of analyzing the data collected for trends, conclusions and recommendations that can inform the HR Strategic Plan. Mr. Allen agreed, saying there was a lot of valuable data in the report, and it has been used to assist in conversations in identifying trends and goals projects in the HR Strategic Plan.

g) Pro Bono Representation Policy and Procedures (Aniton/Borden)

General Counsel Borden presented the item, which codifies the agency's policy on providing pro bono representation from the agency's Office of the General Counsel. She proposed adopting a policy and procedures which would both provide understanding and direction under what circumstances the M-NCPPC's attorneys can provide pro bono service, and delegate that approval to the General Counsel. Ms. Borden said currently, attorneys are prohibited from practicing law outside the agency unless Commissioners approve the work, and this policy would shift and streamline the burden of approval from Commissioners to the General Counsel. She said the agency wants to encourage its attorneys to engage in pro bono service, and noted the policy/procedures include a provision for up to 10 hours of administrative leave toward pro bono service.

Ms. Borden said at a future meeting, she would be bringing proposed amendments to Practice 1-40, Operation and Function of the Office of the General Counsel, to clarify these changes and allow implementation of the proposed procedures, once department heads have reviewed and approved the amendments.

Commissioner Geraldo thanked the General Counsel and enthusiastically supported the policy and procedures. Commissioner Washington asked if our attorneys would be prohibited from taking a pro bono case for an M-NCPPC employee, particularly through a referral service. Ms. Borden described the circumstances under which an attorney would be permitted to do so (e.g., non-agency business, financial hardship, etc.) and that the General Counsel's Office would examine each case for conflicts of interests and suitability. We would not want to exclude employees without review.

ACTION: Motion of Commissioner Geraldo to approve delegation of authority to the General Counsel to approve pro bono representation outside the agency and adoption of the Pro Bono Representation Policy and Procedures  
Seconded by Commissioner Washington  
6 approved the item

h) Communicate with Confidence Program (Spencer)

Chair Harris said that he, the Vice Chair and other senior staff attended an M-NCPPC-sponsored program ceremony earlier this week and asked Acting Executive Director Spencer to describe this moving program to Commissioners and others. Mr. Spencer described the Communicate with Confidence Program, a communication program open to all staff, but primarily geared toward employees for whom English is not their primary language. He said he had the pleasure to speak at the event, in which 20 agency employees graduated with a heightened proficiency in the English language.

Mr. Spencer said the keynote speaker was herself an earlier graduate of the program, and not only thanked the Commission in an inspiring speech, but also the state of Maryland and the country for providing this opportunity. Mr. Spencer and both Chairs agreed they were very touched and inspired by the program and by the courage of the graduates to take the step to enroll in, commit time to, and progress in the program to learn to speak and write with greater proficiency. He thanked staff who worked on the program, which was a collaborative effort among the parks departments, the bi-county administrative offices, and Prince George's Community College.

Chair Harris said communication skills not only help employees with their jobs, but can prepare them to be leaders and supervisors, making the M-NPCC both strong and effective. He expressed hope that the program will continue to grow. Vice Chair Shapiro agreed, and asked Commissioners and departmental leadership to support and expand this program.

ITEM 7

OFFICERS' REPORTS

Executive Director's Report

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

Secretary-Treasurer's Report

*No report scheduled*

General Counsel's Report

- a) Litigation Report (For information only)

Chair Harris adjourned the meeting at 11:28 a.m.



James F. Adams, Senior Technical Writer



William Spencer, Acting Executive Director



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

**WRITTEN STATEMENT FOR CLOSING A MEETING  
UNDER THE OPEN MEETINGS ACT**

Date: 6/18/2025 Time: 10:10 am  
Location: Via Videoconference

Motion to close meeting made by Commissioner Geraldo. Seconded by Commissioner Washington.

Members voting in favor: Geraldo, Harris, Linden, Pedoeem, Shapiro, Washington

Opposed: N/A Abstaining: N/A Absent: Bailey, Bartley, Hedrick

**STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article, §3-305(b)  
(check all that apply):**

- ☐ (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals;
- ☐ (2) To protect the privacy or reputation of individuals concerning a matter not related to public business;
- ☐ (3) To consider the acquisition of real property for a public purpose and matters directly related thereto;
- ☐ (4) To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- ☐ (5) To consider the investment of public funds;
- ☐ (6) To consider the marketing of public securities;
- ☐ (7) To consult with counsel to obtain legal advice on a legal matter;
- ☐ (8) To consult with staff, consultants, or other individuals about pending or potential litigation;
- ☒ (9) To conduct collective bargaining negotiations or consider matters that relate to the negotiations;
- ☐ (10) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans;
- ☐ (11) To prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- ☐ (12) To conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- ☐ (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- ☐ (14) Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.
- ☐ (15) To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to: (i) security assessments or deployments relating to information resources technology; (ii) network security information, such as information that is related to passwords, personal ID numbers, access codes, encryption, security devices, or vulnerability assessments or that a governmental entity collects or maintains to prevent, detect, or investigate criminal activity; or (iii) deployments or implementation of security personnel, critical infrastructure, or security devices.

**FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:**

*Pursuant to the Maryland General Provisions Article of the Annotated Code of Maryland, section 3-305(b)(9) a closed session is proposed to conduct collective bargaining negotiations or consider matters that relate to the negotiations.*

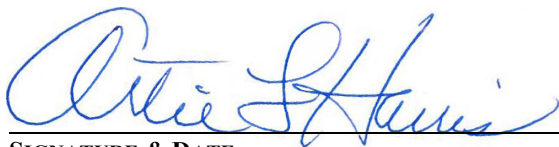
**Topics to be discussed:**

Commissioners to be briefed on the status of collective bargaining negotiations with the Municipal and County Government Employees' Organization and Fraternal Order of Police Collective Bargaining Units.

**This statement is made by:**

Artie Harris, Chair, Presiding Officer.

PRINT NAME



24 June 2025

SIGNATURE & DATE