



THE MARYLAND-NATIONAL CAPITAL
Park and Planning Commission

COMMISSION MEETING

February 18, 2026

11:00 a.m. – 1:00 p.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, February 18, 2026****11:00 am to 1:00 pm****Prince George's County Department of Parks and Recreation Administration Auditorium**

(V) Vote (LD) Late Delivery (H) Handout (D) Discussion Only

1. Approval of Consent Agenda (11:00 a.m.)	(V)	
a) Approval of February 18, 2026 Commission Meeting Agenda		Page 1
2. Approval of Commission Minutes (11:05 a.m.)	(V)	
a) Open Session – January 21, 2026		Page 3
3. General Announcements (11:05 a.m.)	(V)	
a) Black History Month		
b) Upcoming Women's History Month		
c) Financial Disclosure Filing Requirement April 30 (State and M-NCPPC Deadline)		
4. Committee and Board Reports (11:10 a.m.)	(V)	
a) Employees' Retirement System Board of Trustees Regular Meeting Minutes from January 6, 2026 (for Information Only)		Page 7
5. Action and Presentation Items (11:10 a.m.)	(V)	
a) Amendments to Practice 3-30, Delegation of Authority (Beckham)		Page 11
b) Acknowledgement of Connor Klein as the Prince George's County Open Trustee for remainder of the three-year term ending June 30, 2027 (Harris)	(V)	Page 31
6. Officers' Reports (12:00 a.m.)	(LD)	
<u>Executive Director's Report</u>		
a) CAS FY25 Annual Report (Spencer/Dupree)		
<u>Secretary-Treasurer's Report</u>		
No report scheduled		
<u>General Counsel</u>		
b) Litigation and Administrative Hearings Report (for information only)		Page 33
c) Legislative Update		

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THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

Commission Meeting
Open Session Minutes
January 21, 2026

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

PRESENT

Prince George's County Commissioners

Darryl Barnes, Chairman
Manuel Geraldo
Billy Okoye

Montgomery County Commissioners

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

Chairman Barnes called the meeting to order at 10:03 a.m.

Item 1. APPROVAL OF THE CONSENT AGENDA

- a) Approval of January 21, 2026 Commission Meeting Agenda
- b) Resolution 26-01 Adoption for the University Boulevard Corridor Plan

ACTION: Motion of Commissioner Geraldo to approve Consent agenda.

Seconded by Vice Chair Harris
8 approved the item

Item 2. APPROVAL OF COMMISSION MINUTES

- a) Open Session – December 17, 2025

ACTION: Motion of Commissioner Geraldo to approve the December 17, 2025 minutes

Seconded by Vice Chair Harris
8 approved the item

Item 3. GENERAL ANNOUNCEMENTS

- a) Upcoming Presidents' Day Holiday (February 16)
- b) Upcoming Black History Month (February)
- c) Financial Disclosure Filing Requirement April 30 (State and M-NCPPC Deadline)

Item 4. COMMITTEE and BOARD REPORTS

- a) Employees' Retirement System Board of Trustees Regular Meeting Minutes from December 2, 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 (10:10 a.m.)

ACTION: Motion of Vice Chair Harris to enter closed session
Seconded by Commissioner Geraldo
8 approved the items

Commissioners entered Closed session at 10:12 a.m. Open session resumed at 10:47 a.m. Chair Barnes said during closed session, Commissioners approved past Closed Session minutes. The Commission received a briefing from the Acting Executive Director on Collective Bargaining with the Fraternal Order of Police. Commissioners provided input and direction.

Open session resumed at 10:47 a.m.

Item 6. OFFICERS' REPORTS

Executive Director's Report
a) CIO's Quarterly Report (for information only)
b) Quarterly Late Evaluation Report (for information only)

Secretary-Treasurer's Report
No report Scheduled

General Counsel's Report
c) Litigation and Administrative Hearings Report (For information only)
d) Legislative Update

General Counsel Debra Borden briefed the Commissioners on the Maryland General Assembly session that started last week, specifically the introduction of three housing bills. The first bill, HB 239/SB336 – the Starter and Silver Homes Act, was proposed by the Department of Housing and would allow local zoning at the state level and includes provisions to limit lot coverage maximums, to limit and eliminate setbacks, and to allow more townhouse construction. The Legal Department has begun compiling staff technical comments and has scheduled a meeting with Department of Housing staff to discuss concerns with the proposed bill. The Legal Department will submit a draft of the bill along with some proposed comments to both Planning Boards today for more detailed discussion at tomorrow's Planning Board meetings. Another housing bill, which was introduced by the Maryland Association of Counties (MACo), has also been proposed and will also be discussed in detail at a later date.

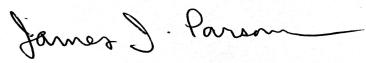
Counsel then briefly discussed a bill introduced by the Maryland Department of Planning, which proposes a number of significant changes to the elements that are required in Master Plans. This bill will be discussed at a Legislative Committee meeting scheduled for this morning at 11:00 a.m. The Legal Department plans to reach out to Maryland Department of Planning staff for more information and will relay that information to the Planning Boards when received.

Following his thanks to the Office of the General Counsel for the work that they have done thus far for the new General Assembly session, Chair Barnes requested that Montgomery County Planning Director Jason Sartori and Acting Prince George's County Planning Director James Hunt review the bills introduced by the Department of Housing and MACo and provide input to General Counsel to help keep M-NCPPC priorities aligned.

In response to Vice Chair Harris's request for clarity as to why the Maryland Department of Planning introduced their bill, General Counsel Borden stated that the bill seems to be a response to address affordable housing in the state. General Counsel Borden also noted that prior to introduction, the Legal Department was made aware of the proposed bills from MACo and the Department of Housing but not the proposed Maryland Department of Planning bill.

Commissioner Hedrick recommended that comments align with M-NCPPC policy goals.

Chairman Barnes adjourned the meeting at 11:02 a.m.



James J. Parsons, Senior Technical Writer



William Spencer, Acting Executive Director

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EMPLOYEES' RETIREMENT SYSTEM

Maryland-National Capital Park and Planning Commission

BOARD OF TRUSTEES MEETING MINUTES

Tuesday, January 6, 2026; 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 via TEAMS on Tuesday, January 6, 2026. The meeting was called to order at 10:00 a.m. by CHAIRMAN BARNES.

Board Members Present

Darryl Barnes, Chairman, Prince George’s County Planning Board, Prince George's County Commissioner

James Hedrick, Vice Chair, Montgomery County Commissioner

William Spencer, M-NCPPC Acting Executive Director, Ex-Officio *Joined at 10:02 a.m.*

Gavin Cohen, M-NCPPC Secretary-Treasurer, Ex-Officio

Pamela F. Gogol, Montgomery County Public Member

Sheila Morgan-Johnson, Prince George’s County Public Member

Elaine A. Stookey, Bi-County Open Trustee

Sgt. Anton White, FOP Represented Trustee *Joined at 10:02 a.m.*

Caroline McCarthy, Montgomery County Open Trustee

Board Members Absent

Lisa Blackwell-Brown, MCGEO Represented Trustee

ERS Staff Present

Jaclyn F. Harris, Executive Director

Leslie Harmon, Deputy Executive Director

Alicia C. Stanford, Administrative Specialist

Others Present

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

Presenters

Meketa Investment Group, Inc. – Mary Mustard, CFA

Meketa Investment Group, Inc. – Aaron Lally, CFA, CAIA, CIPM

Meketa Investment Group, Inc. – Gloria Hazard, CFA

ITEM 1. APPROVAL OF JANUARY 6, 2026 CONSENT AGENDA

ACTION: VICE CHAIR HEDRICK made a motion, seconded by MS. MCCARTHY to Approve the Consent Agenda for January 6, 2026. MR. SPENCER and MR. WHITE were absent for the vote. The motion PASSED. (7-0). (Motion #26-01).

ITEM 2. CHAIRMAN’S ITEMS

ITEM 2.A. 2026 Conference and Training Summary

No notable discussion from the Board.

ITEM 2.B. Prince George's County Open Trustee Vacancy – Call for Nominations

Chairman Barnes announced that nominations for the Prince George's County Open Trustee position are now open, and the ERS will accept Candidate Statements through January 20, 2026.

