

INTERAGENCY COORDINATING BOARD

Minutes of May 3, 2023, Meeting

Board Members Present:

Laurence Pitsenberger, Dr. Debra Muge, Marlene Michaelson, Fariba Kassiri (alternate for Richard Madaleno), Pravin (Pete) Mistry, Jeff Zyontz, and Brenda Wolff.

Board Members Absent:

Derek Ross (Chair), Marvin Mills (alternate for Dr. Jermaine F. Williams), Seth Adams (alternate for Dr. Monifa McKnight), Principal Lakeisha Lashley, and Principal Cary Dimmick.

CUPF Staff:

Ramona Bell-Pearson, Ron Maxson, Eric Rasch, William Polman, Vanessa Lopez-Cuevas, Victoria Smith, David Park, Michelle Bean and Evelin Chavez.

Guests:

Robin Riley (REC), Mike Riley, Haviz Adejo, Luisa Cardona, Kristi Williams and Jim Epstein.

Proceedings:

- Virtual Meeting was called to order at 8:05 a.m. by Director, Ramona Bell-Pearson.
- Roll call of Board members was performed to determine a quorum.
- Minutes of the January 25, 2023, Meeting were approved.
- Agenda for May 3, 2023, Meeting was approved.

Chair's remarks:

- Thanked members for their continued dedication to the ICB. The Board was asked to determine the appropriate fee schedule to be used in permitting the Wheaton Plaza, the Wheaton Urban Veteran's Park, and the Grey Courthouse in Rockville.
- Informed members that CUPF developed a video and would be given the chance to view the video and hear how CUPF intends to start an outreach campaign to bring more information about operations to the community.
- The Finance team will share reports on the third quarter revenues giving us a picture of how CUPF has performed in contrast to last year and pre-pandemic years.

Director's Report:

Staff Update

- CUPF's M3 position in Finance was filled and effective April 23, 2023 Vanessa Lopez- Cuevas assumed the position of Finance Manager.
- The Program Manager position that will be the Communications Outreach Coordinator concluded interviews on March 31, 2023. A candidate has been selected and HR is finalizing the offer and securing a May start date.
- The Program Specialist I selection process for the five positions open in Core Services concluded and now all open positions on the Core Services team have been filled. The positions were filled by the following employees:
 - Taylor Walker
 - Brittany Murray
 - Heather Simmons
 - Laura Hacker
 - Carol Deeley
- Heather Fine and Trina Greene were officially promoted to the Program Specialist II positions that were open on the Core Services team.
- A candidate has been selected for the Program Specialist II Logistics position for Silver Spring and OHR is finalizing the offer.
- The Administrative Specialist III position, which is Vanessa's old job, is in the process of being recruited.
- Program Specialist I Event Monitor position in Silver Spring will be advertised once it becomes vacant.
- Program Specialist I Booking Specialist in Silver Spring closed recruitment recently with 60 candidates on the eligible list. Management is reviewing the list of applicants to determine who to include in an interview schedule.
- Upcoming interviews will be scheduled for the Principle Administrative Aide for Silver Spring and the Office Services Coordinator Finance position.

Additional CUPF Updates

- ICB's Chair Dereck Ross has resigned from his ICB position as Chair and ICB's Vice-Chair Marvin Mills will assume the role of Chair until we are able to fill the position.
- CUPF has been working to comply with a recommendation made by the Office of Legislative Oversight, in which the County Executive concurred. That recommendation indicated that CUPF needs to be more visible and available to the community. One of the actions taken by CUPF to address this recommendation was to engage the services of a small business media company known as Buzz365 Media. The owner Danielle Terrelonge worked closely with CUPF management to develop the video that was presented during the meeting. The purpose in developing the video is to educate the community as well as elected officials about who CUPF is and what they do. CUPF is in the process of

scheduling meetings with the County Executive, the Chief Administrative Officer and their second floor staff members. CUPF management has also requested a meeting with the new members of the County Council to introduce CUPF.

