THE MARYLAND-NATIONAL CAPITAL
Park and Planning Commission

COMMISSION MEETING

July 15, 2026

10:00 a.m. – 12:00 p.m.

Wheaton Headquarters
Auditorium
2425 Reedie Drive
Wheaton, Maryland 20902

MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Wednesday, July 15, 2026
10:00 am to 12:00 noon
Wheaton Headquarters Auditorium

1. **Approval of Consent Agenda** (10:00 a.m.)
   a) Approval of July 15, 2026, Commission Meeting Agenda (Voting Item) Page 1

2. **Approval of Commission Minutes** (10:05 a.m.)
   a) Open Session – June 29, 2026 (Voting Item) Page 3

3. **General Announcements** (10:05 a.m.)
   a) Rotation of Chairmanship
   b) Upcoming Labor Day Holiday
   c) Upcoming Hispanic Heritage Month (September 15 to October 15)

4. **Committee and Board Reports** (10:10 a.m.)
   a) Employees' Retirement System Board of Trustees Regular Meeting Minutes from June 5, 2026 (for Information Only) Page 9

Pursuant to the Maryland General Provisions Article of the Annotated Code of Maryland, a closed session is proposed pursuant to:

a) Section 3-305(b)(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 – Topic: Medical Benefits RFP; and

b) Section 3-305(b)(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 – Topic: Executive Director

5. **Closed Session** (10:15 a.m.)

Open session resumes

6. **Action and Presentation Items** (10:55 a.m.)
   a) Calendar 2027 Benefit and Rate Renewal Recommendations (McDonald/Allen) (Voting Item) (Discussion)
   b) Proposed Practice 6-53 and Procedure 26-01 ID Badge Management (Beckham/Doaks) (Voting Item) Page 12
   c) ERS – Reappointment of Public Member Trustees and Acknowledgement of Bi-County Open Trustee to the Board of Trustees, Terms Ending June 30, 2029 (Harris) (Voting Item) Late Delivery

7. Officers' Reports (11:00 a.m.)

Executive Director's Report

a) CIO Quarterly Report (for information only) Page 55

b) Quarterly Late Evaluation Report (for information only) Page 59

Secretary-Treasurer's Report

No report scheduled

General Counsel

c) Litigation and Administrative Hearings Report (for information only) Page 63

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

Commission Meeting
Open Session Minutes
June 29, 2026

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

Present

Prince George's County Commissioners
Billy Okoye
Manuel Geraldo
Brittany Jenkins
Lori Matthews

Montgomery County Commissioners
Artie Harris, Chair
Shawn Bartley (virtual)
James Hedrick (virtual)
Josh Linden (virtual)
Mitra Pedoeem (virtual)

Chair Harris called the meeting to order at 2:03 p.m.

Item 1. Approval of the Consent Agenda

a) Approval of May 20, 2026, Commission Meeting Agenda

ACTION: Motion of Commissioner Geraldo to approve the meeting agenda
Seconded by Commissioner Okoye
9 approved the items

Item 2. Approval of Commission Minutes

a) Open Session – May 20 and 29, 2026

ACTION: Motion of Commissioner Geraldo to approve the Commission Minutes of May 20 and 29, 2026
Seconded by Commissioner Okoye
9 approved the items

Item 3. General Announcements

a) Juneteenth Holiday
b) Lesbian, Gay, Bisexual and Transgender (LGBT) Pride Month
c) Upcoming July 4th Independence Day Holiday (Commission Holiday Observed - July 3)
d) Rotation of Commission Chairmanship on July 1, 2026

Item 4. Committee and Board Reports

a) Employees' Retirement System Board of Trustees Regular Meeting Minutes from May 5, 2026 (for Information Only)

Pursuant to the Maryland General Provisions Article of the Annotated Code of Maryland, a closed session is proposed pursuant to:

a) Section 3-305(b)(9), to conduct collective bargaining negotiations or consider matters that relate to MCGEO and FOP negotiations – Topic: MCGEO and FOP negotiations; and

b) Section 3-305(b)(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 – Topic: Executive Director

Item 5. Closed Session

ACTION: Motion of Commissioner Geraldo to enter closed session
Seconded by Commissioner Okoye
9 approved the items

On motion of Commissioner Geraldo, seconded by Commissioner Okoye, with Commissioners Bartley, Geraldo, Harris, Hedrick, Jenkins, Linden, Matthews, Okoye, and Pedoeem voting in favor of the motion, the Commission convened in Closed Session at 2:20 p.m. under the authority of Annotated Code of Maryland, General Provisions Article § 3-305(b)(9), to conduct collective bargaining negotiations or consider matters that relate to the negotiations; and (1), to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals. Present for the meeting were Commissioners Bartley, Geraldo, Harris, Hedrick, Jenkins, Linden, Matthews, Okoye, and Pedoeem.

Also present for the meeting were William Spencer, Acting Executive Director; Gavin Cohen, Secretary-Treasurer (virtual); Debra Borden, General Counsel; James Hunt, Acting Director, Prince George's Planning (virtual); Jason Sartori, Director, Montgomery Planning (virtual), Miti Figueredo, Director, Montgomery Parks (virtual); Wes Aniton, Deputy General Counsel; Ben Rupert, Principal Counsel (virtual); Emily Vaias, Principal Counsel (virtual); Gary Burnett, Deputy Director, Montgomery Parks (virtual); Steve Carter, Deputy Director, Prince George's Parks and Recreation (virtual); Mazen Chilet, Chief Information Officer (virtual); Sean Harbaugh, Chief of Staff, Prince George's Parks and Recreation (virtual); Adrienne Harris-Moore, Division Chief, Prince George's Parks and Recreation (for Tara Stewart, Deputy Director, Prince George's Parks and

Recreation/virtual); Tracey Harvin, Corporate Policy and Management Operations Director; Robert Kronenberg, Deputy Director, Montgomery Planning (Virtual); and James Parsons, Sr. Technical Writer, DHRM.

Open session resumed at 3:09 p.m.

Item 6. Action and Presentation Items

a) Resolution #26-07, Referral Bonus Suspension (Allen/Beckham)

ACTION: Motion of Commissioner Geraldo to approve resolution 26-07 for the indefinite suspension of the Employee Referral Bonus Program
Seconded by Commissioner Matthews
9 approved the item

As detailed in the packet, Corporate HR Director Todd Allen discussed the proposed indefinite suspension of the Employee Referral Bonus program, which has been temporarily suspended since June 2025. This program offered employees $500 for referred Merit employee hires and $50 for referred seasonal hires for hard-to-fill positions. Director Allen noted that with more than 71,000 applications received thus far this fiscal year, Department Heads have unanimously agreed that the program is no longer necessary. He added that the opportunity to re-evaluate and discuss the possible reactivation of the program will remain open.

b) Resolution #26-08, Adoption of the FY27 Commission Operating and Capital Budgets (Charles)

ACTION: Motion of Commissioner Geraldo to approve Resolution #26-08 for the Adoption of the FY27 Commission Operating and Capital Budgets
Seconded by Commissioner Pedoeem
9 approved the item

Deputy General Counsel Wes Aniton offered an opening statement regarding Prince George's County bill CB-057-2026 and County resolution CR-058-2026 mandating that the M-NCPPC transfer $39,319, 237 directly to the County by July 1, 2026. According to the Deputy General Counsel, the provision to transfer the funds that is included in the bill and resolution is contingent upon the complaint filed by the M-NCPPC against the County on June 9. On June 26, a judge ruled in favor of the M-NCPPC and granted a temporary injunction that stops the transfer of funds. The trial to determine whether a permanent injunction will be granted is scheduled for September 2026.

As detailed in the packet, Corporate Budget Director Terri Charles discussed the proposed FY27 Commission Operating and Capital Budgets, noting that the total FY27 budget is $938.8 million excluding reserves, which is an increase of $20 million, or 2.2%, from the FY26 budget.

The total Prince George's County budget decreased by 1.3% from FY26, with property taxes remaining unchanged from those set in FY16. With all funds accounted for, the budget submitted for approval today is $710 million.

The Montgomery County budget increased by 10.0% from FY26, for a requested budget approval of $332.5 million. Director Charles noted that the increase is attributed to an increase of 38.5% in the Capital Projects, as well as an increase of 4.8% in tax-supported funds.

Budget adjustments for the Montgomery County budget include a 5.7% reduction for the Administration Fund, a 1.3% reduction for the Park Fund; and a decrease of 4.7% for the Special Revenue Fund.

Budget adjustments for the Prince George's County budget include a 6.5% decrease for the Administration Fund, a reduction of 1.8% for the Parks Fund, an increase of 5.8% for the Recreation Fund, and an increase of $33.8 million for the Largo Headquarters Fund.

The Capital Budget saw an increase of $14 million.

In response to a question from Commissioner Geraldo regarding funding for a new Park Police station house, Director Charles stated that a fund transfer embedded in the Administration Fund that was intended to help fund the project was decreased from $10 million to $2 million, but staff are exploring options to complete the project.

c) CAS Salary Savings Transfers (Charles)

ACTION: Motion of Commissioner Geraldo to approve the transfer request
Seconded by Commissioner Okoye
9 approved the item

As detailed in the packet, Corporate Budget Director Terri Charles presented a request to transfer up to $1.15 million in year-end salary savings from several Central Administrative Services departments to the CIO Internal Service Fund ($500,000) and Commission-wide IT (CWIT) Fund ($650,000). The transfer will support enterprise IT operations and future technology investments. Director Charles noted the request complies with budget transfer requirements and does not affect the approved work program.

d) ERS proposed FY27 ERS Operating Budget (Harris)

ACTION: Motion of Commissioner Geraldo to approve Resolution 26-09 for the approval of the proposed ERS FY27 Operating Budget
Seconded by Commissioner Matthews
9 approved the item

As detailed in the packet, ERS Executive Director Jaclyn Harris briefed the Commissioners and requested approval of the FY27 Employees' Retirement System (ERS) Operating Budget of $3,508,000, which is a 4.3% decrease from the FY26 budget. The operating budget also includes estimates for investment manager fees. Director Harris noted that a budget amendment will be submitted after the ERS Board of Trustees reviews the results of an ongoing operations and administration study, which is being conducted by an external consultant. The ERS Board's recommendations are expected to reduce the savings projected in the budget being presented today. Director Harris added that the current budget was presented to and approved by the ERS Board of Trustees at the June Board of Trustees meeting.

e) Wage Adjustment Resolutions (King)

ACTION: Motion of Commissioner Geraldo to approve Resolutions 26-10 and 26-11 for the approval of the wage adjustments.
Seconded by Commissioner Jenkins
9 approved the item

As detailed in the packet, Classification and Compensation Chief Boni King discussed proposed wage adjustments for Park Police command staff and General Service Grade 40 positions, who are currently experiencing pay compression issues. The M-NCPPC's Collective Bargaining Agreement (CBA) with union represented police officers provides for a 10% pay increase when a sergeant is placed in an acting lieutenant position, which is part of the command staff. The CBA also requires the M-NCPPC to maintain a differential between the ranks of sergeant and lieutenant of at least 10%, but currently there is only an 8.2% differential. To address this issue, management and leadership are proposing a 1.2% Cost-of-Living Adjustment (COLA) for command staff effective June 7, 2026, and an additional 1.0% that would not increase salaries but would be put in place to elongate the salary range. The 1.0% addition to the salary scale would be effective June 21, 2026.

Chief King then discussed adjustments for General Service Grade 40 positions, which include Montgomery Park and Planning Deputy Directors. With the approval of the changes requested for command staff, the differential between Grade 40 deputies and command staff will be less than 5%. To address this, a 5% adjustment to the Grade 40 salary range is proposed, effective June 21. The proposed 5.0% is not a COLA, and Grade 40 deputies would not receive any benefit from the elongated salary scale until the receipt of the employee's performance review, which occurs in conjunction with the deputy's work anniversary. Chief King added that department heads and executive leadership have provided support for the proposed changes.

Item 7. Officers' Reports

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

Executive Director's Report
No report scheduled

Secretary-Treasurer's Report
No report scheduled

General Counsel

c) Litigation and Administrative Hearings Report (for information only)

Pursuant to the Maryland General Provisions Article of the Annotated Code of Maryland, Section 3-305(b)(7), a closed session is proposed to consult with counsel to obtain legal advice on a legal matter; and Section 3-305(b)(8), to consult with staff, consultants, or other individuals about pending or potential litigation.
Topic: Project Charge Litigation

Item 8. Closed Session

ACTION: Motion of Commissioner Geraldo to re-enter closed session
Seconded by Commissioner Matthews
9 approved the items

On motion of Commissioner Geraldo, seconded by Commissioner Matthews, with Commissioners Bartley, Geraldo, Harris, Hedrick, Jenkins, Linden, Matthews, Okoye, and Pedoeem voting in favor of the motion, the Commission reconvened in Closed Session at 3:51 p.m. under the authority of Annotated Code of Maryland, General Provisions Article § 3-305(b)(7), to consult with counsel to obtain legal advice on a legal matter; and Section 3-305(b)(8), to consult with staff, consultants, or other individuals about pending or potential litigation. Present for the meeting were Commissioners Bartley, Geraldo, Harris, Hedrick, Jenkins, Linden, Matthews, Okoye, and Pedoeem.

Also present for the meeting were Debra Borden, General Counsel; Wes Aniton, Deputy General Counsel; Ben Rupert, Principal Counsel (virtual); Emily Vaias, Principal Counsel (virtual); David Warner, Principal Counsel (virtual); and James Parsons, Sr. Technical Writer, DHRM.

The meeting adjourned at 4:48 p.m.

James J. Parsons, Senior Technical Writer

William Spencer, Acting Executive Director

Employees' Retirement System
Maryland-National Capital Park and Planning Commission

Board of Trustees Meeting Minutes

Tuesday, June 2, 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 virtually via TEAMS on Tuesday, June 2, 2026. The meeting was called to order at 10:02 a.m. by Vice Chair Hedrick.

Board Members Present

James Hedrick, Vice Chair, Montgomery County Commissioner
William Spencer, M-NCPPC Acting Executive Director, Ex-Officio
Gavin Cohen, M-NCPPC Secretary-Treasurer, Ex-Officio
Pamela F. Gogol, Montgomery County Public Member
Connor Klein, Prince George's County Open Trustee
Elaine A. Stookey, Bi-County Open Trustee
Caroline McCarthy, Montgomery County Open Trustee
Lisa Blackwell-Brown, MCGEO Represented Trustee

Board Members Absent

Sgt. Anton White, FOP Represented Trustee
Sheila Morgan-Johnson, Prince George's County Public Member

Employees' Retirement System Staff Present

Jaclyn Harris, Executive Director
Alicia C. Stanford, Administrative Specialist

Others Present

Michael "Wes" Aniton, Deputy General Counsel, M-NCPPC Office of the General Counsel

Meeting Presenters

Meketa Investment Group
Mary Mustard, Chartered Financial Analyst "CFA"
Gloria Hazard, Chartered Financial Analyst "CFA"

Item 1. Approval of June 2, 2026 Consent Agenda

Action: Ms. McCarthy made a motion, seconded by Ms. Gogol to Approve the Consent Agenda of June 2, 2026. The motion Passed 8-0. Motion # 26-18.

Item 2. Chairman's Items

Item 2.A. 2026 Training and Conference Summary – No notable discussion from the Board.

Item 3. Consultant/Manager Presentations

Item 3.A. Meketa Investment Group

Item 3.A.i. April 30, 2026 Investment Performance Report

Ms. Mustard provided an overview of the investment results as of April 30, 2026, noting that the Employees' Retirement System had total assets of $1.3 billion and achieved a net monthly return of 4.2%. For the trailing periods, the Total Fund generated returns of 9.5% over the FYTD, 8.9% over three years, and 6.6% over five years. Ms. Mustard highlighted that financial markets experienced a strong rebound during the month, despite ongoing political uncertainty, inflation, foreign conflicts, trade tensions, and supply chain disruptions, which contributed to volatility in energy prices and inflation expectations. These conditions have created uncertainty in central bank policies and led to significant market movements. However, the U.S. market continues to benefit from long-term structural growth drivers, including increased investment in artificial intelligence and strong corporate balance sheets, which have supported the capital markets and contributed to overall positive performance.

Item 4. Committee Reports/Recommendations

Item 4.A. Investment Monitoring Group "IMG" Report

Ms. Mustard summarized the IMG's May 19, 2026 meeting, noting that the IMG discussed revisions made to the Statement of Investment Policy. She highlighted that key updates included renaming "Global Opportunistic Fixed Income" to "Private Debt"; changing the benchmark for Private Debt to a leveraged loan index that better aligns with the asset class's below-investment-grade and floating-rate characteristics; and updating the capital market assumptions in the appendix to reflect Meketa's 2026 outlook. The IMG supported the revisions to the Statement of Investment Policy.

Action: Mr. Spencer made a motion, seconded by Ms. McCarthy to Approve the Revised Statement of Investment Policy. The motion Passed 8-0. Motion # 26-19.

