

INTERAGENCY COORDINATING BOARD

Minutes of April 24, 2024, Meeting

Board Members Present:

Jordan Kaplan, Sherwin Collette, Laurence Pitsenberger, Marlene Michaelson, Fariba Kassiri (alternate for Richard Madaleno), Seth Adams (alternate for Dr. Monifa McKnight), Pravin (Pete) Mistry and Brenda Wolff.

Board Members Absent:

Dr. Debra Muge, Artie Harris, Principal Lakeisha Lashley, and Principal Cary Dimmick.

CUPF Staff:

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

Guests:

Riley Robin (REC), Haviz Adejo, Martha Kyrillidou, Katerina Miteloudi, Miles Murphy, Chuck McGee and Coleman Stallworth

Proceedings:

- Virtual Meeting was called to order at 8:02 a.m. by Seth Adams and Pravin (Pete) Mistry.
- Roll call of Board members was performed to determine a quorum.
- Minutes of the January 24, 2024, Meeting were approved.
- Agenda for April 24, 2024, Meeting was approved.

Director's Report:

- Informed board members that CUPF would be defending its budget that was transmitted by the County Executive for Council approval the following day.
- CUPF heard concerns raised by community users about the lack of access to athletic equipment they experienced when trying to hold activities and events at permitted facilities. CUPF worked cooperatively in partnership with MCPS to purchase and plan the distribution and use of that equipment.
- Introduced the newest ICB voting member, Jordan Kaplan. Jordan works with the Barack Obama Foundation as the Chief Development Officer with responsibility for developing capital for the Obama Presidential Center.

Staff Update

- The ChildCare team position was filled through a temporary promotion with CUPF team member Melissa Boyd assuming the role. The temporary assignment has now ended, and Melissa has returned to her permanent role on the CUPF Finance Team.

- CUPF is awaiting Council approval of the proposed budget and the recommendation of the County Executive to create a new position in the Silver Spring Civic Building staff compliment.

Additional CUPF Updates

- The CUPF fee study contractor, QualityMetrics, as the main consultant engaged under CUPF's fee study contract, has determined a course of action that includes partners from various jurisdictions and disciplines who can provide insights and comparisons to other systems and operations. See Item [3.1 attached](#) to this report.
- Attain Partners a subcontractor to QualityMetrics has been working to complete data mapping information related to user fees, working to develop fee schedule scenarios for ICB and CUPF to consider, and reaching out to adjacent jurisdictions through efforts made by Fariba representing the County Executive's office.
- QualityMetrics has also partnered with the National Association of Public Administrators (NAPA) to provide more support and resource information on a national scale.

Communications Update

- The CUPF Annual Report has finally been published. With the assistance of the ICB, numerous edits were made to the Annual Report in an attempt to make sure the report is accurate and engaging. Copies are being made available to the County Executive and the County Council this week. One of the primary goals of the [annual report](#) is to have it made available on the CUPF website.
- CUPF has been engaging the Montgomery County Public Libraries, regarding placement of flyers and various marketing material at branches. Monday, April 15, was opening day for reservations for Library Meeting Rooms. This opening reservation day period with MCPL included CUPF English and Spanish flyers being displayed via MCPL digital signage. The communications Team worked with the MCG Translations Team to create additional flyers in Amharic, French, Korean, zh-Hant (Traditional Chinese), and Vietnamese.
- CUPF will be focusing on their Instagram and Twitter social media channels @montgomerycupf. With the creation of more flyers, and other engaging activities like a podcast, more content will be created to enhance the CUPF brand boosting more exposure on other platforms such as Facebook, YouTube, Apple Music, and Spotify, reaching individuals on all platforms.

Core Services Team Update

- Staff development workshops were held for Core Services staff in January and February. These were all-day functions with a consultant/facilitator among other team building activities.

