

INTERAGENCY COORDINATING BOARD

Minutes of January 25, 2023, Meeting

Board Members Present:

Derek Ross (Chair), Marvin Mills (alternate for Dr. Jermaine F. Williams), Laurence Pitsenberger, Marlene Michaelson, Fariba Kassiri (alternate for Richard Madaleno), Seth Adams (alternate for Dr. Monifa McKnight), Pravin (Pete) Mistry, Jeff Zyontz, and Brenda Wolff.

Board Members Absent: Dr. Debra Muge, Principal Lakeisha Lashley, Principal Cary Dimmick, and Bean Michelle.

CUPF Staff:

Ramona Bell-Pearson, Ron Maxson, Eric Rasch, William Polman, Vanessa Lopez-Cuevas, David Park, Evelin Chavez.

Guests:

Riley Robin (REC), Melanie Sasse, Haviz Adejo, Lindsey Tucker, Vivian Yao, Mike Riley, Jim Epstein.

Proceedings:

- Virtual Meeting was called to order at 8:03 a.m. by Chair, Derek Ross & Director, Ramona Bell-Pearson.
- Roll call of Board members was performed to determine a quorum.
- Minutes of the October 26, 2022, Meeting was approved.
- Agenda for January 25, 2023, Meeting was approved.

Chair's remarks:

- Thanked members for attending the quarterly meeting. The County Executive has indicated that he will consider accepting CUPF's budget submission of \$11.07 million. If he decides to submit the amount CUPF recommended to the County Council when he makes his operating budget submissions, then CUPF will have an operating budget of \$11.07 million.
- CUPF continues to work toward its goal to return to pre-pandemic revenues. While earnings are still below the levels achieved before March 2020, the revenues are above those achieved last year this time.
- Announced that the Board has many new and innovative things to look forward to that will make CUPF even more competitive in the permitting field

Director's Report:

Staff Update

- The Core Services Team is moving rapidly to post employment advertisements to fill the five open positions on the scheduling team. Temporary staff will continue to fill the vacancies until the positions are filled.
- CUPF is also actively recruiting for staff to fill positions at the Silver Spring Civic Building.
- Justin Brown who was a team member working in the Silver Spring Civic Building for approximately six years left CUPF for another career opportunity.

Additional CUPF Updates

- Resolution
 - During the last Board meeting there was a full discussion of the operational practices of the Civic Building related to the type of permits that are hosted at the facility. The discussion was related to an event that took place at the Silver Spring Civic Building and as a result it was decided that a new operational policy would be put into place. The suggested changes were made to the resolution presented last month and additional changes were requested during the January 25th meeting. The additional changes will be incorporated, and the Board will finalize and approve through email.
- Staffing issues
 - As previously discussed, CUPF is seriously understaffed due to loss of staff members over time and an inability to fill those positions during a two year OMB imposed lapse. At this time CUPF does not have lapse requirements and is working with the Office of Human Resources to try to fill the eight open positions which amounts to almost 30% of our staff.
- Fees
 - Mr. Epstein's statement (Item 4.2) from July 2022 was presented again during this meeting to the Board members. The fee schedule, titled Item 4.3 was also presented. The schedule was presented to remind the Board that a decision needs to be made about the fees for the permitting process associated with the Fryer Plaza, Veterans Park and second floor conference room. The Regional Service Center Director is working with CUPF to classify, advertise, interview and hire the staff that will handle the permitting process for these facilities. It was recommended that the Board continue to consider the fees until the next Board meeting.
- The Office of Procurement has informed CUPF that they have distributed the fee study solicitation request to over 60 firms nationwide that may have an interest in submitting proposals.

Core Services Team Update

- CUPF met with MCPS to go through the planned construction and maintenance projects for this coming summer along with summer school program use. County

and municipal recreation staff were invited to join so that they could share their desired plans and hear from MCPS what facilities may work better than others. MCPS plans to have a more finalized list to CUPF by the end of January to begin planning for summer camp programs hosted by recreation departments, licensed childcare vendors, and parent-teacher associations.

- Schools have recently been booking school staff events such as staff wellness programs on weekends without hiring and scheduling building services staff to accompany them. CUPF is working with schools to ensure that this does not negatively impact community users scheduled and or create overtime for the ICB Weekend Worker in the building.
- CUPF continues to experience unexpected difficulties in use of high school facilities for Large Events typically held in auditoriums. The process for Large Events developed in 2017 included significant input from MCPS, and a full agreement between CUPF and MCPS before the process was reviewed by the ICB and then implemented. The process has been modified over the last few years due to schools asking that CUPF have fewer walk-throughs.
- Gaithersburg High School's Auditorium seems to be in a concerning state of disrepair. The video projection system has been out of service for more than a year. The school has advised CUPF that despite their efforts to have repairs made, none have occurred. At this time, CUPF has closed the Gaithersburg High School auditorium for community use permitting.