Ms. Harris provided a brief overview of the IMG's May 26, 2026 meeting, explaining that the IMG discussed changes to the amortization method and investment return assumption. She noted that Cheiron evaluated the current 15-year rolling (open) amortization approach against both a 15-year and 20-year layered alternative and examined maintaining the current 6.7% return assumption versus increasing it to 6.75%. Although the IMG discussed these items and the potential impact during the May 19th meeting, consensus was not reached at that time, prompting this follow-up meeting. The IMG also considered input from Meketa regarding the likelihood of achieving both return assumptions. Ultimately, the IMG reached consensus to recommend adopting a 15-year layered amortization method, maintain the 6.7% return assumption, and approve Cheiron's proposed demographic changes.

Action: Mr. Spencer made a motion, seconded by Ms. McCarthy to Approve the Change to the Amortization Method (15-year Layered) and Proposed Demographic Changes to the Actuarial Assumptions. The motion Passed 8-0. Motion # 26-20.

Item 4.B. Administration and Personnel Oversight Committee

Mr. Cohen stated that during the May 19, 2026 meeting, the Personnel Committee reviewed and discussed the draft report of the organizational study prepared by Segal, which examined staffing levels, operational processes, benchmarking data, and evaluation practices for both staff and the Executive Director. He added that the Personnel Committee will continue its review of the study's findings, including any further recommendations from Segal at the June meeting.

Mr. Cohen reported that at the May 26, 2026 meeting, the Personnel Committee discussed and supported the proposed FY27 ERS Operating Budget of $3,508,000 ($157,000 or 4.3% decrease from FY26).The reduction from the prior year is primarily due to the completion of projects in the current fiscal year such as the organizational study and actuarial experience study. He noted that the proposed FY27 operating budget does not currently include recommendations from the organizational study which may require a subsequent budget amendment after the Board has reviewed and approved proposed recommendations.

Action: Ms. Blackwell-Brown made a motion, seconded by Ms. Gogol to Approve the FY27 ERS Operating Budget. The motion Passed 8-0. Motion # 26-21.

Item 4.C. Audit Committee

Mr. Cohen reported that at the May 26, 2026 meeting, the Audit Committee discussed the RFP for auditing services. He shared that the CliftonLarsonAllen scored the highest amongst the respondents. He added that the Audit Committee came to a consensus to recommend awarding the auditing services contract to CliftonLarsonAllen. The proposed contract will result in a reduction in overall auditing services fees.

Action: Ms. Stookey made a motion, seconded by Mr. Spencer to Award the Auditing Services Contract to CliftonLarsonAllen LLP. The motion Passed 8-0. Motion # 26-22.

Item 5. Executive Director's Report

Ms. Harris informed the Board that Brenda Sigaran was hired for the Senior Accountant position and will start on June 8, 2026. Ms. Sigaran has over 12 years of experience with Prince George's County's Office of Finance, including expertise in financial reporting, investment reconciliation, and audit coordination. Ms. Harris also provided updates on Board of Trustees positions: the Prince George's County Planning Board must appoint a Commissioner to serve a three-year term on the Board, while public member trustee positions for both Montgomery and Prince George's Counties will expire on June 30, 2026, nominees for these positions will be recommended after the Personnel Committee reviews interested applicants. Additionally, Tanya Hankton will join the Board as the Bi-County Open Trustee effective July 1, 2026. Lastly, Ms. Harris reminded the Board that the $25 payment for Waiver of Recourse Endorsement insurance coverage is due by July 1, 2026.

The Board meeting of June 2, 2026, adjourned at 11:05 a.m.

Respectfully,

Jaclyn Harris

Jaclyn Harris — Executive Director

Alicia C. Stanford

Alicia C. Stanford - Administrative Specialist

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

July 15, 2026

TO: The Commission

VIA: Tracey Harvin, Corporate Policy and Management Operations Director

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

SUBJECT: Proposed Administrative Practice and Procedures on Identification Badge Management for Access to Commission Properties.

Requested Action

The Commission is asked to review and support proposed Administrative Practice 6-53 and Procedure 26-01, *Identification Badge Management for Access to Commission Properties*.

The proposed Practice and Procedure establish Commission-wide requirements for badge issuance, use, management, monitoring, return, and deactivation of Commission-issued identification badges. They apply to employees, including Commissioners, appointed officials, Merit System employees, and Seasonal/Intermittent, Temporary, and Term Contract employees, as well as vendors/contractors, volunteers, unpaid interns, authorized visitors, and employees responsible for administering the badge program.

Input on the draft was received from departmental representatives, including both Park Police Divisions. The draft was also shared with and supported by Department Heads and the Leadership Committee. With the Commission's approval, the proposed Practice and Procedure will be finalized and promulgated with a prospective effective date of January 1, 2027, to allow for time to prepare for implementation.

Background

The proposed Practice and Procedures were developed in response to the Office of the Inspector General's Commission-wide Badging Procedures audit, Report No. CW-007-2025. The audit identified deficiencies in the Commission's controls for badge issuance, monitoring, and separation. It found incomplete policies and procedures, processes that do not adequately protect Commission assets and personnel, and security gaps in the issuance and oversight of vendor/contractor badges.

The audit recommended that Corporate Policy and Management Operations (CPMO) develop a Commission-wide Administrative Practice and related Procedure to establish consistent standards for badge management across Commission facilities. The audit also recommended that Departments develop departmental procedures that are aligned with or more stringent than the Commission-wide framework.

Summary of Proposed Requirements

The proposed Practice and Procedures establish how badge access is approved, issued, configured, and controlled across the Commission. The proposed requirements are summarized below.

Access Control Requirements

- Identification badges must be issued before covered individuals access Commission property or facilities.
- All badges must be uniquely assigned to an individual. Anonymous, shared, generic, or unassigned badges, including "clamshell" badges, are prohibited.
- Badge access must be based on documented business need and limited to the minimum access required to perform assigned duties.
- RFID-enabled access must be restricted to the doors, areas, days, and hours necessary to perform assigned duties.

Badge Issuance and Classification

- Employees and interns must be issued uniquely assigned photo badges.
- Vendors/contractors must be issued uniquely assigned badges based on the duration and nature of the engagement, including photo badges where required.
- Authorized visitors must be issued temporary, non-photo, non-RFID visitor badges and must be escorted in non-public areas.

Approval and Authorization Controls

- Badge requests must be supported by required forms, approvals, identity verification, and, where applicable, completion of required background investigations.
- Badge Administrators must be designated in writing by Department Heads and are responsible for reviewing badge requests for completeness and compliance before submission to Park Police.
- Access to high-security areas requires written approval by the Department Head or designee and must include defined access areas and time limitations.
- Except for Park Police, twenty-four/seven (24/7) RFID-enabled access is prohibited unless the business need is documented and approved in writing.

Monitoring and Audit Controls

- Departments must maintain departmental badge access logs and periodically complete reconciliation with Park Police badge access records.
- Park Police will maintain centralized badge access logs, activate and deactivate badge access based on approved requests, conduct annual audits, and provide training on badge security and management.
- Departments are responsible for reviewing audit results and correcting any discrepancies identified.

Separation and Deactivation Controls

- Badges must be returned, and RFID access must be deactivated, upon separation from Commission service or the conclusion of an assignment, contract, or engagement.
- Departments are responsible for notifying Park Police and coordinating badge deactivation and return.

Department-Level Implementation: Departments may issue and maintain Standard Operating Procedures (SOPs) that align with or are more stringent than the Commission-wide Practice and Procedures to address facility-specific operations and access-control needs.

Attachments

A. Proposed Administrative Practice 6-53, Identification Badge Management for Access to Commission Properties

B. Proposed Administrative Procedures 26-01, Identification Badge Management for Access to Commission Properties

PROPOSED ADMINISTRATIVE PRACTICE 6-53, IDENTIFICATION BADGE MANAGEMENT FOR ACCESS TO COMMISSION PROPERTY

AUTHORITY This Practice was issued by the Commission on [TBA].

APPLICATION This Practice applies to all employees (including Commissioners, Merit System employees, Seasonal/Intermittent, Temporary, and Term Contract employees, and appointed officials), contractors (a.k.a. vendors), volunteers, unpaid interns, and authorized visitors. This includes employees responsible for administering the badge program, including Badge Administrators, Department Heads, Division Chiefs, and other designated personnel involved in badge issuance, monitoring, and enforcement. If any part of this Administrative Practice conflicts with a Collective Bargaining Agreement, the Agreement shall prevail for members of the respective Collective Bargaining unit.

PURPOSE AND BACKGROUND The purpose of this Administrative Practice is to establish a clear and enforceable policy framework for the issuance, use, and management of Commission-issued badges. These badges identify the holder's status with the Commission (such as employee, vendor (a.k.a. contractor), volunteer, unpaid intern, or visitor) and, where authorized, provide electronic access to restricted areas required to perform assigned duties. This Practice supports the Maryland-National Capital Park and Planning Commission's (M-NCPPC's) commitment to safety, accountability, and operational integrity. It does so by requiring that individuals accessing Commission property are properly identified and authorized. This includes access to facilities such as the Executive Office Building (EOB), Park and Recreation Administration Building (PRA), Largo Headquarters, and Wheaton Headquarters, which require RFID-controlled access. Each department may issue and maintain departmental Standard Operating Procedures (SOPs) aligned with, or stricter than, this Practice and its accompanying Procedures.

REFERENCES

- Administrative Practice 2-10, and accompanying Administrative Procedures 03-03, *Recruitment and Selection*
- Administrative Practice 2-16, and accompanying Administrative Procedures 00-02, *Contract Employment (Seasonal/Intermittent, Temporary, and Term)*
- Administrative Practice 2-21, *Risk Management*
- Administrative Practice 2-30, and Accompanying Procedures 03-04, *Internship Program*
- Administrative Practice 2-36, *Workplace Safety*
- Administrative Practice 3-30, *Delegation of Authority*

- Administrative Practice 5-80, *Records Management*
- Administrative Procedures 04-04, *Risk Management and Safety Manual*
- Administrative Procedures 26-01, *Identification and Badge Management for Access to Commission Property*

DEFINITIONS

Identification Badge (ID Badge) means a photo ID issued by Park Police that regulates entry to Commission facilities. These may be RFID-enabled badges for electronic access to secured areas, or non-RFID photo credentials used solely for identification where no electronic access is authorized.

Authorized Visitor means a non-employee visiting, other than a vendor or patron, a building or facility for five (5) calendar days or less for official business (for example a human resource matter, a meeting, or training, or to deliver mail, documents or packages) or a personal matter (for example to visit a family member, friend, or colleague), who is issued a temporary visitor badge without electronic access, and/or is escorted by the employee(s) they are visiting in any non-public areas.

Badge Administrator (and Badge Administrator Alternates) means a Commission employee designated in writing by the respective Department Head authorized to review and approve ID badge requests for completeness and compliance prior to submission to Park Police.

The Commission means (a) the Maryland National Capital Park and Planning Commission, which is the organizational entity referred to in this Practice, or (b) the 10-member voting body of the Maryland-National Capital Park and Planning Commission.

Departmental HR Representative means an employee (including, for example, HR Business Partners) designated in writing by the Department Head or their designee to perform assigned human resources functions for the department, such as employee onboarding and personnel administration.

Employee, for the purposes of this Practice, means any person employed by the Commission, whether employed on a full-time or part-time basis, as a Merit System employee; Seasonal/Intermittent, Temporary, or Term contract employee; Appointed Officer; Department Head; or Commissioner, regardless of the manner of entry into Commission service.

High-Security Area means a space within a building or facility containing sensitive information such as financial data, personnel records, health records, information technology data, or equipment (e.g., OIG suites, IT server rooms, and check vaults) where access by unauthorized persons would be detrimental to the security and safety of the Commission, its employees, patrons, or business partners.

Hiring Manager means the Commission employee responsible for hiring an employee or vendor (a.k.a. contractor), or for onboarding a volunteer or unpaid intern, to perform work, carry out specific duties, or provide goods or services to the agency.

Least Privilege means providing only the minimum access necessary for an employee, vendor, or other person to perform their assigned job, task, or activity.

Patron means a member of the public who attends a public facility or event such as an M-NCPPC-owned park, playground, museum, sporting or entertainment venue, or a participant in an M-NCPPC program or activity open to the general public.

Radio Frequency Identification (RFID) Badge means an identification badge that uses radio waves to transmit information contained in a wireless device (the badge) to an authorized reader at a distance, without physical contact or line of sight.

Vendor (a.k.a. Contractor) means a party obligated by contract or subcontract to provide goods or services to the Commission for consideration, including construction and related professional services.

Volunteer means an individual who freely offers to perform services for the Commission without expectation of compensation, benefits, or employment. Volunteers may assist with programs, events, or operations and are subject to applicable agency policies, including conduct, safety, and confidentiality standards. Volunteers do not hold employee status and serve at the Commission's discretion.

TABLE OF CONTENTS

POLICY

I. Badge Eligibility and Issuance Authority

A. **Badge Requirement**
All individuals covered by this Practice shall be issued a Commission badge before accessing Commission property or facilities.

B. **Photo & RFID Standard**

1. All employees and interns shall be issued a uniquely assigned photo badge.

2. Volunteers shall be issued a uniquely assigned photo badge when a background check is required pursuant to Administrative Procedures 03-03, *Recruitment and Selection*.

3. Vendors (a.k.a. contractors) shall be issued a uniquely assigned photo badge, except when a work assignment is five (5) calendar days or less.

4. Authorized visitors are issued non-photo and non-RFID-enabled badges.

5. When electronic access to secured areas is authorized, the badge shall be RFID-enabled. RFID-enabled badges shall be configured to provide only the minimum necessary access and shall be limited to approved days and hours.

6. Anonymous badges, including shared, generic, or unassigned "clamshell" badges, are prohibited; all badges shall be individually assigned and logged.

7. All badges shall have an expiration date aligned with the business need. Open-ended or "no expiration" profiles are prohibited.

C. **Badge Request Approval (All Badges)**
Except for emergency requests covered in Procedures 26-01, *Identification Badge Management for Access to Commission Property*, Park Police shall not activate or modify any badge until the request has received the required written authorizations. The requesting hiring manager or departmental HR representative shall complete and sign the required badge request form referenced in Procedures 26-01 to authorize access. The request shall specify the business need, the level of access, the doors and readers, the authorized days and hours, and the start and end dates. The signed form shall be submitted to the Badge Administrator for review. There may be more than one Badge Administrator assigned to a specific facility, division, or unit within a department, as is practical and appropriate for implementing the badge issuance and management procedures. If the form is complete, the Badge Administrator shall sign and submit it to Park

Police for processing. The Department Head’s or designee's signature is required only when access to high-security areas is requested.

D. **Submission Requirements**

1. Badge requests shall be submitted to the respective departmental Badge Administrator using the appropriate form specified in Procedures 26-01, *Identification Badge Management for Access to Commission Property.*

2. All required approvals, identity verifications, and background checks shall be completed before a badge may be activated. All required information shall be provided on the appropriate badge request form. Park Police will activate or modify badges only upon receipt of all required information from the hiring manager, contract manager, or volunteer coordinator, as applicable.

II. <u>Access Control and Limitations</u>

A. **Business Need**

Access to Commission buildings and facilities shall be based on documented operational need. Access shall be limited to the level necessary to fulfill job responsibilities or contractual obligations.

B. **Criminal History Record Check**

RFID-enabled badge issuance is contingent upon completion of all required criminal history record check(s), as applicable to the individual’s role and access level.

Employees and volunteers must meet applicable background investigation requirements prior to badge issuance in accordance with Administrative Procedures 03-03, *Recruitment and Selection*.

Vendors (a.k.a. contractors) shall meet all background investigation and screening requirements specified in the terms and conditions of their respective contracts with the Commission. The contract manager shall certify, as part of the badge request process, that all applicable contractual background requirements have been satisfied prior to badge issuance.

Any individual authorized for access to minors or vulnerable populations, regardless of employment or contractual status, shall complete both a Maryland CJIS fingerprint-based criminal history check and an NCSI online background screening, prior to badge issuance. Note that individuals who are assigned to programs and facilities with children and vulnerable populations require an FBI/CJIS background investigation.

C. **Proximity-Key Control Agreement**

Only individuals issued RFID-enabled Commission badges must sign the Proximity-Key Control Agreement before badge activation. The Agreement does not apply to non-RFID identification badges or visitor credentials. Detailed requirements are established in the Administrative Procedures.

D. **Least-Privilege**
Approved access to Commission buildings and facilities shall be restricted to the minimum necessary doors and areas, and to approved days and hours necessary to perform assigned duties. Exceptions (such as extended hours) require written approval by the Department Head or designee.

E. **High-Security Areas**

1. Access to high-security areas, such as evidence rooms and vaults, requires approval by the Department Head or designee and shall include explicit time-zone limits. Designees may not be below the level of Division Chief.