- In addition to conveying information contained in the video, CUPF also addresses some issues about how and why they do business the way they do as an enterprise fund. There have been questions recently from both executive staff and council members about how the County might make access to facilities free or offered at a substantially reduced fee. CUPF believes it is important to explain why they are structured under the business model they use and make clear that changing their status from enterprise to appropriated would require the general fund to have over \$11,000,000 pledged to support their operating expenses annually. Under the enterprise fund model, CUPF is self-sustaining through the money raised from permitting. With the exception of one year during the pandemic CUPF was able to pay all of its expenses. The exception to that occurred during the first year of the pandemic when reimbursements to MCPS for utilities were waived by MCPS at the request of the CAO. Working in partnership with MCPS afforded CUPF the privilege of obtaining a waiver of fee payments for one year.
- CUPF management is working closely with the Wheaton Regional Service Director to conduct interviews and select a candidate to serve as the Program Specialist II. The candidate selected will manage the Wheaton Plaza, Wheaton Urban Park and second floor conference room permitting process.
- The fee schedule for the Wheaton facilities to be permitted was resubmitted for consideration and approval. The Board was asked for approval of recommended fees for the Marion Fryer Plaza, Wheaton. The second floor conference room at 2425 Reddie Drive Wheaton and the Veteran Urban Park will be permitted using a fee schedule already in place for similar conference room and park facilities. The grey courthouse at 27 Courthouse Square, Rockville, MD 20850 was recently delegated to CUPF by the CAO for management of permitting for community use. Those facilities at the Grey Courthouse will also have the same fee structure as existing CUPF permitted space and will be managed consistent with other similar facilities that CUPF handles.
- The Resolution 23-001 subject Fee Schedules for Marion Fryer Town Plaza, Wheaton, Maryland was presented to the board and was approved during the meeting.

Core Services Team Update

- **User Guidebooks** were published online March 1, 2023. Each reservation obtained via the online portal or completed by CUPF staff, has a required agreement and pledge to read the User Guidebook and Facility Use License Agreement with a checkbox and hyperlink for customers to acknowledge and

meet their obligation to read the documents. Text messages and emails were sent to user groups and schools to make them aware of and highlight the User Guidebooks.

- **Excellent customer service** remains a top priority for Core Services staff. Core Services is working with CUPF Information Technology, Recreation Information Technology, and County TEBS to explore implementation of a chatbot for customers and partners to obtain information 24/7/365. Additionally, Core Services is collaborating with all of the above on a chat app that will allow customers to chat with staff during normal business hours.
- **Safety and security measures related to community use of schools** have recently been questioned by school staff, principals, and user groups. MCPS advised CUPF that they wanted changes surrounding community use after the unfortunate events of 2012 that took place at Sandy Hook Elementary School in Connecticut. Those changes included that the only entrance and exit for community user groups will be the main entry doors at the front of each school building. Additionally, building staff were instructed to lock the doors after the first fifteen minutes of a group's scheduled time. Some schools have remained compliant with the change since implemented, while others have not.
- **Equipment use by community groups at schools has increasingly become problematic.** Recently, schools have denied requests by user groups for routine equipment use such as portable a/v screens, microphones for use in a cafeteria or all-purpose room, use of piano's, use of nets for volleyball and badminton, as well as portable goals on athletic fields. Groups, especially those that do not have financial resources to purchase their own equipment but are willing to pay the general fees for use of school equipment items, feel disadvantaged. At times, groups have had to cancel their events and activities since use of basic equipment items was denied.
- **User groups are increasingly requesting multiple accounts for use by their organization.** Groups believe that due to the slow process of booking multiple dates online, they are losing out on opportunities to secure space required for their activities. Years ago, the Board agreed that CUPF should limit all organizations to one single account for reserving space online. CUPF has continued to enforce this to the best of our ability. At this time, groups do believe that this is not suitable or equitable.

Silver Spring Civic Building at Veterans Plaza Update

- **Veterans Plaza Festival Schedule in downtown Silver Spring.** Almost every Sunday, from May through the start of the fall Ice Rink, downtown Silver Spring will have an event. It will also host two festivals on Saturdays: 1) Silver Spring Jazz Festival 2) PanaFest 2023

- **2022-2023 Ice Rink season concluded** on March 27, 2023. **The Ice Rink contract has been extended through April 1, 2024.** This past season provided a memorable family-oriented activity in downtown Silver Spring on Veterans Plaza.
- **WorkSource Montgomery (American Job Center) AJC mobile job center may be coming to Veterans Plaza** as a partnership with the Silver Spring Regional Services Center and the Silver Spring Urban District.
- **Great Hall projector sent to factory for system updates and maintenance.** One of the Great Hall projectors was removed for several weeks, and a replacement projector was used in the meantime
- **Emergency Procedures + training and expectation tools shared with SSCBVP partners and staff.**