Silver Spring Civic Building at Veterans Plaza Update

- The Silver Spring Civic Building at Veterans Plaza team has been stretched thin to support a wide variety of events at the SSCB. The building is open from as early as 6:00 a.m. with events going as late as 2:00 a.m., and open seven days per week both indoors and outdoors.
- On the Event side, there is only one part-time CUPF Event Monitor, Mr. Dominique Defo Fotue. To help manage events, we have a contract staff person Ms. Macire Dabo. She works 40 hours and covers morning and weekend events. Both staff members set up and break down Great Hall events.
- On the Administration side, Mr. Justin Brown, Booking Specialist has moved on to a new opportunity; in his place we welcomed a new staff member: Ms. Caroll Sion, as a Booking Specialist. This position is a temporary promotion for Caroll who came to Silver Spring from the CUPF Wheaton office.
- Here are some highlights from the past few months as well as things to note and look forward to:
 - **Thanksgiving Parade** was well attended and the festival occurred as usual.
 - **Special opening ceremony for the Ice Rink** included County Executive and At-large Councilmember Jawando. Hosted by Eric Rasch.
 - **Humanitarian Walk in Silence** event attended by community leaders to include County Executive and Council President and other prominent

members. Video can be found here: [Humanitarian Walk in Silence, Montgomery Sister Cities - YouTube](#)

- **Maryland Blue in 2022:** Newly sworn in Governor of Maryland, Wes Moore held an event on Veterans Plaza. Video can be found here: [Wes Moore Ain't No Stoppin Us NOW - YouTube](#)
- **Outdoor Holiday Crafts Market** was a successful event on Veterans Plaza
- **Friday – Sunday use is strong with** Galas, birthdays, weddings and receptions, bar/bat Mitzvahs, Baby showers, quinceañeras, retirements, Non-profit community events *such as Puente De Amistad, Folklore Society of Greater Washington, Scrum Cons Game Day, Immigrant Community Services, High School Prom, Staffing and recruitment events, etc.*
- **Weekly Farmers Market** Every Saturday: weekly outdoor public farmers market continues to attract hundreds of residents
- **Veterans Plaza events and Festivals booked for the 2023 festival season include:** LGBTQ Arts and Culture programming (April, May, and June: five (5) Friday nights); Silver Spring Arts & Crafts Spring Fair; World Heritage Festival; PRIDE in the Plaza: Do it for MoCo (Day Mini Ball & HIV Testing event); Summer Fair; Senegal Cultural Festival; We Will Worship Concert; International Food and Crafts Festival; Montgomery County Jazz Festival; End of Summer Celebration; Silver Spring Town Center Inc. Harvest Moon Festival; Oktoberfest; Beacon 50+ Expo (full facility and ½ plaza during ice rink operations)
- **YouTube page, with 18 postings, has been created to enhance the virtual tour experience:** Visit SSCB Tours to see clips of each room. <https://www.youtube.com/@sscbtours>
- **Jumbotron promotions for community events:** Eric Rasch has posted several community events on two large jumbotrons in downtown Silver Spring for all to see
- **Program: Community Access Program** (Current \$150,000)
 - Events must be OPEN to the public
 - **Fundraising is allowed**
 - For non-profits or community groups
- **Banners for Veterans Plaza;** the two large banners listing Veterans Plaza events in 2022 were extremely popular with the public. These banners will be updated in early 2023 with more information for downtown Silver Springers.

Finance & Budget Report see Item 6.0

- The FY23 revenue budget is \$11.4 million, at the end of the 2nd quarter, CUPF received \$3,758,176, which is 33% of its budgeted revenue. CUPF's strongest quarters are the 2nd and 3rd quarters.
- As far as expenses, at the close of the 2nd quarter, CUPF utilized \$4,459,831, which is 40% of our operating expenses budget.

- CUPF ended the 2nd Quarter with a negative \$701,556. In comparison, CUPF received \$17,461 over what was received in the 2nd quarter in FY22 which was also a negative 2nd quarter.
- CUPF's expenses were higher during the first half of the year as we encumbered most of the entire year's funds to reimburse MCPS. Specifically, in October, we encumbered the full \$2 million for the entire year for MCPS staff reimbursements.
- CUPF has revised the projections for the remainder of FY23 to reflect revenue that is 80% of revenue earned in pre-COVID periods.
- CUPF submitted the FY24 budget in the amount of \$11,077,500. CUPF's pre-pandemic budget was \$11.9 million. The Executive agreed and indicated that he will most likely support CUPF's submitted budget for \$11.07 million. The County Executive is set to recommend all departmental budgets on March 15th.

Subsidy Programs

- The Community Access Program (CAP) for Silver Spring Civic Building program is budgeted for \$150,000 for FY23. In the 1st and 2nd quarters CUPF approved and processed awards for 35 organizations totaling \$95,856.50. The remaining balance for CAP awards is \$54,143.50 which we expect to fully utilize in the upcoming weeks.
- The budget for Facility Fee Assistance Program (FFAP) this year is \$75,000. So far, CUPF has approved and processed awards for 15 organizations, which total \$73,400. The FFAP balance for traditional funding is a maximum of \$1,600, per organization per year which we expect to fully utilize.
- The County Council appropriated an additional \$125,000 through the American Rescue Plan Act (ARPA) funds for youth sports. CUPF is working with the Office of Management and Budget to create a budget transfer to move the funding to the proper account after which time those funds will be available to fund additional FFAP applications through the remainder of FY23.
- CUPF's Request for Proposals (RFP) for a Fee Study is now posted with a close date of January 25th. CUPF will be working closely with Procurement to evaluate all of the submitted proposals.

Childcare

- MCPS has been working toward developing a new bid process for child care services to be provided in many of their schools. The first stages of that development are complete.
- MCPS has reported to the CUPF child care division that they are now positioned to expand childcare programs to some additional schools, Snowden Farms Elementary School will be one of those schools starting next school year.

- The process that MCPS is working to create will identify qualified before and after school child care providers while continuing to work with CUPF as a source for technical assistance throughout the process. Under this new model the Board of Education will also play a role in approving the providers. The goal is for later this spring to develop an evaluation and selection panel for the school system.

Meeting adjourned at 9:17 a.m.