2. Except for Park Police, twenty-four (24) hour access to facilities is prohibited unless the Department Head or designee provides written justification and approval.

F. **Vendors (Contractors)**
Vendor RFID-enabled badge access must be limited to specific doors and areas, and to the days and hours necessary to perform contracted work. Vendor badges shall be collected, and any associated RFID access deactivated, at the conclusion of the engagement. Anonymous or shared vendor credentials are prohibited.

G. **Volunteers**
Volunteer access to Commission property and facilities must be limited to the time periods and indoor or outdoor areas necessary to perform assigned duties. Volunteers must be supervised as appropriate for those duties. The Commission manager responsible for the volunteer program must (i) determine, based on the nature and duration of the assignment, whether the badge is issued for identification purposes only or includes RFID electronic access, and (ii) submit that determination to the Division Chief or Department Head on a case-by-case basis.

H. **Authorized Visitors**
Authorized visitor badges are temporary and non-electronic. When available, visitors must check in at designated check-in areas. If no check-in area exists, visitors must check in with an employee in the office they are visiting. An employee shall always escort authorized visitors while on Commission property. No RFID-enabled badge access may be provided. Visitor credentials may not remain valid for more than five (5) calendar days without reauthorization.

I. **Credential Expiration and Renewal**
Except for Merit System employees, all badges shall have a specific expiration date aligned with business needs and review cycles. Renewal and expiration-cycle requirements (including annual review and default expiration dates) are established in the Administrative Procedures. Vendor

badge issuances must comply with the time limits stated in the Photo & RFID Standard subsection.

J. **Badge Return and Deactivation**
Commission-issued badges shall be returned, and associated facility RFID access shall be deactivated, upon separation from Commission service or upon the conclusion of an authorized engagement. Failure to return badges could result in the payment of fees as described in Administrative Procedures 26-01, *Identification and Badge Management for Access to Commission Property*.

VIOLATIONS

Employees who violate this Practice may be subject to disciplinary action. Enforcement shall be consistent with Merit System Rules, applicable Collective Bargaining Agreements, and related Practices. Violations include but are not limited to unauthorized badge use or duplication; failure to return badges upon separation; circumvention of access controls or background investigation requirements; tampering with badge hardware or software; and following others to use one's badge or bypassing escort requirements. Vendors (a.k.a. contractors) who misuse badges or fail required background investigation are subject to remedies and sanctions under the terms of their contract(s) with the Commission, up to and including contract termination, and may face financial liability as applicable.

PROCEDURES

The Executive Director shall issue Administrative Procedures for agency-wide ID badge management.

PROPOSED ADMINISTRATIVE PROCEDURES 26-01, IDENTIFICATION AND BADGE MANAGEMENT FOR ACCESS TO COMMISSION PROPERTY

AUTHORITY

The Executive Director issued these Administrative Procedures on [TBA].

APPLICATION

These Procedures apply to employees (including Commissioners, Merit System employees, Seasonal/Intermittent, Temporary, and Term Contract employees, and appointed officials), vendors (a.k.a. contractors), volunteers, unpaid interns, and authorized visitors. If any portion of these Administrative Procedures conflicts with a Collective Bargaining Agreement, the Agreement shall prevail for members of the respective Collective Bargaining unit. Each department may issue and maintain a departmental Standard Operating Procedure (SOP) aligned with, or stricter than, this Procedure and its accompanying Administrative Practice.

PURPOSE AND BACKGROUND

The purpose of these Administrative Procedures is to establish uniform, verifiable requirements for the issuance, use, and management of Commission-issued badges. These Procedures support the safety and security of individuals on Commission property by defining clear roles, approvals, and recordkeeping requirements for badge issuance, monitoring, and deactivation. They also incorporate internal controls intended to prevent unauthorized access.

REFERENCES

- Administrative Practice 2-10, and accompanying Administrative Procedures 03-03, *Recruitment and Selection*
- Administrative Practice 2-16, and accompanying Administrative Procedures 00-02, *Contract Employment (Seasonal/Intermittent, Temporary, and Term)*
- Administrative Practice 2-21, *Risk Management*
- Administrative Practice 2-30, and Accompanying Procedures 03-04, *Internship Program*
- Administrative Practice 2-36, *Workplace Safety*
- Administrative Practice 3-30, *Delegation of Authority*
- Administrative Practice 5-80, *Records Management*
- Administrative Procedures 04-04, *Risk Management and Safety Manual*
- Administrative Practice 6-53, *Identification and Badge Management for Access to Commission Property*

DEFINITIONS

Identification Badge (ID Badge) means a photo ID issued by Park Police that regulates entry to Commission facilities. These may be RFID-enabled badges for electronic access to secured areas, or non-RFID photo credentials used solely for identification where no electronic access is authorized.

Authorized Visitor means a non-employee visiting, other than a vendor, a building or facility for five (5) calendar days or less for official business (for example a human resource matter, a meeting, or training, or to deliver mail, documents or packages) or a personal matter (for example to visit a family member, friend, or colleague), who is issued a temporary visitor badge without electronic access, and/or is escorted by the employee(s) they are visiting in any non-public areas.

Badge Administrator (and Badge Administrator Alternates) means a Commission employee designated in writing by the respective Department Head authorized to review and approve ID badge requests for completeness and compliance prior to submission to Park Police.

Badge Log means a log maintained by Park Police documenting badge issuance, activation, changes, and deactivation.

The Commission means (a) the Maryland National Capital Park and Planning Commission, which is the organizational entity referred to in this Practice, or (b) the 10-member voting body of the Maryland-National Capital Park and Planning Commission.

CJIS stands for Criminal Justice Information System, which is used for fingerprint-based criminal history record checks.

Deactivated Badge means an electronic badge that is turned off in the access system but retained for audit purposes.

Departmental HR Representative means an employee designated in writing by the Department Head or their designee to perform assigned human resources functions for the department, including employee onboarding and personnel administration.

Dual Approval means badge approval by the manager and the Department Head when access to high-security areas is requested, such as IT server rooms, evidence rooms, payroll or financial areas, or locations where there is confidential personnel or health information.

Dual Security Systems means badge issuance and management systems in M-NCPPC buildings or facilities with commercial leases that may operate different badging security systems, requiring coordination with M-NCPPC badging operations.

High-Security Area means a space within a building or facility containing sensitive information such as financial data, personnel records, health records, information technology data, or equipment (e.g., OIG suites, IT server rooms, and check vaults) where access by unauthorized persons would be detrimental to the security and safety of the Commission, its employees, patrons, or business partners.

Hiring Manager means the Commission employee responsible for hiring an employee or vendor (a.k.a. contractor), or for onboarding a volunteer or unpaid intern, to perform work, carry out specific duties, or provide goods or services to the agency.

Intern means a student enrolled in college or a technical school and participating in M-NCPPC's Internship Program.

Least Privilege means providing only the minimum access to buildings/facilities needed by an employee, vendor, or other person for the assigned job, task, or activity, and only for the period the recipient needs or should have badge access.

Loaner Badge means a badge issued to an employee or non-employee badge holder for same-day use only; it must be returned before the close of business and may not be retained overnight or transferred.

NCSI stands for National Center for Safety Initiatives and is used for online background screening.

NEOGOV means the Human Capital Management system used for hiring and badge requests.

Patron means a member of the public who attends a public facility or event such as an M-NCPPC-owned park, playground, museum, sporting or entertainment venue, or a participant in an M-NCPPC program or activity open to the general public.

Proximity-Key Control Agreement means a form that must be signed by anyone who is issued an RFID badge, in which the person pledges to promptly report lost or stolen badges, pay a fee for badge replacement, and pay a penalty for failure to return an issued badge upon separation.

Radio Frequency Identification (RFID) Badge means the use of radio waves to identify people via a device that reads information stored in a wireless device (ID badge) from a distance, without making any physical contact or requiring line of sight.

Recruitment and Selections Services (RSS) Office means the office located within the Department of Human Resources and Management (DHRM) responsible for recruitment of Commission employees and performing ancillary and necessary services required for on-boarding including but not limited to coordination of recruitment activities with executive office and operating departments, background checks, compensation and salary acceptance offers, setting hiring & reporting dates and scheduling and conducting orientation for new hires.

Visitor Badge means a temporary badge issued to Authorized Visitors allowing non-electronic access to public areas for up to five calendar days.

Vendor (a.k.a. Contractor) means a party obligated by contract or subcontract to provide goods, services, or property to the Commission for consideration, including construction and related professional services.

Volunteer means an individual who freely offers to perform services for the Commission without expectation of compensation, benefits, or employment. Volunteers may assist with programs, events, or operations and are subject to applicable agency policies, including conduct, safety, and confidentiality standards. Volunteers do not hold employee status and serve at the discretion of the Commission.

<u>TABLE OF CONTENTS</u>

ATTACHMENTS

PROCEDURES

I. Badge Security, Authorization, and Access Controls

A. General Badge Security Requirements

1. Except for sworn park police officers, badges must always be worn visibly while on Commission property. When practicable, badges are issued on the first day. Repeated failures to display an issued badge, or excessive loss or damage, may result in disciplinary action for Commission employees or discontinuance of the engagement with the Commission for non-employees. Park police shall display their officially issued police badge provided to sworn police officers.

2. Badges must not be altered, obscured, duplicated, or transferred, and must be surrendered upon the request of the employee's supervisor, division chief (or above), building/facility manager, badge administrator, or Park Police.

3. Badges issued to vendors (a.k.a. Contractors), interns, volunteers, and authorized visitors shall be clearly labeled (e.g., "CONTRACTOR," "INTERN," "VOLUNTEER," "VISITOR") and may be color-coded.

B. Review and Processing

1. Badge requests shall be initiated as follows:

   a. Merit System and Term Contract Employees: Requests for badge issuance shall be initiated by the hiring manager or departmental HR representative utilizing NEOGOV by sending completed Form A (Attachment A to these Procedures) to their respective Badge Administrator.

   b. Seasonal/Intermittent and Temporary: Requests for badge issuance shall be initiated by the hiring manager or departmental HR representative by sending completed Form A (Attachment A to these Procedures) to their respective Badge Administrator.

   c. Volunteers and Unpaid Interns: Requests for badge issuance shall be initiated by the hiring manager or departmental HR representative by sending completed Form B (Attachment B to these Procedures) to their respective Badge Administrator.

   d. Vendors (a.k.a. Contractors): Requests for badge issuance shall be initiated by the contract manager or departmental HR representative by sending completed Form C (Attachment C to these Procedures) to their respective Badge Administrator.

e. <u>Visitors</u>: Badges are issued by the respective front desk, security personnel, or other authorized employees at each building or facility.

f. <u>Commissioners</u>: Requests for badge issuance shall be initiated by the respective Planning Board Administrator or appropriate staff by contacting the respective Park Police Badging Security Office directly, in writing, to request access to each building or facility for which access is needed.

2. Except for Commissioners, the following steps shall be followed in processing badges for issuance:

   a. The requester shall prepare the badge request package in full, including all required forms and supporting documentation.

   b. The respective Badge Administrator shall review the package and approve it in writing before submission to Park Police.

   c. Park Police shall activate badge access only after receiving a complete, approved package.

   d. For new employees, Park Police shall verify that the individual appears on the RSS start-of-pay-period orientation list or a documented update from RSS. No activation shall occur if the individual is not on the current list or the badge request is incomplete and/or not properly executed.

   e. Government-issued photo ID shall be verified by the hiring manager or departmental HR representative and Badge Administrators when preparing the badge request form. Park Police shall require that people picking up a photo badge verify their identity with a current, valid government-issued photo ID at the time of issuance. Park Police must record the name, title, and phone number of the person picking up the photo ID in a logbook, which also records the badge number and the badge owner.

3. Any modification to badge access, including changes to doors, areas, hours, or terms, shall require new authorized approval and updated documentation. Park Police shall not modify RFID badge access without this approval.

4. Activation or changes shall occur promptly upon receipt of a complete, approved package to ensure timely access for authorized individuals.

5. Urgent cases shall follow the Emergency Activation and Deactivation subsection below.

C. **Emergency Activation and Deactivation**

1. Emergency access may be granted by Park Police if the request is approved by a person designated by the respective Department Head, and the reason for the request is justifiable due to unforeseen circumstances, and/or when Agency operations could be affected if emergency access is not granted. Such requests may be made verbally but must be confirmed by email or other written communication, including the names of the person requesting access and the individual granted access (e.g., via email or text message), for recordkeeping purposes.

2. Badge Administrators shall initiate emergency RFID badge access deactivation by both calling Park Police and emailing the request marked as "URGENT."

3. Park Police must complete the RFID access deactivation within 24 hours of receiving the request and must confirm completion by email to the requester.

D. **Least Privilege Configuration Standards**

1. Park Police shall configure RFID-enabled badge access to only the doors/areas/hours approved in the request. Twenty-four/seven (24/7) RFID-door access shall be limited to those with written approval, such as employees who are responsible for managing office buildings, community centers, and event venues.

2. Time zones shall be applied where operationally feasible to constrain after-hours entry.

3. High-security areas require dual approval (Department Head or designee and Park Police) and explicit time zone limits.

E. **Issuance**

1. Individuals issued RFID-enabled badges must sign a Proximity-Key Control Agreement before badge activation and release to the badge holder.

2. Non-photo badges are permitted only for vendors (a.k.a. contractors) whose engagement with the Commission is five (5) days or less, volunteers, and authorized visitors.

3. Park Police shall configure and activate the badge in accordance with the approved access request and the Least Privilege Configuration Standards in these Procedures before release.

4. After activation, the badge is issued to the individual by Park Police, who must acknowledge receipt.

F. **Return and Deactivation**

Upon separation or the end of engagement, badges must be collected. RFID access (if applicable) must be deactivated in accordance with these Procedures.

G. **Dual Security Systems**

Managers of M-NCPPC buildings and facilities that share access with other commercial or governmental entities and have dual security systems must develop internal badge management policies and procedures for the respective Department Head's review and approval. Such policies and procedures shall be consistent with these Administrative Procedures and ensure the security of Commission property.

II. <u>Badge Management by Type of Badge Holder</u>

A. **Merit System and Term Contract Employees:**

1. <u>Notification and Intake</u>: At the start of each new pay period, the Recruitment and Selection Services (RSS) Division, within the Department of Human Resources and Management, emails a list of all new Merit System and Term Contract employees scheduled for orientation along with a list of employee promotions, demotions, lateral transfers and terminations to the Park Police badging security office responsible for badge access rights. Park Police will retain the list of employees for recordkeeping, but will not proceed with any profile updates until the proper form is completed in full, as described in the Review and Processing subsection.

2. <u>Badge Issuance and Access Type</u>: Badge issuance, photo requirements, RFID access eligibility, and applicable background investigation requirements for Merit System and Term Contract employees are governed by the Photo & RFID Standard, Criminal History Record Check, and Issuance subsections of these Procedures, and Section I and II of Administrative Practice 6-53, *Identification and Badge Management for Access to Commission Property.*

3. <u>Off-Boarding and Deactivation</u>: Separation, transfer, and termination actions for Merit System and Term Contract employees are communicated through recurring pay-period reporting by RSS and are subject to the badge return and RFID access deactivation requirements set forth in the Return and Deactivation and Separation and Expiration Coordination subsections of these Procedures. Park Police may not deactivate or modify access without the required documentation and approvals. Note that loose badges with no accompanying report identifying the holder of the badge shall not be delivered to Park Police badge security office. All returned badges must go through the Badge Administrator and follow the Procedures below in Section IV(B)(6).

4. <u>Proximity-Key Control Agreement</u>: Merit System and Term Contract employees who are issued RFID-enabled ID badges shall be required to sign a Proximity-Key Control Agreement at the time of badge issuance, acknowledging responsibility for the badge and

agreeing to return it upon separation or upon demand of their supervisor, Badge Administrator, or Park Police, consistent with the Issuance subsection and the Replacement Fee Schedule in these Procedures.

B. **Seasonal/Intermittent and Temporary Contract Employees (including Paid Interns):**

1. Notification and Intake: All requests for badges for Seasonal/Intermittent and Temporary Contract employees (including paid interns) must be submitted at least one week (7 calendar days) prior to needing the badge for access to Commission facilities. This provides the Park Police badging security office sufficient time to prepare the necessary access privileges and issue the required badge.

   Park Police will retain the list of employees for recordkeeping but will not proceed with any profile updates until the proper form and credentials are completed in full and approved by the respective Badge Administrator as described in the Review and Processing subsection.

2. Badge Issuance and Access Type: ID badges issued to these employees must be returned at the end of their work cycle. RFID-enabled ID badges are issued only if there is a business reason for the employee to electronically access buildings, facilities, and/or other secure areas.