ITEM 2.C. Trustee Appointment to the Investment Monitoring Group "IMG"

Chairman Barnes announced that trustee Elaine Stookey expressed an interest in serving on the IMG.

ACTION: MR. SPENCER made a motion, seconded by MR. COHEN to Appoint Elaine Stookey to the IMG. MS. STOOKEY abstained from this vote. The motion PASSED. (8-1-0). (Motion #26-02).

ITEM 2.D. Trustee Appointment to the Administration & Personnel Oversight Committee

Chairman Barnes announced that trustee Elaine Stookey expressed an interest in serving on the Administration & Personnel Oversight Committee.

ACTION: MR. WHITE made a motion, seconded by VICE CHAIR HEDRICK to Appoint Elaine Stookey to the Administration and Personnel Oversight Committee. MS. STOOKEY abstained from this vote. The motion PASSED. (8-1-0). (Motion #26-03).

ITEM 3. CONSULTANT/MANAGER PRESENTATIONS

ITEM 3.A. MEKETA INVESTMENT GROUP

Ms. Mustard provided an overview of ERS's performance for the month ending November 30, 2025. She noted a slight increase in market volatility, driven by uncertainty surrounding the Federal Reserve's rate decisions. Despite this, she anticipates a strong 2026 calendar year with only modest effects from tariffs. Plan assets totaled approximately \$1.3 billion and slightly underperformed the Target Policy Index for the month. Chairman Barnes asked about the impact of the leadership change in Venezuela. Ms. Mustard responded that Venezuela is not included in any international indices and that geopolitical risks are generally unpredictable, with minimal expected impact to the ERS portfolio. Ms. Mustard concluded by estimating a 60-basis-point gain for December and projecting an 11% return for the 2025 calendar year.

ITEM 4. COMMITTEE REPORTS/RECOMMENDATIONS

ITEM 4.A. Audit Committee

Mr. Cohen reported that during the December 15, 2025 meeting, the Committee discussed the upcoming joint audit services RFP with the Commission. This initiative will be led by M-NCPPC Deputy Finance Director Jason Lawrence, with Mr. Cohen acting as the technical advisor. Ms. Harris and Ms. Harmon will prepare the statement of work for the ERS portion of the RFP and evaluate submitted proposals.

ITEM 4.B. Administration and Personnel Oversight Committee

Mr. Cohen reported that during the December 16, 2025 meeting, Ms. Harris informed the Committee that Accounting Manager, Sheila Joynes, would retire effective January 1, 2026. The position was proposed to be reclassified following a review by the Commission's Classification and Compensation department. Ms. Harris also informed the Committee that the job posting for the Communication and Digital Specialist position will close on January 9, 2026. Additionally, the Committee discussed the interview staff held with the finalist for the Organizational Assessment RFP. Mr. Cohen advised the Board the Personnel Committee reached a consensus to recommend awarding the Organizational Assessment solicitation to Segal.

ACTION: MR. WHITE made a motion, seconded by VICE CHAIR HEDRICK to Award Segal the Organizational Assessment Contract. The motion PASSED. (9-0). (Motion #26-04).

ITEM 5. EXECUTIVE DIRECTOR'S REPORT

Ms. Harris informed the Board that the February 3, 2026 meeting will be held in person with a virtual option for those unable to attend. She noted that the \$37.5 million investment in TA Realty Core Property Fund and the \$12.5 million investment in Clarion Alternative Sectors Fund were finalized at the end of December 2025. The capital commitment for TA Realty Core Property Fund was called on January 2, 2026, and the initial capital call for Clarion Alternative Sectors Fund is expected during the first quarter. Ms. Harris also reported that the 2025 Popular Annual Financial Report (PAFR) has been completed and will be posted on the ERS website. Additionally, she stated that the 2026 Board work program will be comprehensive, including an actuarial experience study and a restatement of the Plan Document.

The Board meeting of January 6, 2026 adjourned at 10:32 a.m.

Respectfully,

Alicia C. Stanford

Alicia C. Stanford
Administrative Specialist

Jaclyn Harris

Jaclyn F. Harris
Executive Director

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

February 18, 2026

TO: The Commission

VIA: Tracey Harvin, Corporate Policy and Management Operations Director

FROM: Michael Beckham, Corporate Policy and Archives Chief
Michael Doaks, Senior Policy Analyst

SUBJECT: Amendments to Practice 3-30, Delegation of Authority

Requested Action

The Commission is asked to review and approve proposed amendments to Administrative Practice 3-30, *Delegation of Authority* (Attachment A). The amendments (i) update provisions on handling delegations related to financial transactions, and (ii) clarify that Department Heads may delegate their authority under the Merit System Rules and Regulations and Administrative Practices and Procedures.

This draft was shared with and is supported by the Department Heads and Leadership Committee. With the Commission's approval, the proposed amendments will be finalized and posted to the Commission's intranet, InSite.

Background

The Office of the Secretary-Treasurer requested amendments to Practice 3-30 to update the signature authorization form that Department Heads use to authorize designees to act on their behalf. The proposed amendments:

1. Remove items from the *Signature Authorization Form for Financial Transactions* that are not financial transactions, such as contract routing sheets and change-order request sheets.
2. Clarify that supervisors authorized to approve timecards must complete the required training that is made available on the Commission's Learning Management System, *Learning Central*.
3. Reflect that delegation of overtime approval authority is limited in accordance with the Merit System Rules.
4. Increase the amount of time for the Secretary-Treasurer to review and approve delegations tied to financial transactions, from five (5) to ten (10) business days.

Additionally, amendments to Practice 3-30 establish two Signature Authorization Forms: one for financial transactions requiring Secretary-Treasurer approval (Attachment A, Appendix A), and one optional template that Department Heads may use to document delegations related to personnel and administrative actions (Attachment A, Appendix B).

Attachment A: Proposed Amendments to Practice 3-30, Delegation of Authority

1 **DRAFT AMENDMENTS TO ADMINISTRATIVE PRACTICE 3-30,**
2 **DELEGATION OF AUTHORITY TO APPROVE CERTAIN FINANCIAL AND PERSONNEL**
3 **TRANSACTIONS (INCLUDING TIMECARDS)**

5 **Key to Revisions:**

6 **Highlight:** Recommended additions

7 **Strikethrough:** Recommended deletions

8 ***Bold Italics:*** Comments on changes

9

10 **AUTHORITY** This Practice was originally approved by the Executive Committee at its meeting.
11 on September 16, 1976. This Practice was last amended on [TBD] July 8, 2019, by
12 the Commission Executive Committee.

13

14

15 **APPLICATION** This Practice applies to the Planning Board Chairs, Department Heads, and
16 employees designated with authority to approve certain financial transactions
17 (including timecards), and personnel actions under the Merit System Rules and
18 Regulations (Merit Rules), and general administrative actions under applicable
19 Administrative Practices and Procedures.

20

21

22 **PURPOSE AND**
23 **BACKGROUND** This Practice sets forth the rationale and procedures for delegating authority to
24 approve sign documents relating to certain financial transactions (including
25 timecards), personnel actions under the Merit Rules, and general administrative
26 actions under applicable Administrative Practices and Procedures. The Secretary-
27 Treasurer issued a memorandum, dated April 18, 1974, to all M-NCPPC
28 departments requesting official documentation of existing delegations of authority
29 to sign documents. This Practice updates and supplants that memorandum.

30 Subsequent to the initial adoption, the Practice has been amended as follows:

31

32

- July 8, 2019: Amended to clarify the policy statement that ensures the authority
33 to approve agency transactions rests with the appropriate individual, the current
34 forms of acceptable signatures, and the authority of the Secretary-Treasurer and
35 Executive Director to approve signature authorizations.

36

37

- [TBD]: Amended to (i) update provisions on handling delegations related to
38 financial transactions, and (ii) clarify that Department Heads may delegate their
39 authority under the Merit System Rules and Regulations and Administrative
40 Practices and Procedures.