- Two meetings were held for Q&A with the Office of Legislative Oversight related to a study underway surrounding use of athletic fields.
- Priority, high-volume scheduling for 2024-2025 school year weekly cultural and religious use, sports leagues, and large events has begun.
- Opening day for online reservations at libraries was held on April 15 without notable concerns.
- Opening day for online reservations at government buildings is scheduled for May 15.
- CUPF continues to work with Community Engagement Cluster Wheaton Regional Services to hire event monitors for events and activities in the Wheaton Urban District facilities.
- Two meetings with MCPS Athletics have been held in recent months to discuss equipment use by community user groups, purchase of equipment for community use with State grant funding secured by CUPF, as well as increasing needs of MCPS Athletics surrounding use of gyms and fields which may reduce available hours for community user groups.

Silver Spring Civic Building at Veterans Plaza Update

- The Ice Rink concluded its successful season and secured a contract amendment extension for the upcoming season. The Veterans Plaza festival schedule for 2024 has been updated with new additions such as the Summer Concerts, enhancing the community and cultural offerings.
- Efforts in security include a camera upgrade and better monitoring systems, bolstering safety measures. Additionally, ongoing projects like the Pavilion Light Project and Canopy Light Project aim to enhance the infrastructure of Veterans Plaza and enhance the Silver Spring Arts & Entertainment District.
- Community engagement remains a priority, evident in programs like “The Beat Goes On” and Safe Summer Funding Support, which target youth and provide a range of activities and services.

Finance & Budget Report

THIRD QUARTER OF FY24

CUPF closed the 3rd quarter, with \$7,369,933 received in revenues, which is 62% of the FY24 budgeted revenue. Compared to FY23, received \$1,405,250 more than we received last year at the end of the 3rd quarter. CUPF is projecting to end FY24 with \$10.4 million in revenues, in comparison, CUPF received \$9 million in FY23.

As far as CUPF expenses, at the close of the 3rd quarter, CUPF has utilized \$3,967,183 in expenses, which is 36% of the total operating expenses budget. However, please bear in mind that we have approximately \$5.6 million obligated to MCPS as reimbursements. CUPF has sent a finalized MOU to MCPS for signatures 2 weeks ago and CUPF is awaiting MCPS final signatures.

FY25 BUDGET

The County Executive has recommended a budget of \$11,440,573 for CUPF. Total personnel costs are \$4,062,265 and total operating expenses are \$7,378,308. Which encompasses a full personnel compliment and one new position for the Silver Spring Civic Building. The new position to be created will be a Program Specialist I, grade 18, which will function as an additional event monitor.

The FY25 budget is 2.7% more than the FY24 budget, this is due to an additional position and personnel adjustments. The recommended FY25 personnel compliment includes 30 full time employees and 1 part time employee.

SUBSIDY PROGRAMS

Community Access Program (CAP) for Silver Spring Civic Building

For FY24, the Community Access Program was budgeted for \$150,000 which has now been fully utilized. This subsidy program awards were able to assist 70 organizations.

Facility Fee Assistance Program (FFAP)

The FY24 budget for the Fee Facility Assistance Program was \$75,000. All funds have also been awarded and this subsidy program was able to assist 25 organizations.

Childcare Team Update

CUPF is happy to announce that a new employee started with the childcare team on Monday, 4/22/24. Emily Brewster-McCarthy has joined CUPF and will fill the Program Specialist I position previously held by Mike Moua.

There are currently 117 Before and After School childcare programs in MCPS Elementary Schools and 1 in a Middle School. After the childcare re-bid selection process was performed as a pilot procurement bid process for open MCPS sites last year, MCPS continues to re-work their procurement process.

CUPF would also like to share some general information regarding the elementary schools that are tracked through our system which may be of interest to the Board.

- There are now 16 Recreation Department Excel Beyond the Bell programs in MCPS Elementary Schools. There are pre-school programs in 37 MCPS locations in either dedicated pre- school space, or extra space that is currently being leased to the pre-school programs.
- There are 39 Title I Elementary Schools in MCPS.
- Currently, there are 21 Elementary Schools that have no School Age Before and After School Childcare program on site.
- The schools without childcare have always been given the opportunity to enter the next available re-bid and there is every indication that MCPS intends to continue that practice.

Meeting adjourned at 9:41 a.m.