3. Off-Boarding and Deactivation: Each month, the manager or respective department's Human Resources office shall prepare a list of all Seasonal/Intermittent and Temporary Contract employees whose employment has ended and submit the list along with a request (using the attached Badge Log Form F) to their respective Badge Administrator. The Badge Administrator shall check all badge deactivation information for accuracy and forward the Badge Log Form F to the Park Police Badging Security Office for deactivation of RFID badge access. Badge Administrators shall follow up to make sure that supervisors and managers promptly return the issued badges to Park Police following the procedures in Section IV(B)(6), Badge Expiration Deactivation and Collection Coordination. Loose badges should not be delivered to Park Police without the accompanying Badge Log Form; therefore, the Badge Administrator and supervisors/managers shall coordinate the labeling and delivery of badges to be deactivated.

4. Proximity-Key Control Agreement: Seasonal/Intermittent and Temporary Contract employees must be informed that they will be required to sign a Proximity-Key Control Agreement at the time of badge issuance acknowledging receipt of the badge ID and pledging return upon termination of employment or upon demand of their supervisor, Badge Administrator or Park Police; and acknowledging that failure to do so could result in the remittance of fees delineated in the Replacement Fee Schedule in these Procedures.

C. **Vendors (a.k.a. Contractors):**

1. Notification and Intake: When new contractors are hired, or there is a change in contractor status, the Contract Manager (or Procurement Manager when serving as Contract Manager) must submit requests for badges at least one week (7 calendar days) prior to needing the badge for access to Commission facilities. This provides the Park Police badging security office sufficient time to prepare the necessary access privileges and issue the required badge. Park Police will retain a copy of the vendor/contractor badge request for recordkeeping, but will not proceed with any profile updates until the proper form and credentials are completed in full and approved by the respective Badge Administrator as described in the Review and Processing subsection.

2. Badge Issuance and Access Type: Any contractor, including any of the contractor's employees or subcontractors, must, at the contractor's own expense, apply for and successfully pass a criminal background investigation. Where applicable law, regulation, or contract terms require a criminal history record check as a condition of access (including, but not limited to, access to childcare facilities), such checks shall be completed and cleared prior to badge activation.

   Vendor engagements exceeding five (5) calendar days require an RFID-enabled photo identification badge or a non-RFID photo identification badge. Engagements exceeding fourteen (14) calendar days require completion of applicable background checks before activation, in accordance with Section II(B) of Administrative Practice 6-53, *Identification Badge Management*, and these Procedures. Vendors with shorter assignments (i.e., five (5) calendar days or less) may be issued a non-photo badge. RFID access may be granted when operationally necessary and approved.

   All required fingerprinting and other requirements related to the criminal background check must be completed before the contractor may begin providing services under the contract. The Vendor must provide copies of such background checks to the Commission or an affidavit under oath that the required criminal background investigation was successfully completed and that no criminal history was discovered before any such personnel will be permitted onto Commission property. Contracts must require that vendors/contractors provide updated information to the Program Manager when the list of workers changes.

   Any vendor criminal background report that contains criminal activity information must be submitted to the Corporate Procurement Director and be reviewed by the Procurement Review Committee to make a final recommendation on whether to use a particular vendor or person hired by a vendor. The Procurement Review Committee includes representatives from the Office of General Counsel, the Department of Finance Corporate Procurement Director (or designee), and the procurement manager from the respective department, as appropriate. A representative from each Park Police Division may be consulted on matters of law enforcement and security measures, as necessary. Only the Department Head of the procuring department may elect to override the Procurement Review Committee's recommendation.

Vendor access must be limited to specific doors/areas and days/hours necessary to perform contracted work; 24/7 access is prohibited unless the business need is documented and approved in writing by the Department Head.

3. Badge Return and Deactivation: ID badges issued to vendors must be returned at the end of their contract work and subsequently returned to Park Police by the program managers for RFID access deactivation (if applicable) following the procedures in Section IV(B)(6, Badge Expiration Deactivation and Collection Coordination.

   Contractor/Vendor companies are responsible for the timely return of ID badges by their employees. Failure of an employee, who cannot be located, to return their badge will result in the employer being liable for the payment of any fees. This provision shall be included in contracts for goods and services requiring the issuance of ID badges.

4. Proximity-Key Control Agreement: Vendors must be informed by program managers that they will be required to sign a Proximity-Key Control Agreement at the time of badge issuance or contract execution, acknowledging receipt of the badge ID (or badge IDs if more than one is issued to a contractor/vendor company) and pledging return upon completion of contracted work or upon demand of the contract manager, Badge Administrator or Park Police; and acknowledging that failure to do so could result in the assessment of fees outlined in the Replacement Fee Schedule in these Procedures.

D. **Volunteers and Unpaid Interns:**

Notification and Intake: When a new volunteer or unpaid intern is onboarded, or there is a change in status, the hiring manager or departmental HR must submit requests for badges at least one week (7 calendar days) prior to needing the badge for access to Commission facilities. This provides the Park Police badging security office sufficient time to prepare the necessary access privileges and issue the required badge. Park Police will retain a copy of the badge request for volunteers and unpaid interns for recordkeeping, but will not proceed with any profile updates until the proper form and credentials are completed in full and approved by the respective Badge Administrator as described in the Review and Processing subsection.

1. Badge Issuance and Access Type: Photo and non-photo ID badges may be issued to volunteers and unpaid interns; however, RFID access is only provided if needed for access to buildings or facilities. Badges must be returned at the end of their work cycle.

2. Off-Boarding and Deactivation: Each month, the manager or respective department's Human Resources office must submit to the Badge Administrators a list of all volunteers and unpaid interns whose assignments have ended, utilizing Badge Log Form G attached to these Procedures. If an individual was issued an RFID-enabled badge, the supervisor or manager must also request the deactivation of the RFID badge access. Badge Administrators must ensure that supervisors and managers return ID badges at the end of work assignments to Park Police following the procedures in Section IV(B)(6), Badge Expiration Deactivation and Collection Coordination.

3. Proximity-Key Control Agreement: Volunteers and unpaid interns who are issued an RFID badge must be informed that they will be required to sign a Proximity-Key Control Agreement at the time of badge issuance acknowledging receipt of the RFID badge ID and pledging return upon termination of employment or engagement or upon demand of the supervisor, Badge Administrator, or Park Police; and acknowledging that failure to do so could result in financial penalties as outlined in the Replacement Fee Schedule in these Procedures.

E. **Authorized Visitors:**

1. Temporary non-photo visitor badges shall be issued by the host department.

2. Individuals visiting or entering any Commission location for business reasons (for example, delivery personnel and other business-related providers or clientele) must check in with the front desk or other appropriate reception location and provide a government-issued photo ID to obtain a temporary visitor badge. Persons responsible for signing in visitors must record the name and license or ID number of the visitor in a logbook, which may be a physical log or electronic log, which must be maintained for a minimum 12-month period. Note that patrons of public facilities and public events held at Commission facilities would not require a visitor badge.

3. Visitor badges do not provide electronic access. Visitors must always be escorted by a Commission employee while in non-public areas.

4. Host departments must maintain a visitor badge access log that records the visitor's name, date(s) of visit (duration), and, when applicable, the area(s) authorized for access, and the badge issued. Visitor badges must be date-specific and cannot be used after their expiration date. Facilities should require that issued visitor badges be returned after use.

III. <u>Table of Badge Issuance Requirements by Type of Badge Holder</u>

Badge Holder Type	Requestor	Form Used	Issuing Authority	Badge Type	Required Investigations	Approval Authority
Merit System and Contract (Seasonal/ Intermittent, Temporary, and Term) Employees (Includes Paid Interns)	Respective Manager or Dept. HR Rep.	Form A	Park Police	Photo badge, with RFID if electronic access is needed (labeled "INTERN" when applicable)	FBI/CJIS (Using MSDE no. when childcare related; otherwise, the Commission general no.) and NCSI (new hire; rehire after break; annual for contract).	Dept. Head or Badge Admin.
Volunteers and Unpaid Interns	Respective Manager or Dept. HR Rep.	Form B	Park Police	Photo badge, with RFID if electronic access is needed; labeled "VOLUNTEER" / "INTERN"	See Practice 03-03 Recruitment & Selection Sec. IV.(E)(3)	Dept. Head or Badge Admin.
Vendors (A.K.A. Contractors)	Contract Manager or Dept. HR Rep.	Form C	Park Police	***>5 days:*** Photo badge, with RFID if needed; labeled "CONTRACTOR"/ "VENDOR" ***≤ 5 days:*** Non-photo badge, with RFID if needed; labeled "CONTRACTOR"/ "VENDOR."	CJIS (Using MSDE no. when childcare related; otherwise, the Commission general no.) and NCSI when unsupervised access to non-public areas.	Dept. Head or Badge Admin.
Authorized Visitors	Respective office or employee	N/A (log)	Respective Facility	***≤ 5 days*** Badge with no photo ID; labeled "VISITOR."	N/A. Visitors must be escorted at all times.	Host Dept.

IV. <u>Badge Renewal and Separation Controls</u>

A. Renewals

1. Renewals are not automatic for seasonal/intermittent or temporary contract employees, interns, vendors, or volunteers who have a break in service. Merit and Term contract employee badges with RFID access must be reviewed annually for changes, transfers, departures, etc., as part of the annual audit cycle covered in Section VII(A) Badge Records and Auditability. Renewal requires the original request form (Form A, B, or C), updated approvals, and verification of background screening status, and must be approved by the respective manager and Badge Administrator, following separation-of-duties protocols.

2. Park Police shall determine an annual universal badge expiration date applicable to all seasonal/intermittent and temporary contract employees, interns, vendors, and volunteers, with October 1 being the default date for expirations if no alternative date is chosen by Park Police; this does not replace continuous deactivation upon separation or engagement end.

B. Badge Deactivation and Collection

1. Upon separation or end of engagement, badges must be collected, and RFID access (if applicable) must be deactivated in accordance with these Procedures. Non-RFID badges must be collected by managers/supervisors and returned to the respective Park Police badge security office. Badge Administrators should receive a copy of the deactivation list.

2. Each month, the Badge Administrator must submit to Park Police a list of individuals (employees, volunteers, vendors, interns) whose engagements will end in the upcoming month and request advanced RFID access deactivation (if applicable) and badge collection.

3. Temporary visitor badges and all vendors, interns, and volunteer badges shall include an expiration date aligned to the engagement term and shall not exceed the maximum duration allowed for that category.

4. Supervisors, contract managers, or HR representatives must collect badges at the exit meeting where practicable; if the badge is not collected at exit, it must be returned promptly but before the issuance of any severance payment or final disbursements. Failure to return RFID badges shall result in a one-hundred twenty-five-dollar ($125.00) assessment from any severance pay or final disbursement to the extent permitted by law and applicable agreements, unless waived by the Department Head for extenuating circumstances (e.g., sickness, injury, or family emergency).

5. RFID badge access must be deactivated by Park Police no later than two business days after receiving a notice of separation, reassignment, or completion of assignment by the Department Head or designee, badge administrator (or alternate), or other person designated by the Department Head.

6. Badges (including RFID and non-RFID photo badges) are to be returned to the Park Police Badge Security Office no later than two business days after separation of the badge holder from the Commission, along with the applicable badge deactivation log. The department's badge access log (Attachments F & G to these Procedures) must be updated and accompany any returned badges sent to Park Police, so that badge holders can be easily identified. Badge Administrators must receive a copy of the badge deactivation log prior to submission to Park Police, so they can verify its accuracy, update it, and maintain the department's badge activation/deactivation database.

   In no event shall loose unidentified badges be delivered to the Park Police Badge Security Office without the appropriate log updates. Deactivation logs shall be accurate and complete when submitted to the Park Police Badge Security Office. Badge Administrators are responsible for ensuring the accuracy of badge deactivation logs prior to submission to Park Police.

V. <u>Lost or Stolen Badges (Replacement)</u>

A. **Immediate Reporting and Deactivation**

The badge holder must report a lost or stolen badge immediately; the Park Police shall deactivate RFID access (if applicable) before issuing a replacement.

B. **Reissuance Requirements and Proximity-Key Control Agreements**

1. <u>Replacement Request and Required Documentation</u>: Replacement requires Form D (Lost/Stolen/Damaged Badge Replacement), and all required supporting documentation (police report case number, acceptable government-issued ID, completed replacement request).

2. <u>Proximity-Key Control Agreement Requirement</u>: Park Police shall require that all persons receiving an RFID-enabled badge sign a Proximity-Key Control Agreement (Attachment E) before badge receipt, where the person acknowledges and agrees that failure to provide a police report for a stolen RFID badge shall result in a fee payable by the employee, vendor, intern, or volunteer of $25 for the first event.

3. <u>Replacement Fee Schedule</u>: Replacement of a lost RFID-enabled badge shall require a $25 fee for the first event, unless the badge is stolen and the badge holder provides a copy of a filed police report. To avoid fines for a stolen ID badge, a police report must be provided to Park Police and be specifically detailed, describing the stolen badge and the date and time it

was reported stolen. Fines for lost or stolen RFID-enabled ID badges shall increase to $50 for the second event, and $75 for each additional event. Employees who have been employed continuously for five or more years may request that the first event (only) of a lost ID badge fee be waived.

4. Employees, volunteers, vendors, and visitors who are issued a non-RFID badge may be charged a $20 fee to replace a lost or stolen badge, for the second incident, unless a filed police report is provided. This fee may be waived if there are extenuating circumstances beyond the badge holder's control.

5. Payment Processing and Accepted Methods: Payments are processed by each Park Police Security Office and Records Office, which may not accept cash payments for security reasons. Therefore, each Park Police Division must ensure that procedures are in place for electronic payments (e.g., credit and debit cards). Additionally, there must be adequate, secure interior physical space that protects Commission employees and can accommodate onboarding and badge issuance for employees.

VI. Badge Use and Conduct Requirements

A. Unauthorized Use of Access Badges

ID badge holders shall keep their ID badge on their person and, with the exception of sworn park police officers displaying their police issued identification, ensure it is always visible while on M-NCPPC property. Badge holders shall not assign or loan their badge ID to any other person and must return it to their supervisor or manager upon termination of employment.

Each RFID badge holder is expected to scan their own ID badge upon entering any area of the building or facility with controlled access. Note that badge holders with non-RFID badges shall still visibly display their ID badges when entering Commission buildings and facilities.

When an employee, vendor, intern, or volunteer is not in possession of their issued ID badge, they must go to or contact building security or the person responsible for access where entry is controlled. The responsible personnel will verify the person's identity and require them to sign in, recording the date and time of entry and exit.

B. Loaner Badges

1. Loaner badges may be issued to employees when their assigned badge is temporarily unavailable and must be returned before the close of business.

2. Badge holders other than employees (i.e., vendors, authorized visitors, etc.) may be issued loaner badges provided the employee who is issuing the loaner badge verifies their identity with a current government-issued photo ID. The employee issuing the badge shall also

contact the manager or another Commission employee who can verify the work task and/or purpose for which the individual is engaged.

3. Overnight retention, sharing, or transfer of a loaner badge is prohibited.

4. Patterns of abuse (e.g., frequently requesting loaner badges; failure to return a loaner badge at the end of the workday; or use of a loaner badge for multiple days due to failure to possess an issued badge, as required) may result in disciplinary action for Commission employees or withdrawal of loaner badge privileges.

5. Lost loaners must be reported immediately, and RFID access (if applicable) must be deactivated.

C. **Access During Non-Business Hours**

Employees must obtain written approval from the Department Head (or designee) to enter Commission buildings or facilities during non-operational hours. Employees using building facilities during off-hours must ensure their ID badge is always visible while in the Commission building or facility. Employees must have the appropriate means to access the workspace they intend to use (e.g., office keys, an access card). Security personnel may not be authorized to provide entry to controlled-access areas for employees.

D. **Unauthorized Loading Dock Entry**

Deliveries and contractor work that require ingress and egress via a loading dock must be controlled at all times. Deliveries, building repairs, and other activities entailing the use of loading docks require notification of building/facility security or other personnel responsible for managing the building or facility. Individuals using the loading dock must obtain approval from building security and/or management and must not provide access to anyone else to enter the building or facility through the loading dock and must report any breaches to building management. All other individuals shall be directed to enter through designated entrances to ensure proper screening. Loading docks may not remain open during loading and unloading without an employee present to ensure unauthorized entry does not occur.

VII. <u>Recordkeeping</u>

A. **Badge Records & Auditability**

1. Park Police shall maintain a copy of the identification badge request form.

2. The Park Police Badge Access Log is the system of record for recording issuance, activation, changes, and deactivation actions taken by Park Police.

3. Park Police shall update their Badge Access Logs as appropriate as new requests and changes are submitted and approved, so that they can verify the accuracy of departmental badge data during the annual audit.

4. Departmental Badge Access Logs (Attachments F and G) shall also be maintained by Badge Administrators and updated regularly as new badge requests and modifications are submitted and approved, so that badge access data is easily auditable, and the accuracy of data can be more easily verified during the annual audit.

5. Each Department Head (or designee) shall ensure that required badge access reviews and reconciliations are completed for their department, including timely review of annual audit results issued by Park Police and confirmation that identified discrepancies have been corrected. Badges that cannot be verified as accurate shall be deactivated or have their access levels corrected accordingly.