1 **QUESTIONS**

2 The Secretary-Treasurer and/or Executive Director is responsible for implementing
3 and ensuring compliance with this policy. For If you need assistance or clarification
4 on approvals for financial transactions, including, but not limited to, timecards,
5 please contact the Secretary-Treasurer at 301-454-1540. If you need assistance or
6 clarification on approvals for personnel actions, please contact the Executive
7 Director at 301-454-1740. General questions about the Practice, or requests for
8 copies, should be directed to the Corporate Policy Office at
9 policyreview@mncppc.org or 301-454-1736.

10 **REFERENCES**

- Merit System Rules and Regulations, Section 175 (Delegation of Authority)
Chapter 100: General Provisions
- M-NCPPC Administrative Practice 4-10, *Purchasing Policy*, and accompanying *Administrative Procedures 05-02, Purchasing Manual*
- Maryland Uniform Electronic Transactions Act (Md. Ann. Code Comm. Law, § 21-01, *et seq.*)
- Federal Electronic Signatures in Global and National Commerce Act (ESIGN Act) of 2000 (15 U.S. Code §§ 7001-7006; Public Law 106-229)

24 **DEFINITIONS**

25 **Ad hoc acting assignment** means a temporary assignment for a specific, short-
26 term period or project. (*Note to Draft Reviewer*: Definition added to explain the
27 role of an employee acting in such capacity.)

28 **Commission** means: (a) the Maryland National Capital Park and Planning
29 Commission, which is the organizational entity referred to in this Practice, or (b)
30 the 10-member voting body of the Maryland-National Capital Park and Planning
31 Commission

32 **Delegating Authority** means Planning Board Chairs and/or Department Heads
33 who, under this Practice, may delegate the authority to approve certain financial
34 transactions, personnel actions, and general administrative actions.

35 **Designee** means the individual to whom the authority to approve certain financial
36 transactions, personnel actions, or general administrative actions is being given by
37 a Planning Board Chair and/or Department Head.

1 **Indefinite acting assignment** means an ongoing assignment without a defined end
2 date, typically until a permanent appointment is made. (*Note to Draft Reviewer:*
3 Definition added to explain the role of an employee acting in such capacity.)

4 **Maryland-National Capital Park and Planning Commission (M-NCPPC):** For
5 purposes of this Practice, “M-NCPPC” or “agency” shall be used to reference the
6 entity acting in its organizational capacity.

7
8 **UKG**, or UKG Workforce Pro, refers to the Commission’s time-and-attendance
9 management system.

1 **POLICY**

2 It is the agency's priority of the agency to ensure efficient and effective delivery of
3 services to the public. To this end, Planning Board Chairs and Department Heads
4 are permitted to delegate their authority, in writing, to an employee to approve
5 certain financial transactions (including timecards), personnel actions under the
6 Merit Rules, and general administrative actions under applicable Administrative
7 Practices and Procedures, using a Signature Authorization Form (See Appendices
8 A and B). A Department Head may delegate their responsibilities under the Merit
9 System Rules and Regulations (Merit Rules) and Administrative Practices and
10 Procedures, unless expressly prohibited. ~~The ability or prohibition of Department
11 Heads to delegate other responsibilities may be addressed by the Merit System
12 Rules and Regulations or Administrative Practices and Procedures.~~

13 ~~A~~ the Signature Authorization Form is to be completed to authorize the employee
14 to perform certain duties of a Department Head (either on an ad hoc or indefinite
15 acting basis).

16 Use of the appropriate Signature Authorization Form ensures the authority to
17 approve agency financial transactions, personnel actions, and general
18 administrative actions rests with the appropriate individual, possessing sufficient
19 knowledge (including any required training, for example, Procurement Central
20 Purchasing Training), judgment, and skill needed to carry out the required
21 function(s). The Form(s) also relieves the delegator of the administrative burden of
22 approving a large ~~an onerous~~ number amount of agency transactions and actions.

23 Designees may be held personally liable for actions taken outside of the scope of
24 any delegated authority. Designees must also safeguard all confidential information
25 accessed through this delegation. Nothing in this policy is to be construed to alter
26 any other established approval processes and requirements.

27 The Secretary-Treasurer shall not accept documents without validated signatures,
28 as prescribed in Section IV (Types of Valid Approval) of this practice.

1
2
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17
18 Appendices

19 A: Signature Authorization Form for Financial Transactions
20 B: Signature Authorization Form for Personnel and Administrative Actions

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1 **POLICY**

2

3 **I. DELEGATION OF AUTHORITY**

4 The Planning Board Chairs and Department Heads may delegate their authority to approve certain
5 financial agency transactions, personnel actions, and general administrative actions, as follows:

6

7 **A. Certain Financial Transactions**

8 The certain financial transactions listed below may ~~can~~ be delegated under the authority of this
9 Practice as follows: A Department Head's designation/withdrawal to approve the financial
10 transactions listed below shall be in writing and must be done using the attached Signature
11 Authorization Form for Financial Transactions (Appendix A).

12

13 **1. Timecards**

14

15 a. Required Training: Supervisors Employees authorized to approve timecards must
16 complete the required training made available in the Commission's Learning
17 Management System, *Learning Central*, before ~~they may access~~ the timekeeping system.

18

19 b. General Timecard Approval: The Delegating Authority must attach to the Signature
20 Authorization Form for Financial Transactions a list of employees, division(s), offices,
21 or facilities for whom the Designee is authorized to approve timecards. Delegating
22 approval authority to a Designee for an entire division, office, or facility conveys
23 authority to approve every employee in that division, office, or facility. Once the SAF is
24 completed and approved, a copy shall be sent to the UKG Support Team via email at
25 [email address]. (*Note to Draft Reviewer*: Department Heads may delegate timecard
26 approval authority to a Designee at the division, office, or facility level.)

27

28 c. Supervision by Contract Employees: Consistent with Practice 2-16, Contract
29 Employment: Seasonal/Intermittent, Temporary, and Term Employment, a Contract
30 employee may only be permitted to supervise a Contract or Merit System employee,
31 including approving timecards, with prior approval of the Department Head and the
32 Executive Director.

33

34

35 **2. Enterprise Financial Management**

36

37 a. Online Check Request (Per Pursuant to Administrative Procedures 05-01, *Purchasing*
38 *Manual*)

39

40 b. Expense Reports (Per Pursuant to Administrative Practice 3-10, *Authorized Business*
41 *Expenses (Travel, Lodging, Meals, Events/Meetings/Conferences, Etc.)*)

42

1 c. Petty Cash Request Form Slips (Pursuant to Administrative Per Practice 3-13, *Cash*
2 *Receipts and Related Cash Transactions*)

3
4 d. Overtime authorization for timecards, excluding approval of overtime work for positions
5 at levels Grades K and 34 (or their equivalency and above). Such approval must be
6 carried out by the Department Head and may not be delegated to a lower level. See Merit
7 Rules, Section 1260.

8
9 3. **Budget Development and Planning Program (e.g., Lawson Budget and Planning)** (*Note*
10 *to Draft Reviewer*: Item recommended for deletion as this is not a financial transaction.)

11
12 4. **Supply Chain Management (Procurement)**

13
14 a. ~~Contracts (indicating departmental approval on contract routing sheet)~~ (*Note to Draft*
15 *Reviewer*: Edits to subparts (a-b), are recommended for deletion as only the Executive
16 Director is authorized to execute contracts on behalf of the Commission, pursuant to
17 Administrative Practice 1-20, *Organization and Functions of the Department of Human*
18 *Resources and Management*, Practice 4-10, *Purchasing Policy*, and its accompanying
19 Procedures 05-01, *Purchasing Manual*, Section 13-520(h-i). This includes Change
20 Orders. Note also that a contract routing sheet is not a financial transaction and does not
21 constitute final approval to commit funds.)

22
23 b. ~~Request Change Order Per Practice 4-10, Purchasing Policy, and accompanying~~
24 *Purchasing Manual*.

25
26 c. Requisition Center User (RQC) – (Obtaining access to Shopping/Requisition).
27 Employees who enter RQC's cannot approve requisitions; those roles are mutually
28 exclusive. (*Note to Draft Reviewer*: This insertion is needed to denote the need for a
29 separation of duties.)

30
31 d. Approve Requisitions (Three Levels: \$30,000, \$150,000, over \$150,000) To ensure
32 separation of duties, employees that approve requisitions cannot be RQC users; those
33 roles are mutually exclusive to ensure separation of duties. (*Note to Draft Reviewer*: This
34 insertion is needed to denote the need for a separation of duties.)