Several documents were shared to speak to our training and expectations for staff, contract staff, and partners in the event of a threat.
- **Potential opportunities for youth programming.** the skate house might present an anchor or hub for activities. Working with SSRSC and HHS.
- **Silver Spring Public Safety Town Hall at the Civic Building hosted by County Councilmember Kate Stewart and Council President Evan Glass.** Watch the recap video here: <https://www.youtube.com/watch?v=OR9cHjZqhk&feature=youtu.be>
- **Youth in Public Spaces** – dimensions provided to DGS for possible pickleball court.
- **Social media communication** – Several events and promotions have been posted online.
- **Board of Elections –election training dates.** Board of Elections submitted paperwork to reserve rooms in 2024. Rooms have been reserved for election trainings.
- **Muslim prayer high profile use** – Ramadan was celebrated nightly during the time of Ramadan by several different organizations.
- **LITY Nights and PRIDE Festival will take place on Veterans Plaza.** upcoming LIYT Nights and the PRIDE Festival on Veterans Plaza. More info here: [Pride in the Plaza 2023](#). The event sponsors are working with ABS and the event planners to provide alcohol on the plaza during the LIYT Nights events.
- **Working with the Destination Sales Manager at VisitMontgomery to land conferences in March 2025.**

- **Community Access Program** – the CAP funding for FY23 has been exhausted. Approximately \$150,000 was awarded to more than 70 CAP applicants this fiscal year.
- **Great Hall alone (not including other rooms in the Civic Building):**
Since January 1, 2023, the Great Hall has hosted: four (4) weddings, seven (7) birthday celebrations, two (2) baby showers, three (3) Bat Mitvahs, and other personal celebrations.

The Great Hall has also hosted many other high profile community events, including government and non-profit sectors events totalling more than 50 different types of celebrations, joint functions, educational events, conferences, etc.

Finance & Budget Report

- CUPF closed the 3rd quarter, with \$5,964,683 received in revenues, which is 52% of our FY23 budgeted revenue. Based on average revenues received pre-pandemic, CUPF has received 80% of revenues during the last few quarters.
- Compared to FY22, CUPF is currently \$741,788 over where they were last year at the end of the 3rd quarter. CUPF is projecting to end FY23 with \$9 million.
- The expenses go hand and hand with the revenues. At the close of the 3rd quarter, CUPF utilized \$5,261,231 in expenses, which is 48% of its operating expenses budget. CUPF ended the 3rd quarter with a positive \$703,452.
- The County Executive has recommended a budget of \$11,139,465 for CUPF which encompasses a full compliment which includes 29 full time employees and 1 part time employee for FY24. Final budget decisions are made by Council prior to May 15th.

Subsidy Programs

- For FY23 Community Access Program (CAP) for Silver Spring Civic Building was budgeted for \$150,000 which has now been fully utilized. These subsidy program awards were able to assist 60 organizations.
- The FY23 budget for the Fee Facility Assistance Program was \$75,000. All funds have also been awarded and this subsidy program was able to assist 14 organizations.
- The County Council appropriated an additional \$125,000 through the American Rescue Plan Act (ARPA) for youth sports. CUPF has awarded \$121,700 and now has a remaining budget of \$3,300.
- The vendor for the Request for Proposals (RFP) for a Fee Study has been selected. Negotiations have begun and we hope to be able to finalize a contract within the next few weeks.

- After working for a year with the VSI scheduling software, the Childcare Team has changed the permitting process for the FY24 school year. In the past CUPF distributed Building Use Forms to providers at the beginning of May and asked that they be returned by the end of the month. This year CUPF sent out the forms at the beginning of March and asked for them to be returned by the end of that month. The purpose in changing it was to eliminate many of the conflicts over space that they encountered throughout this school year by getting the calendar finalized earlier.
- There are currently 114 elementary schools and one middle school with before and after school childcare programs.
- CUPF has been informed by MCPS that they intend to put 4 locations through a procurement process with the intent to place new before and after school childcare programs in elementary schools for the beginning of school this August.

Meeting adjourned at 9:24 a.m.