6. Park Police shall conduct annual audits of badge access systems and issue system-wide badge ID access reports. Departmental Badge Administrators shall review the audit report issued by Park Police within thirty (30) days of receipt and reconcile departmental badge records and access settings to the audit findings and the Park Police Badge Access Log. Badge Administrators shall review and update departmental badge records at least quarterly and ensure that all approved, modified, and deactivated badges accurately reflect documented approvals and current status in the access control system maintained by Park Police.

7. Badge records must be retained for five (5) years after separation. Records must include documentation for issuance, activation, deactivation, and background investigations.

B. **Annual Training**

Park Police shall provide annual training for Badge Administrators and other personnel, as appropriate (e.g., hiring managers, contract managers, division chiefs, front-desk/reception staff), on badge issuance, visitor/vendor controls, deactivation and return of badges, log maintenance and audits, monitoring irregularities, etc.

VIII. **<u>Violations</u>**

Employees who violate these Procedures may be subject to disciplinary action, up to and including termination of employment. Enforcement shall be consistent with Merit System Rules, applicable Collective Bargaining Agreements, and related Practices. Violations include but are not limited to unauthorized badge use or duplication; failure to return badges upon separation; circumvention of access controls or background investigation requirements; tampering with badge hardware or software; and following others to use one's badge or bypassing escort requirements. Vendors (a.k.a. contractors) who misuse badges or fail required background investigations may be subject to remedies and sanctions under the terms of their contract(s) with the Commission, up to and including contract termination, and may face financial liability as applicable. Volunteers who violate these Procedures may face termination or curtailment of their engagement with the Commission.

RESPONSIBILITIES

I. **<u>Department Heads</u>** are responsible for:

A. Designating Badge Administrators and alternates;

B. Approving/disapproving access to secure and sensitive areas and 24/7 access to buildings and facilities;

C. Approving any departmental procedures concerning management of access badge ID approval and control that are equal to or more controlling than these Administrative Procedures.

II. **<u>Division Chiefs</u>** are responsible for:

A. Ensuring that employees under their supervision conduct themselves in compliance with the building security access policies (both Commission-wide and departmental policies).

B. Timely reviewing and counter-signing all badge requests submitted by supervisors under their authority and ensuring that the requested access rights and badge security information are appropriate, including when access to multiple facilities is being requested.

C. Annually conduct a review of the Badge Administrator's badge access log and the annual Park Police audit and ensure that any needed modifications are identified and properly processed pertaining to badge access rights and privileges, including but not limited to deactivation and return of any deactivated badges to Park Police.

III. **<u>Supervisors</u>** and/or **<u>Department HR Representatives</u>** are responsible for:

A. Requesting badges for Merit and Contract (Seasonal/Intermittent, Temporary, and Term) employees, ensuring badge return at engagement end consistent with the Procedures, and maintaining supporting records.

B. Ensuring that employees under their supervision conduct themselves in compliance with the building security access policies (both Commission-wide and departmental policies).

C. Ensuring that any person, contractor, or vendor operating within their unit with a temporary ID badge returns the ID badge and that any required deactivation is properly requested and completed at the end of the engagement.

D. Enforcing badge visibility and proper use; ensuring badges are collected at exit and returned to Park Police within thirty (30) calendar days of collection; and initiating disciplinary review when violations occur.

E. Submitting the appropriate form for any changes or requests for deactivation of building access for an employee or vendor, and ensuring that the appropriate action is completed, and any access badges/IDs are returned upon termination of employment or contract engagement.

IV. **Recruitment and Selection Services Division** is responsible for:

A. Submitting a list of all new hires at the beginning of each pay cycle to the Park Police unit responsible for issuing access badges/IDs.

B. Submitting a list of all transfers, retirees, and terminations at the beginning of each pay cycle to the Park Police unit responsible for issuing access badges/IDs.

C. Verifying identity at issuance; and maintaining compliance records related to identity verification and NCSI screening, as applicable.

D. Coordinating CJIS/NCSI background investigation screening; ensuring the correct CJIS Authorization Number is used based on assignment; retaining background investigation documentation; and providing screening status information to support badge ID access privileges.

V. **Park Police Security Services Division** is responsible for:

A. Assigning the appropriate ID badge access requested by the departmental access badge administrators.

B. Reviewing the list of new Merit and Term Contract employees scheduled for orientation submitted by the Recruitment and Selection Services Division at the beginning of each pay cycle and verifying the level of access and background check completion for the persons listed before issuance of an ID badge.

C. Reviewing the list of Seasonal/Intermittent and Temporary Contract employees submitted by the respective hiring managers and/or departmental HR representatives and verifying the level of access and background check completion for the persons listed, as well as expiration dates for deactivation before issuance of an ID badge.

D. Reviewing the list of contractors/vendors and volunteers submitted by the respective department access badge administrators and verifying the level of access and background check completion for the persons listed, as well as expiration dates for deactivation, before issuance of an ID badge.

E. Activating, deactivating, and modifying the ID badge for Merit and Contract (Seasonal/Intermittent, Temporary, and Term) employees, volunteers, unpaid interns, vendors/contractors upon the expiration date or upon the request of a Department Head or departmental access badge administrator, whichever occurs first.

F. Maintaining the Badge Access Log and performing periodic anomaly reviews, risk-based monitoring, and reporting the results of risk surveys to Badge Administrators, Division Chiefs, building/facility managers, and other relevant personnel with recommendations for any needed resolution or system changes.

G. Providing training on badge security and management systems.

H. Conducting annual audits and preparing a report of the building ID badge status on employees, contractors, vendors, etc. annually, verifying that building badge access security information is accurate and up to date.

VI. **Badge Administrators** are responsible for:

A. Acting as the Department Head's designee for approving access requests and changes; ensuring requests are complete and justified.

B. Reviewing departmental badge records for alignment with the Badge Access Log; ensuring that all deactivated badges are collected and returned to Park Police using the designated form attached to these Administrative Procedures.

C. Conducting quarterly reviews of badge access privileges and updating as needed, reviewing annual badge audits of Park Police within 30 days of issuance, and submitting timely updates for deactivations as specified in the Procedures.

D. Notifying Park Police whenever an employee, contractor, vendor, volunteer, or intern no longer requires access to Commission facilities because their Commission engagement has ended.

E. Submitting a request to remove or modify building access to the Park Police security badging office, detailing the action to be taken for the affected individual utilizing the appropriate Access Badge Identification Request Form attached to these Procedures.

F. Ensuring the inclusion of all required attachments and supporting documents to establish the authorization criteria necessary for activating, deactivating, or modifying an ID badge.

VII. **Employees, vendors (contractors), volunteers, and interns** are responsible for:

A. Maintaining control and possession of ID badges at all times.

B. Immediately reporting a lost or stolen ID badge to their supervisor or contract manager (as appropriate) and Park Police and obtaining a police report for a stolen badge and requesting a replacement (as applicable).

C. Immediately reporting a damaged or malfunctioning ID badge to their supervisor or contract manager (as appropriate) and Park Police and requesting a replacement (as applicable).

D. Not sharing or allowing others to use their Commission-issued ID badge for access to Commission buildings/facilities or any interior space of buildings or facilities.

FORMS AND APPENDICES

Form A: Merit & Contract (Seasonal/Intermittent, Temporary, and Term) Employee Identification Badge Request Form
Form B: Volunteers/Unpaid Intern Badge Identification Request Form
Form C: Vendor/Contractor Badge Identification Request Form
Form D: Lost/Stolen/Damaged Badge Replacement Form
Form E: Proximity-Key Control Agreement
Form F: Badge Administrators' Badge Access Log for Employees
Form G: Badge Administrators' Badge Access Log for Unpaid Interns, Volunteers, and Vendors

FORM A

MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
MERIT & CONTRACT (SEASONAL/INTERMITTENT, TEMPORARY, AND TERM)
EMPLOYEE IDENTIFICATION BADGE REQUEST FORM
(Includes Paid Interns Who are Seasonal/Intermittent Contract Employees)

Department/Office Requesting Access Badge Identification: ________________________________

Employee Information:

Employee Name ___________________________ Employee ID Number ______________

Job Title: _________________________________

☐ New Hire ☐ Transfer Date ☐ Promotion ☐ Demotion ☐ Termination/Resignation

☐ Retire Enter Applicable Date for Item Checked or N/A _____________

Department ______________________________ Prince George's Co. ☐

Division/Office ___________________________ Montgomery Co. ☐

Work Address: ____

Building/Facility Name: ____________________________________

Employee Status:

☐ New Employee ☐ Existing Employee ☐ Part-time ☐ Full-time

Employee Classification:

☐ Merit Employee ☐ Seasonal/Intermittent Contract ☐ Temporary Contract ☐ Term Contract

☐ Paid Intern

Expiration Date or N/A: ________________

Action Requested

☐ New Card ☐ Modification to Existing Card ☐ Deactivation ☐ Renewal

Existing Card ID #: ___________________________

UKG - How Does the Employee Clock in and out? ☐ Electronic ☐ Badge ☐ Biometric

Does the Employee Need Fuel Access? ☐ Yes No ☐

High-security area indicator, if any, with dual approvals attached ☐ Yes No ☐

Background check successfully completed ☐ Yes ☐ No

Driver's License or (gov't ID) #: ___________________________ State _________ Expiration Date ________________

Who will pick up or drop off the badge? ☐ Employee ☐ Supervisor/Manager ☐ Badge Administrator

Note**:** Employees must pick up their own badge except under extenuating circumstances. No badge will be activated until the Proximity-Key Control Agreement is signed by the badge holder.

SAMPLE ONLY

Building Access Request - Please select all building(s) that apply:

- ☐ Executive Office Building
- ☐ Park and Recreation Administration Building (PAR)
- ☐ Wheaton Headquarters Buildings
- ☐ Largo Headquarters Buildings
- ☐ Brookside Gardens (MCPKS)
- ☐ Fairland Park (MCPKS)
- ☐ Northwest Branch Recreational Park (MCPKS)
- ☐ Norwood Local Park Activity Building (MCPKS)
- ☐ Woodlawn Manor Cultural Park (MCPKS)
- ☐ Warner Circle Park (MCPKS)
- ☐ Ardmore Park Building (P.G. Parks)
- ☐ Baden Community Ctr (P.G. Parks)
- ☐ Beltsville Community Ct. (P.G. Parks)
- ☐ Berwyn Community Center (P.G. Parks)
- ☐ Newton White Mansion (P.G. Parks)
- ☐ Enterprise Golf Course (P.G. Parks)
- ☐ Watkins Park Tennis Bubble (P.G. Parks)
- ☐ Cosca Tennis Ctr. (P.G. Parks)
- ☐ Darnall's Chance House Museum (P.G. Parks)
- ☐ Oxon Hill Manor (P.G. Parks)

OTHER: ____

Business need statement describing duties that require access.

____

____

____

Authorization and Approval

Supervisor's Name: __________________Signature: ________________________ Date:__________

Division Chief's Name: __________________ Signature: ________________ Date: ________________

Badge Administrator's Name: ___________________Signature: ___________________ Date:__________

Phone #: ________________________ E-mail: __________________________________

For access to sensitive/secure areas and/or 24/7 access:

Department Head's Name: ___________________Signature: _____________________ Date:__________

FORM B

MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
VOLUNTEER AND UNPAID INTERN IDENTIFICATION BADGE REQUEST FORM

☐ **Volunteer** ☐ **Unpaid Intern Affiliated Organization** ______________________________________

Name ______________________________ Hire Date ______________

Department ________________________ Prince George's County ☐

Division/Office ____________________ Montgomery County ☐

Work Address: ____

Building Name: ____

<u>Action Requested</u> **<u>Expiration Date</u>:** ________________

☐ New Card ☐ Modification ☐ Deactivation ☐ Renewal (Existing Card ID #: ____________)

Who will pick up or drop off the badge? ☐ Badge Holder ☐ Supervisor/Manager ☐ Badge Administrator

Driver's License or (gov't ID) #:___________________________ State _________Expiration Date ________________

Note: Individual's must pick up their own badge except under extenuating circumstances. No badge will be activated until the Proximity-Key Control Agreement is signed by the badge holder.

<u>Building Access Request - Please select all building(s) that apply:</u>

☐ Executive Office Building
☐ Park and Recreation Administration Building (PAR)
☐ Wheaton Headquarters Buildings
☐ Largo Headquarters Buildings
☐ Brookside Gardens (MCPKS)
☐ Fairland Park (MCPKS)
☐ Northwest Branch Recreational Park (MCPKS)
☐ Norwood Local Park Activity Building (MCPKS)
☐ Woodlawn Manor Cultural Park (MCPKS)
☐ Warner Circle Park (MCPKS)
☐ Ardmore Park Building (P.G. Parks)
☐ Baden Community Ctr (P.G. Parks)
☐ Beltsville Community Ct. (P.G. Parks)
☐ Berwyn Community Center (P.G. Parks)
☐ Newton White Mansion (P.G. Parks)
☐ Enterprise Golf Course (P.G. Parks)
☐ Watkins Park Tennis Bubble (P.G. Parks)
☐ Cosca Tennis Ctr. (P.G. Parks)
☐ Darnall's Chance House Museum (P.G. Parks)
☐ Oxon Hill Manor (P.G. Parks)
☐ Other ____

Authorization and Approval

Supervisor's Name: ________________________ Signature: ________________________ Date:__________

Division Chief's Name: __________________ Signature: ________________ Date: ________________

Badge Administrator's Name: ________________Signature: ______________________ Date:__________

Phone #: _________________________ E-mail: ____________________________________

For access to sensitive/secure areas and/or 24/7 access:

Department Head's Name: ___________________Signature: ______________________ Date:__________

FORM C

MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
VENDOR (CONTRACTOR) IDENTIFICATION BADGE REQUEST FORM

Company Name ______________________________ EIN# ______________

Vendor Employee's Name ____________________ Hire Date __________

Department ________________ Prince George's County ☐

Division/Office ______________ Montgomery County ☐

Work Address: ________________________________

Building Name: ________________________________

Action Requested **Expiration Date: ____________**

☐ New Card ☐ Modification ☐ Deactivation ☐ Renewal (Existing Card ID #: __________)

Who will pick up or drop off the badge? ☐ Vendor ☐ Contract Manager ☐ Badge Administrator

Driver's License or (gov't ID) #: ____________________ State ________ Expiration Date ____________

Note: Individuals must pick up their own badge except under extenuating circumstances. No badge will be activated until the Proximity-Key Control Agreement is signed by the badge holder.

Building Access Request - Please select all building(s) that apply:

- ☐ Executive Office Building
- ☐ Park and Recreation Administration Building (PAR)
- ☐ Wheaton Headquarters Buildings
- ☐ Largo Headquarters Buildings
- ☐ Brookside Gardens (MCPKS)
- ☐ Fairland Park (MCPKS)
- ☐ Northwest Branch Recreational Park (MCPKS)
- ☐ Norwood Local Park Activity Building (MCPKS)
- ☐ Woodlawn Manor Cultural Park (MCPKS)
- ☐ Warner Circle Park (MCPKS)
- ☐ Ardmore Park Building (P.G. Parks)
- ☐ Baden Community Ctr (P.G. Parks)
- ☐ Beltsville Community Ct. (P.G. Parks)
- ☐ Berwyn Community Center (P.G. Parks)
- ☐ Newton White Mansion (P.G. Parks)
- ☐ Enterprise Golf Course (P.G. Parks)
- ☐ Watkins Park Tennis Bubble (P.G. Parks)
- ☐ Cosca Tennis Ctr. (P.G. Parks)
- ☐ Darnall's Chance House Museum (P.G. Parks)
- ☐ Oxon Hill Manor (P.G. Parks)
- ☐ Other ____

Authorization and Approval

Contract Manager's Name: ______________ Signature: __________________ Date: ________

Division Chief's Name: ______________ Signature: ____________ Date: ____________

Badge Administrator's Name: ______________ Signature: ________________ Date: ________

Phone #: __________________ E-mail: __________________________

For access to sensitive/secure areas and/or 24/7 access:

Department Head's Name: ______________ Signature: ________________ Date: ________

FORM D

MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
LOST, STOLEN, AND DAMAGED IDENTIFICATION BADGE REPLACEMENT FORM

☐MERIT EMPLOYEE ☐TERM CONTRACT ☐SEASONAL ☐VOLUNTEER ☐INTERN ☐VENDOR

Badge Holder's Name ____ Badge# __________________

If Vendor, Company Name: ____________________________ and EIN# ______________

Hire Date _____________Expiration Date (or N/A) _____________

Department ______________________ Prince George's County ☐

Division/Office ___________________ Montgomery County ☐

Work Address: ____

Building Name: ____

☐ Lost Badge ☐ Stolen Badge ☐ Damaged Badge Replacement Badge Requested ☐Yes ☐No

If lost or stolen enter Police Report No. __________________

Driver's License or (gov't ID) #: ___________________________ State _________Expiration Date ________________

Is this the first instance of badge holder requesting a replacement badge? Yes ☐ No ☐

Is a fee to be charged to the badge holder for this event? Yes ☐ No ☐

If so what is the fee amount? $___________

Note: The Badge Holder must pick up any new replacement badge. The supervisor, manager or Badge Administrator may drop off a damaged badge; however a new badge will not be issued until the old badge is returned.