35
36 e. Purchasing Department Buyers (Generating ~~Creating~~ Purchase Orders from Approved
37 Requisitions and/or Enter Receiving) NOTE: To ensure separation of duties, employees
38 authorized to approve Purchase Orders are prohibited from being authorized to receive
39 the ordered items. (*Note to Draft Reviewer*: This insertion is needed to clarify that
40 purchase orders are generated after a requisition has been approved and to denote the
41 need for separation of duties.)

1 f. Purchase Cards – (Serving as a Cardholder) Employees who serve as cardholders
2 Employees authorized to approve purchase card transactions, including assigning
3 cardholders and approving officials, must complete required training before they may
4 access the Purchase Card System. Once the Signature Authorization Form for Financial
5 Transactions has been completed and approved, a copy is sent to the Purchasing Office.
6 The Purchasing Office will contact the Designee and arrange for training in the handling
7 of purchase cards.

8 g. Purchase Cards – (Serving as a Cardholder) Employees who serve as cardholders
9 Employees authorized to approve purchase card transactions, including assigning
10 cardholders and approving officials, must complete required training before they may
11 access the Purchase Card System. Once the Signature Authorization Form for Financial
12 Transactions has been completed and approved, a copy is sent to the Purchasing Office
13 by the Secretary-Treasurer. The Purchasing Office will contact the Designee and arrange
14 for training in the handling of purchase cards.

15 h. ~~Warehouse (Serving as an Inventory Control Manager)~~ (*Note to Draft Reviewer:* Item
16 recommended for deletion as this is not a financial transaction.)

17 B. **Certain Personnel Actions**

18

19 Pursuant to Merit Rules, Section 175 (Delegation of Authority), a Department Head may
20 designate a representative to implement any of the provisions of the Merit Rules, unless
21 expressly prohibited from doing so by the Merit Rules.¹ Examples of responsibilities that may
22 be delegated under the Merit Rules include, but are not limited to: establishing and approving
23 work schedules (Chapter 800), approving a reclassification request (Chapter 900), approving
24 performance evaluations (Chapter 1000), approving overtime for positions at Grades 32 and
25 below, and handling employee disputes (Chapter 2000). A Department Head's
26 designation/withdrawal to take certain personnel actions shall be in writing and may be done
27 using the attached Signature Authorization Form for Personnel and Administrative Actions
28 (Appendix B). A Department Head may withdraw their designation at any time.

29

30 While delegation is permitted, unless expressly prohibited, Department Heads are encouraged to
31 exercise discretion and may wish to personally retain authority for personnel actions impacting
32 employee compensation or discipline. Such actions are reviewed by the Human Resources
33 Director and include, for example: ~~generally, personnel actions may be delegated; however, due~~
34 ~~to necessary prudence and discretion, certain personnel actions are not delegable and require~~
35 ~~authorization by the Planning Board Chair or Department Head before review by the Human~~
36 ~~Resources Director. These include:~~ (*Note to Draft Reviewer:* Pursuant to Merit Rules Section
37 175, a Department Head may delegate any of their responsibilities under the Merit Rules. Text

38
39
1 Pursuant to Merit Rules, Section 1260, approval of overtime work for positions at levels Grades K and 34 (or their
equivalency and above must be carried out by the Department Head and may not be delegated below that level.

1 also added to clarify that certain actions may be prudent to retain and take personally by a
2 Department Head.)
3

4 1. Demotion (voluntary or involuntary),
5 2. Promotion,
6
7 3. Temporary assignment to a lower grade,
8
9 4. Reassignment to a lower grade,
10
11 5. Waiver of reinstatement,
12
13 6. Retention incentive,
14
15 7. Reduction in Force,
16
17 8. Termination due to, e.g., failed background investigation, job abandonment, medical reasons,
18 an investigation of alleged misconduct, unsatisfactory performance, or violation of
19 Commission policies rules, and any other personnel action limited to the Department Head,
20 as covered in the Merit System Rules and Regulations, Administrative Practices, or
21 Administrative Procedures. (Note to Draft Reviewer: Text stricken as unnecessary.
22 Limitations on delegating personnel actions are addressed in the first paragraph. Delegations
23 tied to Administrative Practices and Procedures are covered in Section II(C), below.)
24

25 **C. General Administrative Actions**

26 A Department Head may designate a representative to implement any of the provisions of
27 Administrative Practices or Procedures, unless expressly prohibited from doing so in the
28 respective policy. Examples of responsibilities that may be delegated under the Administrative
29 Practices and Procedures include, but are not limited to, approval of tuition assistance (Practice
30 2-31 and accompanying Procedures 03-06), establishing internal controls for the management of
31 capital and controlled assets (Practice 3-14 and accompanying Procedures 04-01), approve
32 requests for professional memberships (Practice 3-70), and approving requests for scheduled
33 telework (Procedures 03-01). A Department Head's designation/withdrawal to take certain
34 general administrative actions shall be in writing and may be done using the attached Signature
35 Authorization Form for Personnel and Administrative Actions (Appendix B). A Department
36 Head may withdraw their designation at any time. (Note to Draft Reviewer: This language is
37 needed to guide Department Heads when delegating administrative actions authorized in various
38 Practices and Procedures and to reiterate the need to document delegations in writing.)
39

40 **II. ACTING ASSIGNMENTS**

41 The Department Head shall document acting assignments, in writing, will complete a Signature
42 Authorization Form for an employee assigned, in an acting capacity (e.g., ad hoc, periodic, or
43 indefinite acting assignment), to:

1 1. Perform the duties of a Department Head; or

2

3 2. Perform the duties of a position that has been delegated authority by a Department Head.

4

5 See also, Section III(A)(Use of the Signature Authorization Form). When assigning an employee to
6 an acting role, the Department Head or designee must provide written notification with sufficient
7 detail to the relevant staff and to the Secretary-Treasurer, as appropriate and/or the Executive
8 Director. A Department Head may also complete a Signature Authorization Form for any individual
9 who is regularly assigned to serve in an acting role. (*Note to Draft Reviewer*: Regular or periodic
10 acting assignments are now covered in the opening sentence of this section.)

11 **III. AUTHORIZATION**

12 **A. By the Secretary Treasurer**

13 (*Note to Draft Reviewer*: Text relocated to Section III(C)(1), immediately below.)

14 **B. By the Executive Director**

15 The Executive Director must approve or deny delegations of authority to approve certain
16 personnel actions, as covered in Section I(B), above. (*Note to Draft Reviewer*: Department
17 Heads do not require the approval of the Executive Director to delegate responsibilities under
18 the Merit Rules, pursuant to Merit Rules, Section 175.)

19 **A. Use of the Signature Authorization Form(s)**

20 2. The Signature Authorization Form for Financial Transactions (Appendix A) shall serve as
21 the only document that may be used to make a delegation of authority for certain financial
22 and personnel transactions, as authorized by this Practice policy. The Secretary-Treasurer,
23 or their designee, must approve or deny these delegations of authority to approve certain
24 financial transactions (including timecards), as covered in Section I(A), above. (*Note to*
25 *Draft Reviewer*: The preceding sentence has been relocated from Section
26 III(A)([Authorization] by the Secretary Treasurer).

27 3. The Signature Authorization Form for Personnel and Administrative Actions (Appendix B)
28 may be used by a Department Head to delegate approval authority for personnel actions
29 under the Merit Rules and general administrative actions under relevant Administrative
30 Practices and Procedures. Use of Appendix B is optional; however, if Appendix B is not
31 used, sufficient information regarding the scope of the delegation must be included. (*Note to*
32 *Draft Reviewer*: The Signature Authorization Form has been split into two separate forms:
33 Appendix A, which is required for delegating financial transactions, and Appendix B, an
34 optional form that may be used to document delegations under the Merit Rules and applicable
35 Administrative Practices and Procedures. Department Heads may also use a different written
36 format, provided the delegation is clearly documented, identifies the scope of authority being
37 delegated, and states its duration.)