Supervisor/Manager's Name: ____________________ Signature: _____________________ Date: ________

Division Chief's Name: _________________ Signature: _______________ Date: _______________

Badge Administrator's Name: ____________________ Signature:___________________ Date: _________

Phone #: _______________________ E-mail: ________________________________

FORM E

MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
PROXIMITY-KEY CONTROL AGREEMENT

Badge Holder's Name ______________________________ ____________________
(Last, First, MI) Employee ID#

______________________________ ______________________________
Job Title Company name – Contractors*

Department ______________________________ Division/Office ______________________________

I acknowledge receipt of the Card Key described below. I will maintain my ID badge on my person and visible at all times while on M-NCPPC property. I further agree not to assign or loan this card key to any other party and will return it to my supervisor or Badge Administrator upon termination of employment or contract termination.

I agree to pay a fee of $25 for the first event of theft of my ID card without a valid police report, loss, or personal preference, and subsequent increases in fees (as shown below) for additional such events. Once the card is reprinted, I am responsible for payment (by credit or debit card) payable to M-NCPPC. If I cannot produce the badge ID upon termination of employment or contract end, I agree to have M-NCPPC deduct an amount of $125.00 from any monies due to me from the Commission.

Any badge that is deactivated as a result of replacement due to loss, theft, or employee preference cannot be reactivated. Any lost or stolen badge must be reported immediately and returned if/when found to the Park Police Security Team.

______________________________ ____________________
Badge Holder's Signature Date

New Employee Badge

- ☐ Merit (Career)
- ☐ Seasonal/Intermittent Contract
- ☐ Term Contract
- ☐ Temporary Contract
- ☐ Paid Intern
- ☐ Volunteer
- ☐ Contractor/Vendor

Replacement Badge:
Charge -

- ☐ **1st event $25.00**
- ☐ **2nd event $50**
- ☐ **3rd event (or more) $75**

Replacement: The Commission has replaced this card free of charge for the following reason:

- ☐ Change of Name
- ☐ Card has become illegible
- ☐ Card is malfunctioning
- ☐ Replacement of card 5+ years old
- ☐ Theft (attach police report)
- ☐ DH discretion (signed waiver below)*

FOP

Reason for fee:

- ☐ **Loss prior to 5 yrs.**
- ☐ **Theft (no police report)**
- ☐ **Employee preference**

*** The signed Department Head Addendum waiver must be attached to this form.**

ADDENDUM TO ATTACHMENT E
PROXIMITY-KEY CONTROL AGREEMENT
DEPARTMENT HEAD'S WAIVER OF FEES FOR LOST OR STOLEN BADGE

Badge Holder's Name ______________________________ ________________
(Last, first, MI) Employee ID#

____________________________________ ______________________________
Job Title Company name – Contractors*

Department ________________________________ Prince George's Co. ☐
Division/Office ______________________________ Montgomery Co. ☐

I hereby waive the exaction of fees for the above person for the reason(s) below:

____________________________________ __________________
Department Head's Signature Date

Reason for waiver (check one):

☐ **Hardship due to injury, illness, or financial loss.**
☐ **Badge holder was not aware of the missing badge due to unforeseen circumstances.**
☐ **Other events beyond badge holder's control.**

Note: Only one waiver may be granted per badge holder

FORM F

BADGE ADMINISTRATOR'S BADGE ACCESS LOG FOR EMPLOYEES

*Form may be used for all classes of employees (Merit, Contract (Seasonal/Intermittent, Temporary, and Term)(Including paid interns)

LAST NAME	FIRST NAME	VENDOR ID NO.**	ACCESS REQUIRED/ FACILITY	BACKGROUND CHECK COMPLETED (Yes or No)	DATE BACKGROUND CHECK COMPLETED	BADGE ACTIVATION DATE	BADGE DE-ACTIVATION DATE	BADGE RETURNED (Yes or No) And DATE	PROXIMITY-KEY CONTROL AGREEMENT DATE

FORM G

BADGE ADMINISTRATOR'S BADGE ACCESS LOG FOR UNPAID INTERNS, VOLUNTEERS, AND VENDORS

*Form may be used for vendors, unpaid interns and volunteers

LAST NAME	FIRST NAME	VENDOR ID NO.**	ACCESS REQUIRED/ FACILITY	BACKGROUND CHECK COMPLETED (Yes or No)	DATE BACKGROUND CHECK COMPLETED	BADGE ACTIVATION DATE	BADGE DE-ACTIVATION DATE	BADGE RETURNED (Yes or No) And DATE	PROXIMITY-KEY CONTROL AGREEMENT DATE

**If person is an unpaid intern or volunteer enter driver's license no. or other ID no. and enter the words 'intern' or 'volunteer' as applicable.

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

TO: Commissioners

FROM: Mazen Chilet, Chief Information Officer

DATE: 7/15/2026

SUBJECT: Chief Information Officer Report – 2nd Quarter - 2026 – Open Session

Enterprise Resource Planning (ERP)and Other OCIO-Focused Updates

ERP Modernization – Project Mosaic

Project Status

- During the second quarter, OCIO, Procurement, project sponsors, and implementation planning stakeholders continued moving Project Mosaic through the procurement and contract finalization phase.
- By May, Department Heads were briefed that the ERP process remained in procurement and that contract details were being worked through, with an announcement expected after the June Department Heads meeting.
- Project Mosaic will modernize core ERP functions across finance, HCM/payroll, budgeting, reporting, procurement, grants, assets, and projects, with implementation expected to begin in November 2026 and go-live/stabilization planned for April 2028.

Next Steps

- Stand up implementation governance, confirm steering committee composition, and align project roles and responsibilities.
- Begin implementation readiness activities, including process discovery, integration inventory, data conversion strategy, reporting strategy, change management planning, and communications planning.
- Establish a baseline for future benefits reporting so departmental value can be measured through implementation and after go-live.

Artificial Intelligence (AI) Training and Governance

AI Training – Status Update

- Mandatory AI training achieved 88% compliance by May, with a final extension for remaining staff.
- By May 30, AI training compliance reached 88%, with a final extension for the remaining staff and continued follow-up toward a 90% goal.
- Survey results show strong employee engagement and improved AI understanding.
- The AI Advisory Committee continues to strengthen governance, ensure compliance, and align training with organizational risk priorities.

Enterprise Systems Support

Operational Support and Stabilization

- OCIO continued supporting enterprise HR, payroll, benefits, and timekeeping operations through the Infor/Lawson and UKG environments.
- Q2 support activities included benefit interface support, recurring payroll and benefits file generation, Infor/Lawson maintenance coordination, user communications, and production validation after maintenance events.
- Enterprise support teams also continued resolving OnPoint tickets related to ERP/Infor security and UKG support while assisting departments with user access, data corrections, vendor file encryption, and operational troubleshooting.

Infrastructure and Service Modernization

- OCIO advanced several infrastructure modernization activities during Q2, including preparation for home drive (H-drive) and file server modernization, evaluation of the need for Xerox Device Agent deployment, firewall replacement, MoveIT automation, and a remote access proof of concept.
- These activities support the broader modernization of Commission infrastructure, reduce operational risk, and improve the reliability of services used across departments.

Compliance & Accessibility (Digital Accessibility / WCAG)

ADA Title II Digital Accessibility

- OCIO continued supporting the Commission's digital accessibility readiness following the April 24, 2026, Department of Justice Title II milestone.
- Q2 activities focused on continued department support, escalation support, and validation of accessible digital content practices for websites, intranet content, PDFs, electronic documents, fillable forms, and multimedia content.

- OCIO will continue partnering with the Office of the General Counsel, the ADA Coordinator, departments, and content owners to support the Digital Accessibility Compliance Program while departments retain ownership of content remediation.

Cybersecurity and Risk Management

Incident Response and Audit Remediation

- OCIO continued advancing cybersecurity governance and incident response improvement work during Q2.
- A centralized incident response reporting capability was further developed to support a more consistent, auditable process for recording and managing cybersecurity incidents across the Commission.
- The effort is tied to management's response to the Office of Inspector General's cybersecurity incident response audit recommendations and is intended to strengthen visibility, reporting, coordination, and follow-through for significant cybersecurity events.
- Due to the sensitive nature of cybersecurity operations, this open-session report provides a high-level status only; detailed security architecture, vulnerabilities, or incident response procedures should remain outside the public report.

Next Steps

- Centralize incident response for major incidents. Update policies, train teams, and hold annual reviews.

Budget, Resource Stewardship, and Departmental Value

Enterprise IT Funding and Value

- A year-end memo recommended transferring $1.15 million to CIO and CWIT Funds for enterprise IT needs such as the ERP upgrade. OCIO emphasizes shared, centrally governed IT services to improve standardization, reduce duplication, and provide departments with modernized platforms.
- The materials described a total proposed transfer of $1,150,000, with $500,000 directed to the CIO Internal Service Fund and $650,000 directed to the CWIT Fund, to support non-personnel expenditures related to Enterprise Corporate IT needs and technology investments such as the ERP upgrade.

Looking Ahead

- Complete ERP contract and procurement closeout steps and begin implementation readiness.
- Finalize AI training compliance reporting and transition lessons learned into the next phase of role-based, practical AI training.

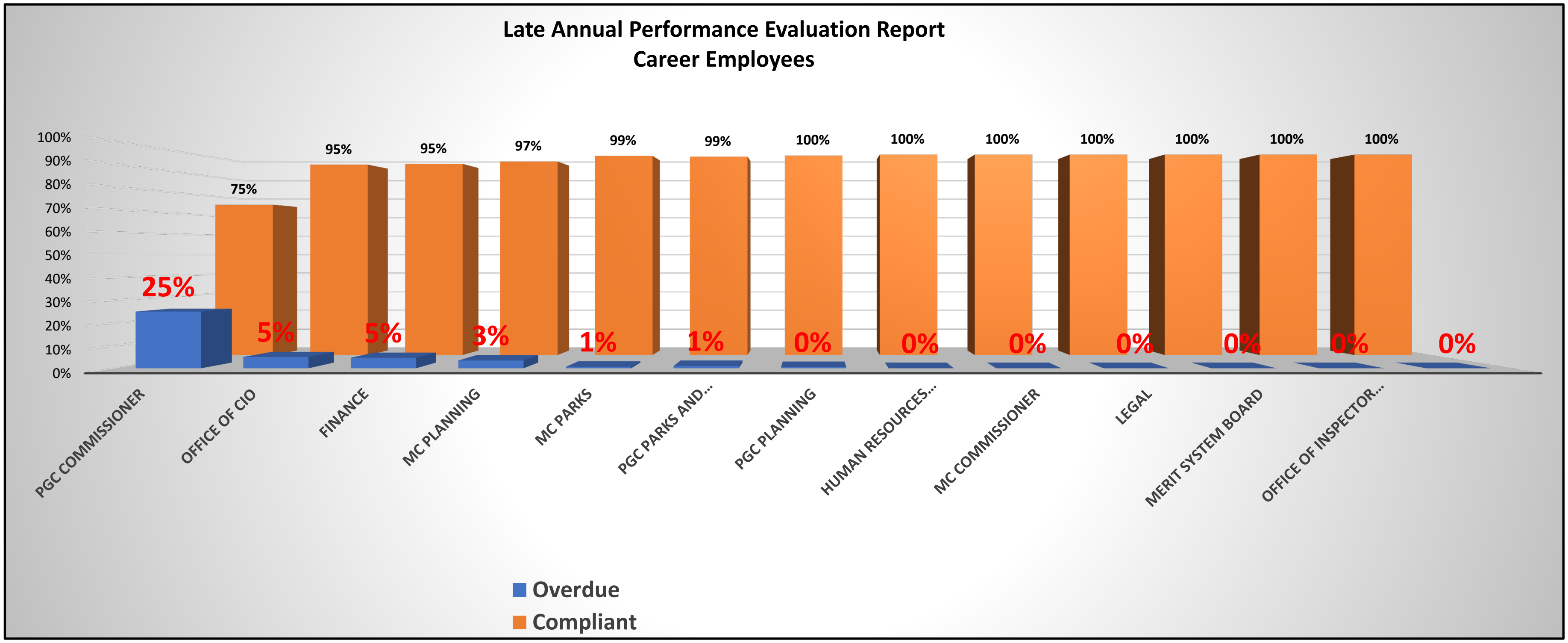
- Continue AI Advisory Committee work on Notice 25-03 practices, employee resources, and future training recommendations.
- Continue digital accessibility support and validation activities following the Title II milestone.
- Advance incident response audit remediation, including policy updates, training, and centralized incident response reporting adoption.
- Continue enterprise infrastructure modernization efforts, including file storage modernization, secure remote access evaluation, firewall modernization follow-through, and enterprise file transfer automation.

End of Report

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
EMPLOYEE PERFORMANCE EVALUATIONS NOT COMPLETED BY DUE DATE
BY DEPARTMENT FOR APRIL 2026 THRU JUNE 2026

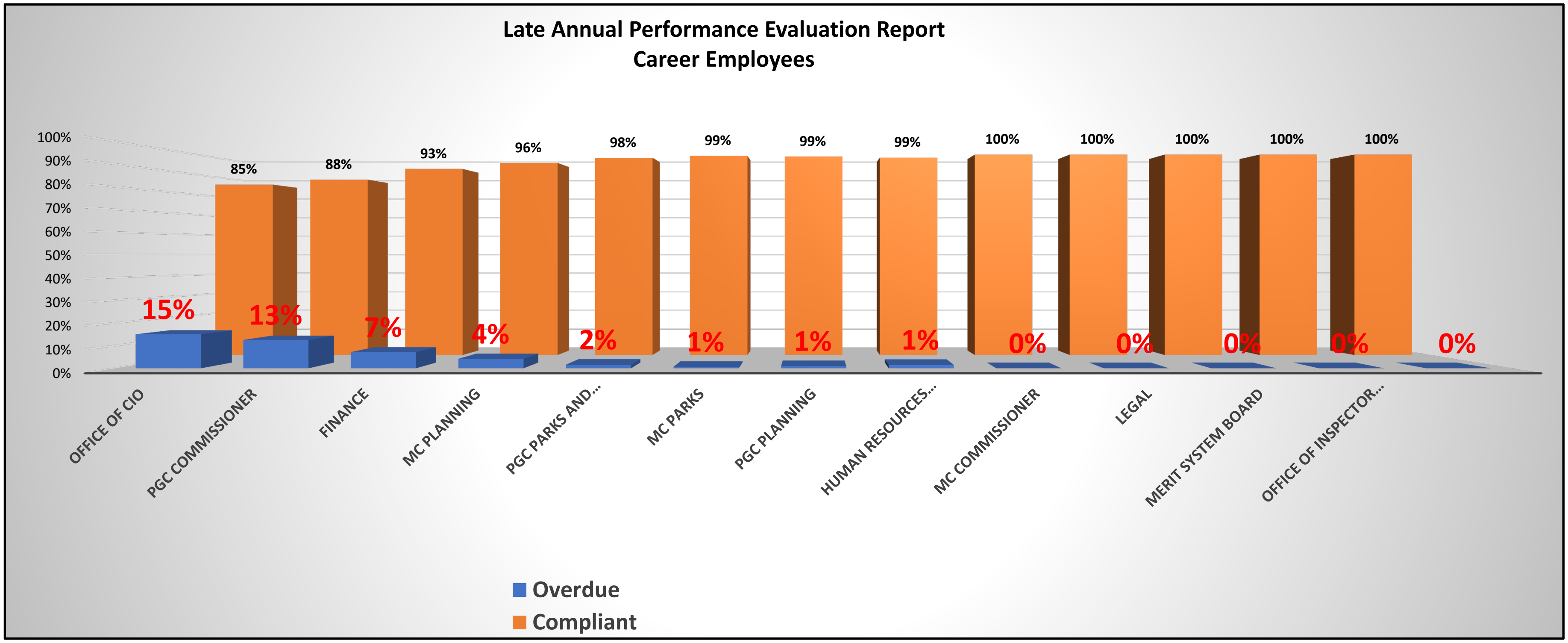
	1 - 30 DAYS			31 - 60 DAYS			61 - 90 DAYS			91 + DAYS			DEPARTMENT TOTALS		
	Apr-26	May-26	Jun-26	Apr-26	May-26	Jun-26	Apr-26	May-26	Jun-26	Apr-26	May-26	Jun-26	Apr-26	May-26	Jun-26
CHAIRMAN, MONTGOMERY COUNTY	0	0	0	0	0	0	0	0	0	0	0	0	**0**	**0**	**0**
CHARIMAN, PRINCE GEORGE'S COUNTY	2	0	0	0	1	0	0	0	1	0	0	0	**2**	**1**	**1**
OFFICE OF CIO	0	2	0	1	0	0	0	1	0	0	0	0	**1**	**3**	**0**
OFFICE OF INSPECTOR GENERAL	0	0	0	0	0	0	0	0	0	0	0	0	**0**	**0**	**0**
EXECUTIVE COMMITTEE/CHAIRS	0	0	0	0	0	0	0	0	0	0	0	0	**0**	**0**	**0**
DEPT. OF HUMAN RESOURCES & MGT.	0	1	1	0	0	0	0	0	0	0	0	0	**0**	**1**	**1**
LEGAL DEPARTMENT	0	0	0	0	0	0	0	0	0	0	0	0	**0**	**0**	**0**
FINANCE DEPARTMENT	0	2	1	2	0	1	0	1	1	0	0	0	**2**	**3**	**3**
PRINCE GEORGE'S PLANNING	0	1	2	0	0	0	0	0	0	1	1	1	**1**	**2**	**3**
PRINCE GEORGE'S PARKS & RECREATION	9	15	3	3	2	2	0	1	0	0	1	0	**12**	**19**	**5**
MONTGOMERY COUNTY PARKS	5	4	6	0	1	0	0	0	0	0	0	0	**5**	**5**	**6**
MONTGOMERY COUNTY PLANNING	1	4	5	2	0	2	0	1	0	2	1	0	**5**	**6**	**7**
****DEPARTMENT TOTAL BY DAYS LATE****	**17**	**29**	**18**	**8**	**4**	**5**	**0**	**4**	**2**	**3**	**3**	**1**			
COMMISSION-WIDE TOTAL													**28**	**40**	**26**

**DEPARTMENTS HAVE BEEN NOTIFIED OF LATE EVALUATIONS.
** Status equals A1 and A2



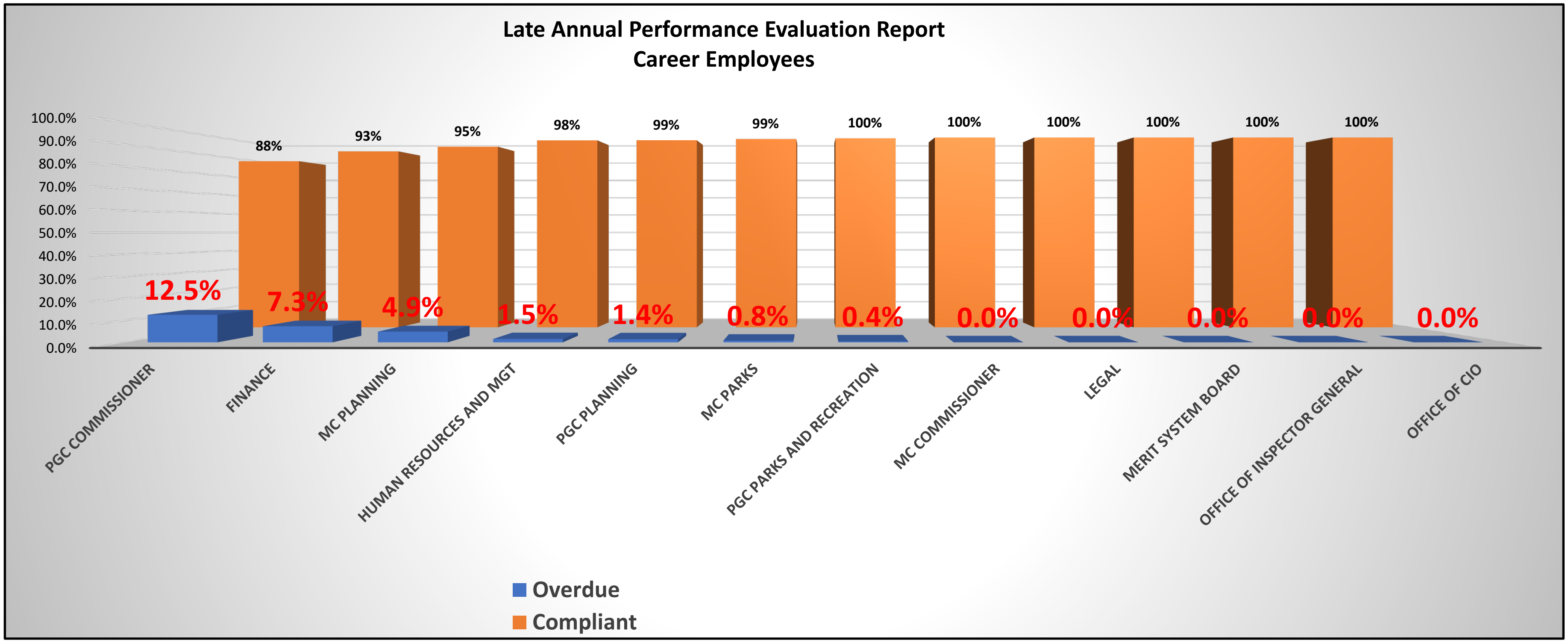
***Data as of April 30, 2026**

Employee Count	Evaluation Status		
Department	**Overdue**	**Compliant**	**Total Employees**
		5	5
Finance	2	41	43
Human Resources and Mgt		67	67
Legal		25	25
MC Commissioner		3	3
MC Parks	5	772	777
MC Planning	5	140	145
Merit System Board		1	1
Office of CIO	1	19	20
Office of Inspector General		7	7
PGC Commissioner	2	6	8
PGC Parks and Recreation	12	1,196	1,208
PGC Planning	1	207	208
Total Employees	**28**	**2,489**	**2,517**



***Data as of May 31, 2026**

<u>**Employee Count**</u>	Evaluation Status		
Department	**Overdue**	**Compliant**	**Total Employees**
		5	5
Finance	3	39	42
Human Resources and Mgt	1	66	67
Legal		25	25
MC Commissioner		3	3
MC Parks	5	771	776
MC Planning	6	138	144
Merit System Board		1	1
Office of CIO	3	17	20
Office of Inspector General		6	6
PGC Commissioner	1	7	8
PGC Parks and Recreation	19	1,188	1,207
PGC Planning	2	207	209
Total Employees	**40**	**2,473**	**2,513**



*Data as of June 30, 2026

Employee Count	Evaluation Status		
Department	**Overdue**	**Compliant**	**Total Employees**
Finance	3	38	41
Human Resources and Mgt	1	65	66
Legal		24	24
MC Commissioner		3	3
MC Parks	6	767	773
MC Planning	7	137	144
Merit System Board		1	1
Office of CIO		21	21
Office of Inspector General		5	5
PGC Commissioner	1	7	8
PGC Parks and Recreation	5	1,199	1,204
PGC Planning	3	206	209
Total Employees	**26**	**2,473**	**2,499**

The Maryland-National Capital Park and Planning Commission
Office of the General Counsel

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

July 6, 2026

MEMORANDUM

TO: The Maryland-National Capital Park and Planning Commission

FROM: Debora S. Borden, General Counsel

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

Please find attached the Litigation & Administrative Proceedings Report we have prepared for your meeting scheduled for Wednesday, July 15, 2026. We continue to refine this document's content and layout as we enhance the formatting and presentation to comply with required web content accessibility guidelines. Please feel free to share suggestions as we look to improve this Report to meet these guidelines and provide more useful information. As always, please do not hesitate to contact me if you would like us to provide a substantive briefing on any of the cases reported.

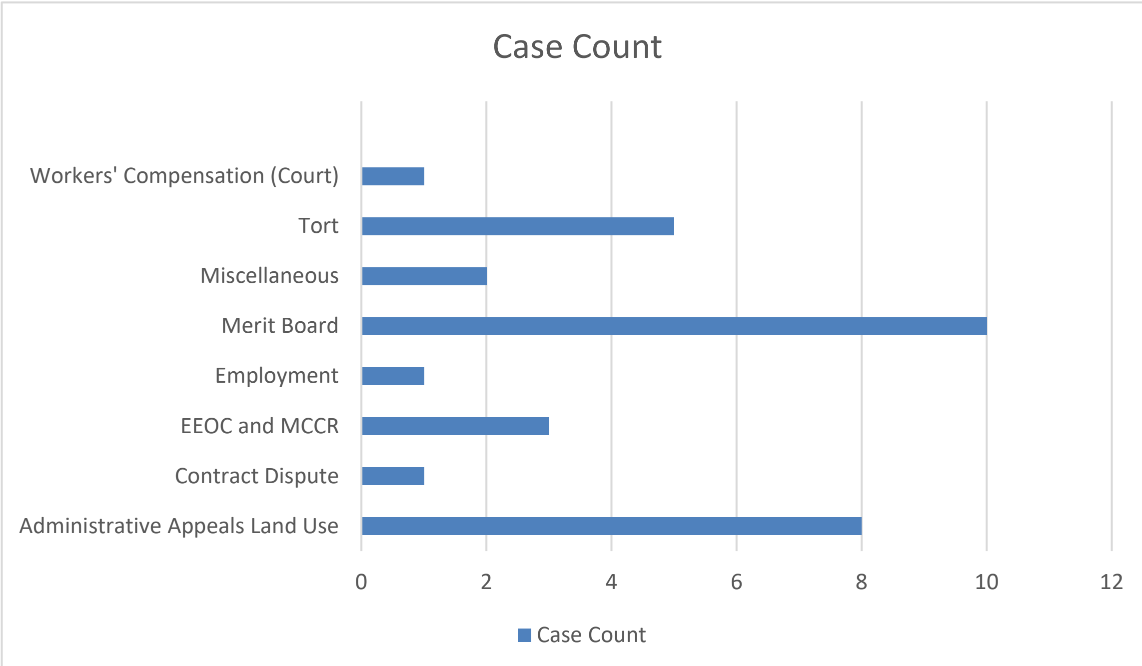
Table of Contents

Litigation and Administrative Hearings June 2026

Composition of Pending Litigation and Administrative Proceedings

Subject Matter	Forum	Total
Administrative Appeal Land Use	State Court	3
Administrative Appeal Land Use	Appellate Court of Maryland	5
Contract Dispute	State Court	1
Employment	Federal Trial Court	1
Employment	EEOC and MCCR	3
Employment	Merit Board	10
Miscellaneous	State Court	1
Miscellaneous	Federal Trial Court	1
Police Trial Board	Office of Administrative Hearings	0
Solar Projects	Maryland Public Service Commission	0
Tort Claims	State Court	5
Workers' Compensation	State Court	1
Workers' Compensation	Workers' Compensation Commission	59
Grand Total of all matters		90

Overview of Pending Matters



- Workers' Compensation (Court), 1 case
- Tort, 5 cases
- Miscellaneous, 2 cases
- Merit Board, 10 cases
- Employment, 1 case
- EEOC and MCCR, 3 cases
- Contract Dispute, 1 case
- Administrative Appeals Land Use, 8 cases

Activity Summary

- Administrative Appeal Land Use – There were six matters pending in May. Two new matters added last month but were not included in last month's report. No matters were resolved this month. There were 2 matters pending at the close of fiscal year 2025.
- Contract Disputes – There was one matter pending in May. No new matters were added this month, and no matters were resolved this month. There were no matters pending at the close of fiscal year 2025.
- EEOC and MCCR – There were three matters pending in May. No new matters were added and no matters were resolved. These matters were not tracked in prior fiscal years.
- Employment – There was one matter pending in May. No new matters were added this month, and no matters were resolved this month. There were no matters pending at the close of fiscal year 2025.
- Merit Board – There were eight matters pending in May. Two news matters were this month and no matters were resolved. These matters were not tracked in prior fiscal years.
- Miscellaneous – There was one matter pending in May at the Federal Court level. One new matter was added this month at the State level. No matters were resolved this month. There was one matter pending at the close of fiscal year 2025.
- Police Trial Boards – There were no matters pending in May. No new matters were added this month. These matters were not tracked in prior fiscal years.
- Solar Projects – There were two matters pending in May. No new matters were added this month, and both matters were resolved. These matters were not tracked in prior fiscal years.
- Tort – There were three matters pending in May. Two new matters were added this month, and no matters were resolved. There were four matters pending at the close of fiscal year 2025. There have been two new cases added in fiscal year 2026 and two cases have been resolved in fiscal year 2026.
- Workers' Compensation – There were 45 cases pending in May to include matters in State Courts as well as before the Workers' Compensation Commission. Fifteen new matters were added this month. In prior fiscal years only matters in State or Federal Court were tracked.

Fiscal Year 2026 Cases to Date by County
New Trial Court Cases

Baltimore City

Case Name	Subject Matter	Month Filed
In the Matter of R. Whelan	Workers' Compensation	August 2025

Montgomery County

Case Name	Subject Matter	Month Filed
Bratburd v. Commission	Miscellaneous – Administrative	July 2025
Commission v. Shirazi	Land Dispute	July 2025
Commission v. Marcello	Workers' Compensation	January 2026
Young v. Commission	Tort	February 2026
Village of Friendship Heights, et al. v. Montgomery County Planning Board, et al.	Administrative Appeal Land Use	May 2026
Village of Friendship Heights, et al. v. Montgomery County Planning Board, et al.	Administrative Appeal Land Use	May 2026
Kargbo v. Montgomery County Park Police	Tort	June 2026

Prince George's County

Case Name	Subject Matter	Month Filed
In the Matter of Harvey Blonder, et al.	Administrative Appeal Land Use	June 2025
Martinez v. Commission, et al.	Tort	July 2025
In the Matter of T. Brown	Administrative Appeal Land Use	September 2025
In the Matter of K. Gray, et al.	Administrative Appeal Land Use	September 2025 Reopened January 2026

Case Name	Subject Matter	Month Filed
In the Matter of The Homeowners Association of the Ridings at Upper Marlboro	Administrative Appeal Land Use	October 2025
Commission v. DJL Equestrian Services	Contract Dispute	January 2026
Commission v. Prince George's County	Miscellaneous	June 2026
State Farm Mutual Auto Ins. Co a/s/o Ebony Harris v. Commission	Tort	June 2026

New Appellate Court Cases

Prince George's County

Case Name	Subject Matter	Month Filed
In the Matter of Glenn Dale Citizens Association Inc., et al.	Administrative Appeal Land Use	December 2025
In the Matter of K. Gray, et al.	Administrative Appeal Land Use	December 2025
In the Matter of T. Brown, et al.	Administrative Appeal Land Use	April 2026
In the Matter of H. Blonder	Administrative Appeal Land Use	May 2026

New Federal Court Cases

Case Name	Subject Matter	Month Filed
Muse v. Commission	Employment	February 2026

Resolved Trial Court Cases

Baltimore City

Case Name	Subject Matter	Month Resolved
In the Matter of R. Whelan	Workers' Compensation	December 2025

Montgomery County

Case Name	Subject Matter	Month Resolved
Bratburd v. Commission	Miscellaneous – Administrative	October 2025
Commission v. Shirazi	Land Dispute	January 2026
Chaberton Solar Sugarloaf	Solar Project	March 2026
Chaberton Solar Ramiere	Solar Project	April 2026

Prince George's County

Case Name	Subject Matter	Month Resolved
Glenn Dale Citizens Association Inc., et al. v. The Planning Board of Prince George's County	Administrative Appeal Land Use	November 2025
Ferguson v. Gantt, et al.	Tort	December 2025
Prince George's County v. Gantt, et al.	Tort	December 2025
In the Matter of K. Gray, et al.	Administrative Appeal Land Use	January 2026
In the Matter of T. Brown, et al.	Administrative Appeal Land Use	March 2026
Doe v. Commission, et al.	Tort	April 2026
In the Matter of H. Blonder	Administrative Appeal Land Use	April 2026

Disposition of Fiscal Year 2026 Closed Cases By Department

Client	Case and Principal Cause of Action in Dispute	Disposition
Montgomery County Department of Parks	The Maryland-National Capital Park and Planning Commission v. Shirazi - the Commission filed a Complaint for Permanent Injunctive Relief to prevent Defendant from encroaching on Commission property.	January 15, 2026, Injunction Granted.
Montgomery County Park Police	In the Matter of Rosemary Whelan - Petition for Judicial Review from the decision of the Workers' Compensation Commission. Former employee appealed a decision by the Workers' Compensation Commission that denied her additional vocational rehabilitation benefits.	December 17, 2025, Notice of Dismissal filed.
Montgomery County Planning Board	Bratburd v. The Maryland-National Capital Park and Planning Commission - Former employee challenged designation of reason for separation to Maryland Police Training Commission.	October 30, 2025, Court granted writ of mandamus in part and denied it in part.
Montgomery County Planning Board	Chaberton Solar Sugarloaf – Chaberton Solar Sugarloaf I LLC, filed an application to the Public Service Commission for a Certificate of Public Convenience and Necessity to Construct a 4.0-megawatt solar photovoltaic generating facility in Montgomery County.	March 24, 2026, Ordered that the November 12, 2025, proposed order by the Public Utility Law Judge is affirmed and adopted as a final order of the Maryland Public Service Commission.