1 A. **Revocation of Delegations of Authority**

2 A Planning Board Chair, Department Head and/or the Secretary-Treasurer ~~and Executive~~
3 ~~Director~~ may revoke approval of delegations of authority under their discretion. (**Note to Draft**
4 **Reviewer**: Executive Director approval is not required for a Department Head to delegate their
5 authority under the Merit Rules or Administrative Practices or Procedures.)

6 The Delegating Authority must provide timely notification of the revocation to the Secretary-
7 Treasurer ~~or Executive Director, as appropriate~~. For purposes of this practice, timely means as
8 soon as possible, for changes resulting from violations of agency policy or other performance
9 concerns, and within five (5) business days for all other actions.

10 IV. **TYPES OF VALID APPROVAL**

11 Approval of financial transactions listed on the Signature Authorization Form may take various valid
12 forms, including:

13 A. Digital IDs,

14 B. E-Signatures,

15 C. Ink Signature,

16 D. Facsimile signature,

17 E. E-mail approval,

18 F. Application-based “signatures” (i.e., approvals), such as in ~~UKG Kronos~~, AdobeSign, or ERP
19 systems, where user authentication is in place,

20 G. Embedded image-based, ~~as in Purchase Orders, Accounts Payable A/P and Payroll check~~
21 printing, and

22 H. Other forms as approved by the M-NCPPC.

23 **PROCEDURES**

24 I. **Financial Transaction Delegations:**

25 A. The Planning Board Chairs or Department Heads may delegate their authority to authorize
26 certain financial transactions (including timecards) consistent with this Practice, ~~with approval~~
27 ~~from the Secretary Treasurer or designee by completing a~~ using the Signature Authorization
28 Form for Financial Transactions (Appendix A).

29 B. Completed Signature Authorization Forms ~~for Financial Transactions~~ shall be sent to the
30 Secretary-Treasurer for review and approval/disapproval ~~appropriate individuals as follows:~~

(Note to Draft Reviewer: Delegations for personnel actions and general administrative actions are covered by Appendix B and do not require further approval.)

1. For certain financial transactions (including timecards), to the Secretary-Treasurer for review and approval/disapproval.
2. For personnel actions, to the Executive Director for review and approval/disapproval.
3. When an authorization contains authority for both financial transactions (including timecards) and personnel actions, the Secretary-Treasurer will forward the request to the Executive Director after his/her review.
4. Within ten (10) ~~five (5)~~ business days of receipt of a Signature Authorization Form for Financial Transactions, the Secretary-Treasurer/~~Executive Director~~, or designee, shall provide written notification of their ~~his/her~~ approval or disapproval. Note: *The authorization is not valid until approved by the Secretary-Treasurer or the Executive Director, as appropriate.* (Note to Draft Reviewer: Text revised to 10 business days to provide more adequate time for approvals by Secretary-Treasurer, and to specify the type of form used)
5. Copies of completed and approved Signature Authorization Forms for Financial Transactions shall be forwarded by the Secretary-Treasurer ~~and/or Executive Director~~, or designee as covered in item #2 above, to the respective Department, for sharing with relevant staff and retention.
6. The original approved Signature Authorization Form for Financial Transactions will be retained within the Finance Department and routed as appropriate to facilitate any applicable system authority setup.
7. In cases when an authorization has been revoked, the revocation must be reflected on the official record copy of the ~~original~~ authorization form and provided to the Delegating Authority, as appropriate, for retention.

Personnel and General Administrative Action Delegations

A. A Department Head may delegate any of their responsibilities for personnel actions under the Merit Rules and general administrative actions under relevant Administrative Practices and Procedures, in writing, and may use the attached Signature Authorization Form for Personnel and Administrative Actions (Appendix B). The use of Appendix B is not required; however, the same information must be contained in the written delegation.

B. A copy of the written delegation shall be provided to the relevant staff and the Executive Director for the record. (***Note to Draft Reviewer:*** Text added to require that the Executive Director be notified of delegations for awareness and administrative continuity.)

1 **RESPONSIBILITIES**

2

3 I. ~~The Executive Director is responsible for Ensuring compliance with this policy to include~~
4 ~~approving/disapproving signature authorization requests from Planning Board Chairs or Department~~
5 ~~Heads for Personnel Actions. (Note to Draft Reviewer:~~ Department Heads do not require the
6 approval of the Executive Director to delegate responsibilities under the Merit Rules, pursuant to
7 Merit Rules, Section 175.)

8

9 II. **The Secretary-Treasurer** is responsible for:

10

11 A. Ensuring compliance with this policy to include approving signature authorization requests from
12 Planning Board Chairs and Department Heads for certain financial transactions (including
13 timecards), and

14

15 B. Not accepting documents without valid signatures. The form of a valid signature may include
16 any listed above in Section IV, Types of Valid Approval.

17

18 II. **Planning Board Chairs and Department Heads** are responsible for:

19

20 A. Delegating signature authorization in accordance with the criterion shown in the “POLICY”
21 section, above.

22

23 B. Delegations of authority and actions taken under ~~their his/her~~ authorization.

24

25 III. **The Designee** is responsible for:

26

27 A. Ensuring that they approve only transactions for which they have the delegated authority to
28 approve.

29

30 B. Attending required training, where applicable.

31

32 C. Confirming the accuracy of the information they ~~approve are approving~~.

33

34

35

36 **Appendices**

37 A: Signature Authorization Form for Financial Transactions

38 B: Signature Authorization Form for Financial Personnel and Administrative Actions

INSTRUCTIONS FOR COMPLETING THE SIGNATURE AUTHORIZATION FORM FOR FINANCIAL TRANSACTION (Finance Form 7)

This form authorizes Department Heads or their designee to delegate authority to approve certain financial transactions (including timecards) when necessary and beneficial to the operations of the respective Department. Only Department Heads can delegate authority granted pursuant to Practice 3-30, with the approval of the Secretary-Treasurer. The form must be completed and routed electronically for approval; hard copy submissions will not be accepted. Once approved, the authorization shall take effect immediately and remain in effect until further notice. Forms may be subject to periodic review, confirmation, or renewal. Any changes to the assigned authority must be communicated to the Secretary-Treasurer without delay. Authorizations may be revoked by the Department Head in whole or in part at any time, with written notice to the Secretary-Treasurer. They may also be revoked by the Secretary-Treasurer with written notice. The following steps must be completed by the Department Head before submission:

1. Provide the Designee's name, position, Grade, and Employee ID number.
2. Check each document or matter that the Designee will be authorized to approve. If applicable and required, enter the dollar limit for the authorization.
3. If applicable, attach any required complementary forms (e.g., user access forms for Procurement).
4. The Designee and Department Head must sign and date in the appropriate box. Once completed, the Department Head must send the Signature Authorization Form for approval/denial to the Secretary-Treasurer.
5. The Secretary-Treasurer will forward completed and approved forms to the respective department for storage in the departmental files.
6. In cases where a Department Head or the Secretary-Treasurer revokes approval of delegations of authority, the revocation must be reflected on the original authorization form and provided to the Department Head and Secretary-Treasurer, as appropriate, for filing.

Electronic forms shall be sent to the attention of the appropriate approving authority via the approved eSign application (e.g., AdobeSign). **Note:** Additional requirements, where applicable (which are more substantively covered in Section VI, Additional Terms and Conditions of the Practice), include:

1. Training for Authorization for Purchase Card Approvals: Training by the Corporate Procurement Office, Department of Finance, is required before access to the Purchasing system is granted.
2. UKG Training: Training by ERP Business Operations, Department of Finance.
3. Timecard List: Required list of employees for whom the Designee is authorized to approve timecards must be attached to the Signature Authorization Form. Refer to Administrative Procedure 19-02 for details.

SIGNATURE AUTHORIZATION FORM FOR FINANCIAL TRANSACTION

Designee Name: _____

Authority Revoked by: (Initial & Date)

Designee Position and Grade: _____

Planning Board Chair/Dept. Head

Designee Employee ID #: _____

Sect-Treas.