Client	Case and Principal Cause of Action in Dispute	Dispositon
Montgomery County Planning Board	Chaberton Solar Ramiere – Application filed by Chaberton Solar Ramiere LLC, to the Maryland Public Service Commission for a Certificate of Public Convenience and Necessity to construct a 3.0-megawatt solar photovoltaic facility in Montgomery County, Maryland.	April 20, 2026, Ordered that the November 12, 2025, proposed order by the Public Utility Law Judge is affirmed and adopted as a final order of the Maryland Public Service Commission.
Prince George's County Department of Parks and Recreation	Ferguson v. Gantt, et al. - Companion case to Prince George's County v. Gantt, et al. Suit for personal injuries sustained in a rear-end motor vehicle accident allegedly caused by an employee of The Maryland-National Capital Park and Planning Commission operating a company vehicle.	December 2, 2025, Stipulation of Dismissal filed.
Prince George's County Department of Parks and Recreation	Prince George's County v. Gantt, et al. - 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 an employee of The Maryland-National Capital Park and Planning Commission operating a company vehicle.	December 2, 2025, Stipulation of Dismissal filed.
Prince George's County Department of Parks and Recreation	Doe v. The Maryland-National Capital Park and Planning Commission, et al. - Suit to recover for injuries and damages involving allegations of sexual assault of a minor by a former employee of the Commission.	May 6, 2026 – Case settled and matter dismissed without prejudice and closed statistically.
Prince George's County Planning Board	Glenn Dale Citizens Association, Inc. – Petitioners sought Judicial Review of Prince George's County Planning Board's Decision with regard to Preliminary Plan of Subdivision Number 4-22051.	November 12, 2025, Decision of Planning Board Affirmed.

Client	Case and Principal Cause of Action in Dispute	Disposition
Prince George's County Planning Board	In the Matter of Tamara Brown, et al. - Petitioners sought Judicial Review of Prince George's County Planning Board's decision approving a preliminary subdivision plan.	March 3, 2026, Order of the Court granting D.R. Horton Inc.'s Motion to Dismiss Petition for Judicial Review.
Prince George's County Planning Board	In the Matter of Kamita Gray, et al. – Petitioners sought Judicial Review of Prince George's County Planning Board's Decision approving a preliminary subdivision plan.	March 23, 2026, Order of the Court granting Respondent's Motion to Dismiss Cross-Petition.

Reported Cases by Forum and County

Maryland Public Service Commission

No Pending Matters

District Court of Maryland for Montgomery County

No Pending Matters

Circuit Court for Montgomery County, Maryland

The Maryland-National Capital Park and Planning Commission v. Michael Marcello
Case No. C-15-CV-26-000009 (Workers' Compensation)

This is an appeal by The Maryland-National Capital Park and Planning Commission of a Workers' Compensation Commission Order finding Appellee's hernia compensable. The lead counsel for this matter is Amy Ticer and Lucy Bansal is also assisting with this case. The case is scheduled for a hearing in July.

Docket:

Date	Document Information
01/02/2026	Petition for Judicial Review filed
01/12/2026	Answer to Petition for Judicial Review
03/09/2026	Memorandum in Support of Petition for Judicial Review filed
04/03/2026	Consent Motion to Extend time to Respond
04/07/2026	Order of the Court granting extension of time to respond
04/22/2026	Claimant/Respondent's Answer Memorandum
05/07/2026	Employer/Petitioner's Reply Memorandum in Support of Judicial Review
07/30/2026	Hearing set

Kimberly Kargbo v. Montgomery County Park Police
Case No. C-15-CV-26-002908 (Tort)

Suit was brought alleging personal injuries as a result of a motor vehicle accident involving a vehicle driven by an employee of the park police. The lead counsel for this matter is Ben Rupert and Amy Ticer is also assisting with this case. A pretrial hearing is scheduled for December.

Docket:

Date	**Document Information**
05/13/2026	Complaint filed
06/15/2026	Commission served
12/10/2026	Pre-trial hearing

Village of Friendship Heights, et al. v. Montgomery County Planning Board, et al.
Case No. C-15-CV-26-002906 (Administrative Appeal Land Use)

This is a Declaratory Judgment matter that was filed in error. Refer to case C-15-CV-26-002907. Matt Mills is the lead counsel on this matter. This case is awaiting dismissal by the court.

Docket:

Date	**Document Information**
05/13/2026	Complaint for Declaratory Judgment filed
05/21/2026	Motion for Withdrawal or Dismissal of Inadvertent Filing
05/26/2026	Notice of Striking Non-Compliant Submission
05/26/2026	Motion for Withdrawal or Dismissal of Inadvertent Duplicate Filing

Village of Friendship Heights, et al. v. Montgomery County Planning Board, et al.
Case No. C-15-CV-26-002907 (Administrative Appeal Land Use)

This is a Declaratory Judgment matter that was filed prior to Planning Board approval. The Plaintiffs are asking that the submitted plan be dismissed prior to any consideration by the Planning Board. Matt Mills is the lead counsel on this matter. There are motions pending.

Docket:

Date	**Document Information**
05/13/2026	Complaint for Declaratory Judgment filed
05/19/2026	Motion for Summary Judgment and Request for Virtual Hearing
05/20/2026	Motion for Summary Judgment
05/22/2026	Proof of Service on Planning Board
05/28/2026	Amended Complaint filed
06/15/2026	Motion to Dismiss Complaint for Declaratory Judgment and Request for a hearing
06/16/2026	Motion to Dismiss
06/16/2026	Opposition to Motion for Summary Judgment
06/18/2026	Opposition to Motion for Summary Judgment
06/18/2026	Motion to Dismiss and Request for a hearing

Belinda Young v. The Maryland-National Capital Park and Planning Commission
Case No. C-15-CV-26-000575 (Tort)

This is a case alleging personal injuries at Riverview Recreation Center on or about April 22, 2025. Ben Rupert is the lead counsel on this matter and Lucy Bansal is also assisting with this case. A Motion to Dismiss is pending.

Docket:

Date	**Document Information**
02/02/2026	Complaint filed
02/02/2026	Notice of Scheduling Order and Mandatory Settlement Conference
03/31/2026	Commission served
04/28/2026	Commission’s Motion to Dismiss filed

Date	Document Information
05/13/2026	Opposition to Motion to Dismiss and Request for Hearing
05/27/2026	Reply to Opposition to Motion to Dismiss
11/19/2026	Pre-trial Conference

District Court of Maryland for Prince George's County

State Farm Mutual Auto Ins. Co. a/s/o Ebony Harris v. Maryland-National Capital Park and Planning Commission
Case No. D-05-CV-26-022521 (Tort)

This is a subrogation matter to recover for damages involving a vehicle owned by the commission and operated by a Commission employee. George Johnson is the lead counsel for this matter. A notice of intent to defend has been filed and the case is currently set for a hearing in July.

Docket:

Date	Document Information
04/20/2026	Complaint filed
06/16/2026	Commission served
07/13/2026	Tentative hearing

Circuit Court for Prince George's County, Maryland

G.W. v. The Maryland-National Capital Park and Planning Commission, et al.
Case No. C-16-CV-25-002723 (Tort)

This is a suit to recover for injuries and damages involving allegations of sexual assault of a minor by a former employee of The Maryland-National Park and Planning Commission. Ben Rupert is the lead counsel for this matter. The case is currently stayed.

Docket:

Date	Document Information
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 The Homeowners Association of the Ridings at Upper Marlboro
Case No. C-16-CV-25-005702 (Administrative Appeal Land Use)

The Petitioners seek Judicial Review of Prince George's County Planning Board's decision approving a preliminary subdivision plan. David Warner is the lead counsel for this case. The judge affirmed the decision of the Planning Board.

Docket:

Date	Document Information
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
02/05/2026	Respondent Prince George's County Planning Board's Answering Memorandum
02/06/2026	Memorandum of Law

Date	Document Information
02/09/2026	Joint Stipulation to extend time for filing of Petitioner's Reply Memorandum
02/10/2026	Judicial Notice of filing. Parties to submit a proposed order for the Court's consideration
02/13/2026	Order on Joint Stipulation to Extend Time for Filing of Petitioner's Reply Memorandum
03/10/2026	Petitioner's Reply Memorandum filed
03/27/2026	Hearing held. Matter taken under advisement.
04/07/2026	Petitioner's Reply Memorandum
06/26/2026	Order of the court. Planning Board's decision affirmed and petition denied.

Martinez v. The Maryland-National Capital Park and Planning Commission, et al.
Case No. C-16-CV-25-002445 (Tort)

This is a suit to recover damages for alleged injuries sustained relating to a motor vehicle accident involving a vehicle owned by The Maryland-National Capital Park and Planning Commission. Ben Rupert is the lead counsel, and Lucy Bansal is also assisting with this matter. The matter is currently in discovery, and a trial date has been set for August 25, 2026.

Docket:

Date	Document Information
05/06/2025	Complaint filed
07/24/2025	The Maryland-National Capital Park and Planning Commission served
08/22/2025	Answer to Complaint and Request for Jury Trial filed
08/26/2025	Scheduling Order issued
05/18/2026	Scheduling Order
05/26/2026	Plaintiff's Expert Disclosure filed
06/26/2026	Settlement Conference held
08/25/2026	Trial set

The Maryland-National Capital Park and Planning Commission v. DJL Equestrian Services, LLC
Case No. C-16-CV-26-000111 (Contract Dispute)

This is a suit to recover $48,500.00 from a contractor for the unearned portion of payment regarding improvements to, and refurbishments of, the track and infield areas of the Equestrian Center and Show Place Arena. George Johnson is the lead counsel on this case. An Ex Parte Hearing is scheduled for July 24, 2026.

Docket:

Date	Document Information
01/09/2026	Complaint filed
02/11/2026	Affidavit of Service
04/20/2026	Motion for Order of Default filed
05/07/2026	Order of Court. Default entered.
06/16/2026	Affidavit of B. Richmond filed
06/16/2026	Motion for Default Judgment
07/24/2026	Ex Parte Hearing

The Maryland-National Capital Park and Planning Commission v. Prince George's County
Case No. C-16-CV-26-003522 (Miscellaneous)

The Commission filed an emergency lawsuit requesting a declaratory judgment and injunction in response to Prince George's County's ordinances relating to the Commission's Fiscal Year 2027 budget, specifically the County's mandate to divert Commission tax revenues in a manner the Commission believes is inconsistent with Maryland State law. Ben Rupert is the lead counsel on this case. A hearing on the merits is scheduled for September 21st and 22, 2026.

Docket:

Date	Document Information
06/09/2026	Complaint filed
06/15/2026	Affidavit of Service
06/15/2026	Opposition to Plaintiff's Motion for Temporary Restraining Order and Preliminary Injunction
06/17/2026	Hearing held and taken under advisement

Date	Document Information
06/26/2026	Order of Court granting a time-limited Temporary Restraining Order. A hearing has been set for September.
09/21/2026	Merit hearing set

Appellate Court of Maryland

In the Matter of Harvey Blonder, et al.
Case No. ACM-REG-0530-2026 (Administrative Appeal Land Use)
(Originally filed in Circuit Court for Prince George's County, Maryland, C-16-CV-25-003504)

This is an appeal from the Circuit Court's decision affirming the Prince George's County Planning Board's decision approving a preliminary subdivision plan. David Warner is the lead counsel. We are currently awaiting a briefing notice.

Docket:

Date	Document Information
05/07/2026	Appeal filed
05/28/2026	Order to Proceed

In the Matter of Tamara Brown, et al.
Case No. ACM-REG-0242-2026 (Administrative Appeal Land Use)
(Originally filed in Circuit Court for Prince George's County, Maryland, C-16-CV-25-004951)

This is an appeal of the Order of Dismissal in Circuit Court Case C-16-CV-25-004951. David Warner is the lead counsel on this appeal and Laura Tallerico is also assisting with this case. A briefing notice has been received.

Docket:

Date	Document Information
04/02/2026	Appeal filed
04/17/2026	Order to Proceed
06/16/2026	Record Received
06/16/2026	Briefing Notice

In the Matter of Forest Grove Citizens Association, et al.
Case No. ACM-REG-2475-2024 (Administrative Appeal Land Use)
(Originally filed in Circuit Court for Montgomery County, Maryland, C-15-CV-24-001622)

This is an appeal of the decision of the Circuit Court for Montgomery County, Maryland, affirming the Montgomery County Planning Board's decision in 9801 Georgia Avenue Plan, numbers 120230160, 820230130, and, F20240040. Matt Mills is the lead counsel on this matter. The Judgment of the Circuit Court was affirmed and currently awaiting appeal period to expire.

Docket:

Date	Document Information
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	The Maryland-National Park and Planning 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 The Maryland-National Capital Park and Planning 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 granting Motion for Extension Time
01/22/2026	Scheduling Notice
03/09/2026	Hearing held.
05/29/2026	Opinion issued. Judgment of the Circuit Court for Montgomery County Affirmed.

In the Matter of Glenn Dale Citizens Association, Inc., et al.
Case No. ACM-REG-2192-2025 (Administrative Appeal Land Use)
(Originally filed in Circuit Court for Prince George's County, Maryland, C-16-CV-24-005361)

This is an appeal of the decision of the Circuit Court for Prince George's County, Maryland, affirming the Prince George's County Planning Board's decision regarding Preliminary Plan of Subdivision number 4-22-51. David Warner is the lead Counsel on this matter. Oral argument is set for November 2, 2026.

Docket:

Date	Document Information
12/11/2025	Appeal filed
12/22/2025	Order to Proceed
02/20/2026	Briefing Notice
04/01/2026	Appellant's Brief and Record Extract filed
04/28/2026	Commission's Brief filed
05/01/2026	Appellee Glenn Dale Brief and Appendix filed
05/20/2026	Reply Brief filed
11/02/2026	Argument

In the Matter of Kamita Gray, et al.
Case No. ACM-REG-2448-2025 (Administrative Appeal Land Use)
(Originally filed in Circuit Court for Prince George's County, Maryland, C-16-CV-25-004952)

The Petitioners seek Judicial Review of the Circuit Court for Prince George's County, Maryland's, decision granting of a Motion to Dismiss. David Warner is the lead counsel on this matter and Delisa Coleman is also assisting with this case. Briefs have been filed.

Docket:

Date	Document Information
01/16/2026	Appeal filed
01/23/2026	Order to Proceed
02/03/2026	Motion to Stay
02/06/2026	Motion Supplement

Date	Document Information
03/19/2026	Order of Court denying Appellants Emergency Motion to Stay Circuit Court Proceedings
03/24/2026	Briefing Notice
04/17/2026	Motion to restore electronic access
04/24/2026	Appellant Brief and Record Extract filed
04/28/2026	Appellant's Motion to file Amended Brief
05/06/2026	Order granting Motion to file Amended Brief
05/06/2026	Motion to Dismiss
05/06/2026	Opposition to Motion to Dismiss
05/06/2026	Multiple Motions filed by Appellees for Reconsideration and to Dismiss
05/19/2026	Order of Court denying Joint Motions and updates briefing schedule
05/21/2026	Opposition to Motion
06/18/2026	Appellee Brief

U.S. District Court of Maryland

Steven Muse v. The Maryland-National Capital Park and Planning Commission
Case No. 8:26-cv-460 (Employment)

A former employee is alleging race discrimination and retaliation related to his termination in February 2025. Amy Ticer is the lead counsel on this case. A Motion to Dismiss is pending.

Docket:

Date	Document Information
02/04/2026	Complaint filed
03/03/2026	The Maryland-National Capital Park and Planning Commission served
03/24/2026	Motion to Dismiss filed
04/07/2026	Response in Opposition to Motion to Dismiss
04/10/2026	Reply to Response in Opposition to Motion to Dismiss

U.S. District Court of New Jersey

In Re: Insulin Pricing Litigation
Case No. 2:25-cv-00389 (Miscellaneous)

This is affirmative litigation brought by The Maryland-National Capital Park and Planning Commission against Pharmacy Benefits Managers and drug manufacturers alleging an illegal pricing and kickback scheme involving insulin and related drugs, harming The Maryland-National Capital Park and Planning Commission in its capacity as a third-party payor of pharmacy benefits. The Commission has hired outside counsel in this matter and both Ben Rupert and Lucy Bansal are also working on the case. There is currently no action in this matter.

Docket:

Date	**Document Information**
01/13/2025	Complaint filed
01/31/2025	Waiver of Service of summons and complaint executed by The Maryland-National Capital Prk and Planning Commission
02/05/2025	Waiver of Service of summons and complaint executed by The Maryland-National Capital Prk and Planning Commission
03/24/2025	Waiver of Service of summons and complaint executed by The Maryland-National Capital Prk and Planning Commission
04/18/2025	Waiver of Service of summons and complaint executed by The Maryland-National Capital Prk and Planning Commission
06/24/2025	Case Reassigned to Magistrate Judge Leda D. Wettre