From/Via: _____

Executive Director

No.	Documents/Matters (<i>Note to Drafter Reviewer</i> : Items 5-7, 13, and 14 are stricken as they are not financial transactions.)	INDICATE YES/NO BEING DELEGATED	BY\$ LIMIT, IF REQUIRED
1.	Timecards include UKG KRONOS Electronic Approval. (Attach list of subordinates, division(s), or Department for whom the Designee is authorized to approve timecards sign-off.) UKG Kronos Training is Required. If requesting approval for a Contract employee to approve timecards, attach copy of approval from Executive Director per Practice 2-16, Section VII		
	Enterprise Financial Management:		
2.	Accounting On-line Check Request (per Procedures 05-02)		
3.	Expense Reports (per Practice 3-10)		
4.	Petty Cash Request Form Slips or their electronic equivalent (per Practice 3-11 3-13) (\$200 Max.)		
5.	Lawson Budget and Planning (LBP) If Yes, attach LBP Access Form.		
	Supply Chain Management:		
6.	Contracts (Department Head approval on Contract Routing Sheet)		
7.	Change Order Request (per Practice 4-10)		
8.	Requisition Center User (RQC) – Obtaining Access to Shopping/Requisition (If yes, must include SCM user access form attachment.)		
9.	Requisition Approver (Three Levels: \$30,000, \$150,000, over \$150,000) (Circle One.) Note: Requisition Approvers may also not enter Receiving.		\$30K / \$150K / Over \$150K
10.	Purchasing Department Buyers – Creating Purchase Orders and/or Enter Receiving. Note: The amount must equal the sum of all accounts.		
11.	Purchase Cards – Serving as a Cardholder (use “Not Authorized” or enter monthly credit limit.) – Central		

	Purchasing Training is Required. (If yes, must include completed credit application).		
12.	Purchase Cards – Serving as an Approving Official (Limit should equal monthly credit limit of cards approving.) – Central Purchasing Training is Required. (Note: The amount must equal the sum of all accounts.)		
13.	Warehouse Serving as an Inventory Control Manager.		
14.	Personnel Actions (PA) Excluding those listed in Administrative Practice 3-30, Section II Executive Director Approval is Required.		

In my official capacity, I hereby authorize the person set forth above to approve certain financial documents ~~or Personnel Actions~~ as necessary and beneficial to the operations of our Department. This authorization shall take effect “immediately” and continue until further notice. Authorization may be revoked by the Planning Board Chair, Department Head, ~~or Secretary-Treasurer, or Executive Director,~~ in whole or in part, at any time, with written notice.

Confidentiality: The designee must keep all non-public information accessed under this delegation strictly confidential and use it only for authorized Commission business. Any unauthorized use, access, or disclosure may result in disciplinary action, up to and including revocation of this delegation.

COMPLETED BY DESIGNEE:

Signature: _____ Date: _____

COMPLETED BY PLANNING BOARD CHAIR/DEPARTMENT HEAD:

Planning Board Chair/Department Head Signature: _____ Date: _____

COMPLETED BY THE SECRETARY-TREASURER

Secretary-Treasurer Signature: _____ Date: _____

Executive Director Signature: _____ Date: _____

**SIGNATURE AUTHORIZATION FORM FOR
PERSONNEL AND ADMINISTRATIVE ACTIONS**

This form may be used, but is not required to be used, by Department Heads to document, in writing, delegations of approval authority for certain personnel actions pursuant to Merit Rules, Section 175, and general administrative actions pursuant to relevant Administrative Practices and Procedures, where delegation is permissible. Attach additional sheets, as necessary. Do not use this form for financial transaction delegations. Use Appendix A. Executed copies of this form must be provided to relevant staff and the Executive Director for filing.

I. Designee

Employee Name: _____

Position/Grade: _____

Employee ID: _____

II. Delegation Type (select one)

Personnel Action Delegation (Merit Rules §175).

Explain the scope. Attach Additional Sheets, as necessary: _____

Limits/Conditions (thresholds, exclusions): _____

Effective Date: _____

Type: Ad hoc (end date: _____) Periodic; explain: _____ Indefinite

Administrative Action Delegation (Administrative Practices and Procedures).

Explain the scope. Attach Additional Sheets, as necessary: _____

Limits/Conditions (thresholds, exclusions): _____

Effective Date: _____

Type: Ad hoc (end date: _____) Periodic; explain: _____ Indefinite

III. Confidentiality: The designee must keep all non-public information accessed under this delegation strictly confidential and use it only for authorized Commission business. Any unauthorized use, access, or disclosure may result in disciplinary action, up to and including revocation of this delegation.

IV. Revocation: This delegation may be revoked in whole or in part at any time by the Planning Board Chair or Department Head, with written notice. Revocations must be appended to the official record copy and communicated promptly per Practice 3-30 *Delegation of Authority*.

V. Signatures: Designee: _____ Date: _____

VI. Signatures: Department Head: _____ Date: _____

MEMORANDUM



EMPLOYEES' RETIREMENT SYSTEM
 Maryland-National Capital Park and Planning Commission
 6611 Kenilworth Avenue, Suite 100
 Riverdale, Maryland 20737

(301) 454-1415 - Telephone
 (301) 454-1413 - Facsimile
<http://ers.mncppc.org>
ersboard@mncppc.org

To: Maryland-National Capital Park & Planning Commission Date: February 3, 2026

Via: Darryl Barnes *Darryl Barnes*
 Chairman, ERS Board of Trustees

From: Jaclyn F. Harris *Jaclyn Harris*
 Executive Director

Subject: Acknowledgement of Connor Klein as the Prince George's County Open Trustee for remainder of the three-year term ending June 30, 2027

RECOMMENDATION

On behalf of the Board of Trustees ("Board") of the Maryland-National Capital Park and Planning Commission ("Commission") Employees' Retirement System ("ERS"), I respectfully request the Commission acknowledge Connor Klein as the Prince George's County Open Trustee for the remainder of the three-year term ending June 30, 2027.

BACKGROUND

In the January 2026 issue of *Update*, a vacancy in the Prince George's County Open Trustee seat on the ERS Board of Trustees was announced. To serve as a trustee, an employee must be subject to the merit system and assigned to a Commission unit located within Prince George's County. Employees interested in serving as a trustee were invited to submit a Candidate Statement Application by January 20, 2026, to appear on the election ballot. At the close of the application period, only one application was received from Connor Klein; as a result, Mr. Klein has been declared the winner by acclamation.

Mr. Klein currently is a Planner III at the Prince George's County Planning Department, where he manages complex programs within the Community Planning Division, such as the Planning Assistance to Municipalities and Communities (PAMC) Program. His role involves overseeing budgets, analyzing performance metrics, assessing resources, and working closely with municipalities and community stakeholders to support initiatives that address local needs. Mr. Klein holds a Bachelor of Arts in Economics and a Master of Arts in Community Development and Planning from Clark University.

Mr. Klein will represent the Commission's merit employees of Prince George's County and assume fiduciary responsibilities inherent in overseeing the ERS. As a trustee, he will contribute to the governance of the retirement system, assist in safeguarding its assets, promote transparency and long-term financial sustainability, and serve in the best interests of plan members and beneficiaries. His expertise and experience equip him to provide valuable guidance and leadership in maintaining the continued strength and integrity of the ERS.

I respectfully request that the Commission formally recognize Connor Klein as the Prince George's County Open Trustee for the remainder of the three-year term concluding on June 30, 2027. Thank you for your consideration.

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Reply 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

February 4, 2026

MEMORANDUM

TO: The Maryland-National Capital Park and Planning Commission

FROM: Debra S. Borden
 General Counsel

RE: Litigation & Administrative Proceedings Report for January 2026 – FY 2026

Please find the attached Litigation & Administrative Proceedings Report we have prepared for your meeting scheduled for Wednesday, February 18, 2026. As mentioned in my prior memoranda, we have 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 continue to 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.

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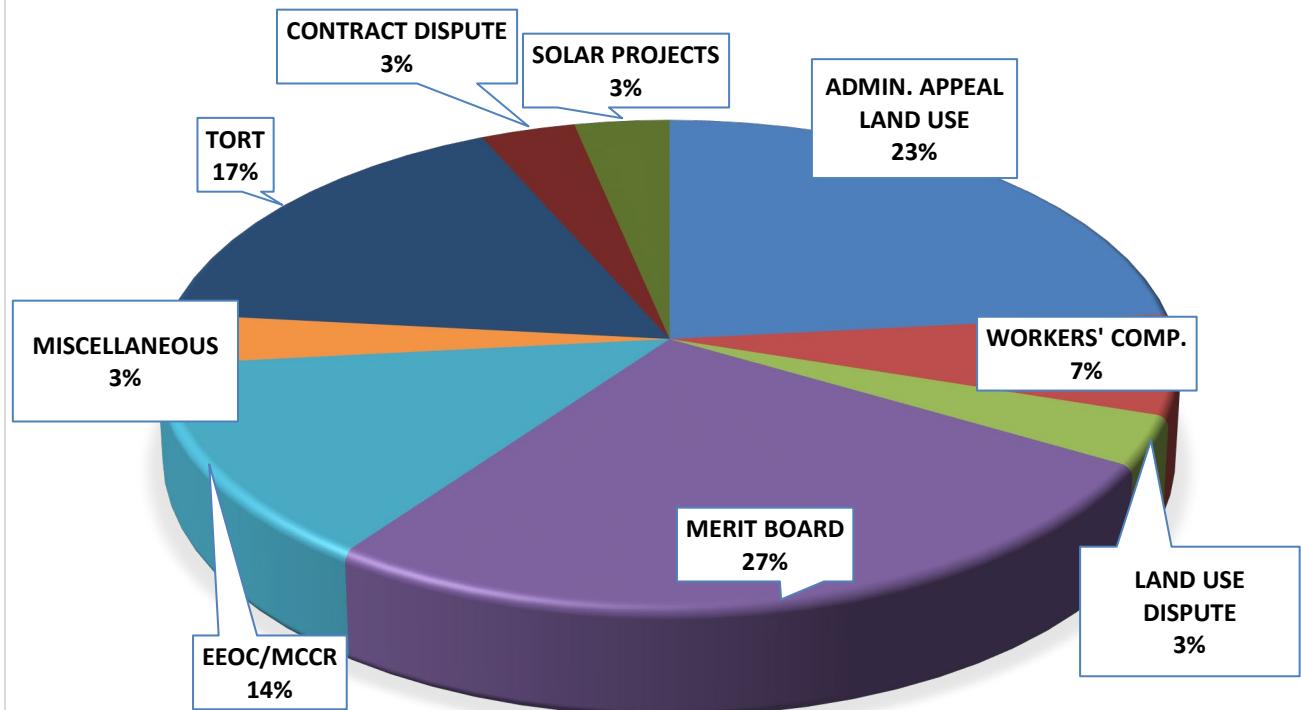
JANUARY 2026 – FY 2026
COMPOSITION OF PENDING LITIGATION &
ADMINISTRATIVE PROCEEDINGS

(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	4	3									7
ADMIN APPEAL: OTHER											
CIVIL ENFORCEMENT											
CONTRACT DISPUTE	1										1
DEBT COLLECTION											
EMPLOYMENT									4	8	12
FOREST CONSERVATION											
LAND USE DISPUTE	1										1
MISCELLANEOUS					1						1
PROPERTY DISPUTE											
POLICE TRIAL BOARD											
SOLAR PROJECTS								1			1
TORT CLAIMS	5										5
WORKERS' COMPENSATION	2						34				36
PER FORUM TOTALS	13	3		1			34	1	4	8	64

OVERVIEW OF PENDING LITIGATION & ADMINISTRATIVE PROCEEDINGS

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



January 2026 – FY 2026
Litigation & Administrative Proceedings Activity Summary

	COUNT FOR MONTH			COUNT FOR FISCAL YEAR 2026			
	Pending December 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)	7	1	1	2	6	1	7
Admin Appeal: Other (AAO)	0			0			0
Civil Enforcement (CE)	0			0			0
Contract Disputes (CD)	0	1		0	1		1
Debt Collection (D)	0			0			0
EEOC/MCCR (EEOC)	4			N/A*	3	1	4
Employment Cases (E)	0			0			0
Forest Conservation (F)	0			N/A*			0
Land Use Disputes (LD)	1			0	1		1
Merit Board (MB)	8			N/A*	2	3	8
Miscellaneous (M)	1			1	1	1	1
Police Trial Boards	0			N/A*			0
Property Disputes (PD)	0			0			0
Solar Projects	2		1	N/A*	2	1	1
Tort Claims (T)	5			4	1		5
Workers' Compensation (WC)	31	5		0**	5	15	36
TOTALS	52	7	2	7*	22	22	64

*These matters were not tracked until FY26.

**In prior fiscal years, OGC only tracked WC appeals and no matters before the WC Commission.

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

A. New Trial Court Cases

	<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.
In the Matter of Tamara Brown, et al.	PG	AALU	Sept.
In the Matter of Kamita Gray, et al.	PG	AALU	Sept.
In the Matter of The Homeowners Association of the Ridings at Upper Marlboro	PG	AALU	Oct.
Commission v. Michael Marcello	MC	WC	Jan.
Commission v. DJL Equestrian Services	PG	CD	Jan.

B. New Appellate Court Cases

	<u>Unit</u>	<u>Subject Matter</u>	<u>Month</u>
In the Matter of Glenn Dale Citizens Association Inc., et al.	PG	AALU	Dec.
In the Matter of Kamita Gray, et al.	PG	AALU	Dec.

C. New OAH Matters

(excluding Police MPAA Hearings)

	<u>Unit</u>	<u>Subject Matter</u>	<u>Month</u>

D. New PSC Matters

	<u>Unit</u>	<u>Subject Matter</u>	<u>Month</u>

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

A. Trial Court Cases Resolved

Bratburd v. Commission
Glenn Dale Citizens Association, et al. v.
The Planning Board of Prince George's Cty.

Unit
MC
PG

Subject Matter
Misc.
AALU

Month
Oct.
Nov.

B. Appellate Court Cases Resolved

Unit

Subject Matter

Month

C. OAH Matters Resolved

Unit

Subject Matter

Month

D. PSC Matters Resolved

Chaberton Solar Ramiere

Unit
MC

Subject Matter
SP

Month
Nov.

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		
Chaberton Solar Ramiere	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.	11/20/2025 - Proposed order granting authority to construct solar photovoltaic generating facility in MC.
Montgomery County Park Police		
Montgomery County Planning Board		
Bratburd v. Commission	Former employee challenged designation of reason for separation to Maryland Police Training Commission.	10/30/2025. Court granted writ of mandamus in part and denied it in part.
Prince George's County Department of Parks and Recreation		
Prince George's County Planning Board		
Glenn Dale Citizens Association, Inc	Petitioners seek Judicial Review of Prince George's County Planning Board's Decision with regard to Preliminary Plan of Subdivision No. 4-22051.	11/12/2025 – Decision of Planning Board Affirmed.
Prince George's Park Police		
Office of Internal Audit		

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MARYLAND OFFICE OF ADMINISTRATIVE HEARINGS

No Pending Matters

MARYLAND PUBLIC SERVICE COMMISSION

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: Appeal filed.

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-NCPCC 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
07/24/2025	Chaberton's Response to Request for Modification
11/12/2025	Public Utility Law Judge – Proposed Order
12/12/2025	Notice of Appeal by Montgomery Countryside Alliance, Sugarloaf Citizens Association, Montgomery County Farm Bureau, and Montgomery Agricultural Producers
12/12/2025	Brief - Montgomery Countryside Alliance, Sugarloaf Citizens Association, Montgomery County Farm Bureau, and Montgomery Agricultural Producers

12/15/2025	Letters to Parties noting an Appeal from Montgomery Countryside Alliance, Sugarloaf Citizens Association, Montgomery County Farm Bureau, and Montgomery Agricultural Producers
12/23/2025	Chaberton Solar Sugarloaf LLC's Reply Memorandum
01/02/2026	Office of Staff Counsel Reply Memorandum

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

Status: Dismissal filed. Case closed.
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
12/02/2025	Stipulation of Dismissal filed

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: Dismissal filed. Case closed.

Docket:

08/12/2025	Petition filed
08/15/2025	Notice to Administrative Agency Issued
12/17/2025	Notice of Dismissal filed

CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND

Commission v. Michael Marcello Case No. C-15-CV-26-000009 (WC)

Lead Counsel: Ticer
Other Counsel: Bansal

Abstract: Appeal by the Commission of WCC Order finding Appellee's hernia compensable.

Status: Petition for Judicial Review filed.

Docket:

01/02/2026	Petition for Judicial Review filed.
01/12/2026	Answer – To Petition for Judicial Review

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: Injunction granted. Case closed.

Docket:

07/02/2025	Complaint filed
07/22/2025	Defendant served
09/11/2025	Request for Order of Default
09/16/2025	Answer to Complaint
10/17/2025	Order of Court. Motion for Default denied.
11/24/2025	Notice of Hearing.
12/18/2025	Order of the Court granting the Commission's request for a permanent injunction.
01/15/2026	Order – Motion/Request/Petition Granted Comment: For Permanent Injunction

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY, MARYLAND

Commission v. DJL Equestrian Services, LLC
Case No. C-16-CV-26-000111 (CD)

Lead Counsel: Johnson
Other Counsel:

Abstract: Suit to recover \$48,500.00 in compensatory damages for unearned portion of payment for renovations to Equestrian Center and Show place Arena.

Status: Complaint filed.

Docket:

01/09/2026	Complaint filed
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Doe v. Commission, et. al.
Case No. C-16-CV-25-003042 (Tort)

Lead Counsel: Rupert
Other Counsel:

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.
01/05/2026	Confidentiality Agreement and Protective Order signed
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: Companion case to Prince George's County v. Gantt (above). Suit for personal injuries sustained in a rear-end motor vehicle accident allegedly caused by a Commission employee operating a Commission vehicle.

Status: Dismissal filed. Case closed.

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
12/02/2025	Stipulation of Dismissal filed.

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

Lead Counsel: Rupert
Other Counsel:

Abstract: Suit to recover for injuries and damages allegedly stemming from 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 Prince George's County Planning Board's Decision approving a preliminary subdivision plan.

Status: Awaiting decision of Court.

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
10/01/2025	Consent Motion to Postpone Oral Argument
10/15/2025	Memorandum filed by Prince George's County Planning Board
10/17/2025	Answering Memorandum
10/20/2025	Order of the Court Granting Motion to Postpone Oral Argument
10/21/2025	Hearing Notice
10/31/2025	Citizen-Petitioners' Reply Memorandum
01/22/2026	Hearing held.

In the Matter of Tamara Brown, et al.
Case No. C-16-CV-25- 004951 (AALU)

Lead Counsel: Warner
Other Counsel: Tallerico

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

Status: Motions pending.

Docket:

09/05/2025	Petition for Judicial Review
09/11/2025	Response to Petition for Judicial Review filed
09/16/2025	Response to Petition. Request to Participate filed by D.R. Horton, Inc.
09/16/2025	Cross Petition for Judicial Review by D.R. Horton, Inc.
10/10/2025	Motion to Dismiss filed by D.R. Horton, Inc.
10/21/2025	Opposition to Motion to Dismiss and Request for Sanctions
10/24/2025	Motion to Remove Scheduled Administrative Appeal Hearing
10/28/2025	Judicial Request for Hearing on Motion to Dismiss
10/28/2025	Hearing Notice regarding Motion to Dismiss
11/03/2025	Order of Court granting Motion to reset Administrative Appeal Hearing
11/05/2025	D.R. Horton's Reply to Petitioners' Opposition to Motion to Dismiss
11/06/2025	Hearing Notice for Administrative Appeal
12/03/2025	D.R. Horton Memorandum in Support of Cross Appeal
12/03/2025	Petitioners Memorandum
12/11/2025	D.R. Horton Motion for Extension of Time to Respond to Memorandum of Law.
12/15/2025	Order of Court Granting Extension of Time to Respond
12/19/2025	Petitioner's Motion for Extension of Time to Respond to Respondent's Memorandum of Law.
12/23/2025	Prince George's Count Planning Board's Motion to Extend Time for Filing Response to Memorandum of Law.
01/02/2026	Motion to Dismiss Cross Petition
01/02/2026	Respondent's Answering Memorandum to Cross Petition
01/02/2026	Memorandum in Support of Motion to Dismiss Cross Petition
01/05/2026	Order of Court – Motion for Extension of Time to Respond to Respondent's Memorandum of Law in Support of Cross-Petition for Judicial Review Granted.
01/05/2026	Order of Court – Motion to Extend Time for filing Responsive Memoranda Granted.
01/05/2026	Petitioner's Limited Jurisdiction Opposition and Opposition to D.R. Horton's Memorandum in Support of its Cross-Appeal
01/14/2026	Joint Motion to Dismiss Petition for Judicial Review
01/20/2026	Petitioner's Opposition to Respondents' Joint Motion to Dismiss and Response to Respondent Commission's Answering Memorandum

01/20/2026	Petitioner's Motion in Support of Commission's Motion to Dismiss Cross Petition for Judicial Review
01/20/2026	D.R. Horton's Answering Memorandum to Petition for Judicial Review
01/20/2026	D.R. Horton's Reply Memorandum to Respondent PGCPB's Answering Memorandum to the Cross-Petition
01/20/2026	D.R. Horton's Opposition to Respondent PGCPB's MTD Cross-Petition for Judicial Review
01/26/2026	Respondent's Reply to Opposition to Motion to Dismiss Cross Petition
01/29/2026	Hearing on Motion to Dismiss
02/19/2026	Hearing on Administrative Appeal

In the Matter of Kamita Gray, et al.
Case No. C-16-CV-25- 004952 (AALU)

Lead Counsel: Warner
Other Counsel: Coleman

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

Status: Appeal filed.

Docket:

09/03/2025	Petition for Judicial Review
09/11/2025	Response to Petition for Judicial Review filed
09/16/2025	D.R. Horton, Inc.'s Response to Petition and Intent to Participate
09/19/2025	Cross Petition for Judicial Review by D.R. Horton, Inc.
10/10/2025	Motion to Dismiss filed by D.R. Horton, Inc.
10/24/2025	Petitioner's Opposition to Motion to Dismiss
10/24/2025	Motion to Remove Scheduled Administrative Appeal Hearing
10/27/2025	Respondent's Response to Motion to Remove Scheduled Administrative Appeal Hearing
11/18/2025	Hearing Notice Issued
12/03/2025	D.R. Horton Memorandum in Support of Cross-Appeal
12/03/2025	Petitioners Memorandum
12/17/2024	D.R. Horton Motion to Dismiss Granted
12/24/2025	D.R. Horton Motion to Reopen Case
01/16/2026	Notice of Appeal filed

In the Matter of The Homeowners Association of the Ridings at Upper Marlboro
Case No. C-16-CV-25-005702 (AALU)

Lead Counsel: Warner
Other Counsel:

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

Status: Hearing scheduled.

Docket:

10/14/2025	Petition for Judicial Review
10/28/2025	Response to Petition for Judicial Review filed
11/06/2025	Response of Prosperity Senior Communities, LLD filed
11/12/2025	Notice of hearing
12/10/2025	Record and Transcript filed
01/09/2026	Petitioner's Memorandum filed
03/27/2026	Hearing set

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

Lead Counsel: Rupert
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
01/22/2026	Scheduling Notice.

In the Matter of Glenn Dale Citizens Association, Inc., et al.

Case No. ACM-REG-2192-2025 (AALU)
(Originally filed under case C-16-CV-24-005361 in Prince George's County)

Lead Counsel: Warner
Other Counsel:

Abstract: Appeal of Decision by Circuit Court affirming Prince George's County Planning Board's Decision regarding Preliminary Plan of Subdivision No. 4-22051.

Status: Appeal filed.

Docket:

12/11/2025	Appeal filed.
12/22/2025	Order to Proceed.

In the Matter of Kamita Gray, et al.
Case No. ACM-REG-2448-2025 (AALU)
(Originally filed under case C-16-CV-25- 004952 in Prince George's County)

Lead Counsel: Warner
Other Counsel: Coleman

Abstract: Petitioners seek Judicial Review of Circuit Court's granting of Motion to Dismiss.

Status: Appeal filed.

Docket:

01/16/2026	Petition for Judicial Review
01/23/2026	Order to Proceed

SUPREME COURT OF MARYLAND

No Pending Matters

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