

INTERAGENCY COORDINATING BOARD
Minutes of October 26, 2022, Meeting

Board Members Present:

Marvin Mills (Vice Chair), (alternate for Dr.), Dr. Debra Muge, Marlene Michaelson, Richard Madaleno, Seth Adams (alternate for Superintendent Mcknight), Pravin (Pete) Mistry, Mike Riley (alternate for Casey Anderson), Brenda Wolff.

Board Members Absent: Derek Ross (Chair), Laurence Pitsenberger, Principal Lakeisha Lashley, Principal Cary Dimmick, and Bean Michelle.

CUPF Staff:

Ramona Bell-Pearson, Eric Rasch, William Polman, Vanessa Lopez-Cuevas, Evelin Chavez.

Guests:

Cliff Driver (M-NCPPC), Riley Robin (REC), Kristi Williams, Melanie Sasse, Haviz Adeojo.

Proceedings:

- Virtual Meeting was called to order at 8:02 a.m. by Vice Chair, Marvin Mills & Director, Ramona Bell-Pearson.
- Introduction of Board members was performed to determine a quorum.
- Minutes of the July 27, 2022, Meeting were approved.
- Agenda for October 26, 2022, Meeting was approved.

Chair's remarks:

- Thanked all members for attending the Annual October meeting. CUPF is still experiencing transition pains with RecTrac. Staff continues to experience some complications, but they are seeing some improvements and are continuing to work with the system and with the technical experts at Vermont Systems.
- During this meeting we would hear about some recent safety issues at the Silver Spring Civic Building (SSCB). The CUPF Director would introduce a resolution to the Board. These proposed changes are intended to allow flexibility for staff in handling community and permit holder access to the facility.
- Permitting is coming back slowly but surely. A presentation made by the CUPF Director identified some new responsibilities that CUPF has accepted from the Chief Administrative Officer (CAO) which will expand the real estate that CUPF manages as permitting resources.

Director's Report:

Staff Updates

- **Macire Dabo** was welcomed to the Silver Spring Civic Building.
- **Carol Deeley** was welcomed to the Core Services Team.
- **Raymond Grant** was welcomed to the Core Services Team.
- **LaKaya Levy** was welcomed to the Core Services Team.
- **Jaycina Vaughn** was welcomed to the Core Services Team.

- **David Parks** has a pending temporary promotion to fill Mindy's job as logistics specialist.
- **Trina Green** has been promoted to fill the open Program Specialist II position.
- **Robert Wright** has been promoted to fill an open Program Specialist I position.
- **Mindy Williams** is moving into a position with the Board of Elections that will be a promotion for her.

Additional CUPF Updates

- Recent events at the Silver Spring Civic Building have caused CUPF to reevaluate how it markets the Civic Building for public and community events. An individual dressed as a Taco (aka Taco Man) went into the building filming and acting aggressively attempting to force his way into the facility during a private event.
 - He argued that as a taxpayer he had the right to enter at any time during business hours. He went to the door and read the sign posted there stating that the building is open between 9:00 – 5:00 pm to the public. He relied on that to support his argument that he was entitled to access the building regardless of what is ongoing in the building at the time. Staff was eventually forced to call the police.
 - During interactions with CUPF staff Taco Man was belligerent, used profanity and disrupted the flow of traffic for the attendees to the permitted private event.
- This event had negative consequences for CUPF staff because the next day Taco Man uploaded the film onto YouTube where it got over 1000 hits within the first hour. Once viewed, the SSCB staff began to get threatening calls containing racial slurs, making derogatory comments about them and other negative comments about the barred access.
- A resolution was presented to the Board by the CUPF director. Although the resolution was not approved a full discussion of the issues was held by the Chair and specific suggestions were recommended by the CAO and the Chair. A request was made to send the amended resolution to the Board for approval before the next meeting in January.

Core Services Update

- Go-Live / Opening Day for Reservations for use of schools during the 2022-2023 school year was held online August 15, for the general public to submit requests.
- Use of portable lights on Athletic Fields has been a concern raised primarily by football user groups over the years. Montgomery Parks provided some excellent options for carry-on/carry-off light systems, among other strategies. It was determined that more public input was necessary before County Recreation and Montgomery Parks would be able to approve a policy due to community concerns surrounding light pollution in residential areas as well as concerns related to bird migratory patterns.
- CUPF has experienced unexpected difficulties in use of high school facilities for Large Events typically held in Auditorium's. While many of these difficulties are related to the differences in the various facilities, CUPF maintains that keeping a single process for all high schools is important to ensure customer clarity and consistency.
- The Bethesda Central Farm Market which has been utilizing the parking lot at Bethesda Elementary for more than a decade was displaced mid-June through mid-October due to a roofing project. This market has significant involvement from the community including local vendors and a following of residents. The work has now been completed and the Market has been permitted to return.
- 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. At this time, CUPF has closed the auditorium for community use, has begun rescheduling current

permit holders elsewhere when possible, and will no longer issue permits for this facility until repairs are made.

- CUPF has prevented facilities needed by Elections from being booked by community user groups during set-up hours on 11/7 and all day on 11/8 to honor the Agreement between Board of Elections and MCPS for use.

Silver Spring Civic Building and Veterans Plaza Updates

With limited staff (down several positions), and a labor shortage and a backlog of available positions posted on the County's HR site, our small team is having a difficult time supporting the ongoing and increased demand on our operations at the Silver Spring Civic Building at Veterans Plaza.

Here are some highlights from the past few months:

- Increased interest in Monday-Thursday use:
 - In-person meetings and conferences are coming back.
 - Monday – Thursday use has increased significantly compared to last year at this time... some examples: County Executive Forum, GED Graduations Ceremony, Job Fair, etc.
- Friday – Sunday use is strong:
 - Betty Mae Kramer Art and Music Gallery is now open to the public on Fridays.
 - Typical Friday-Sunday events: Birthdays, Weddings and receptions, Bar/Bat Mitzvahs, Baby showers, Quinceañeras, Non-profit community events.
- Weekly Farmers Market · Every Saturday – continues to attract hundreds of resident's weekly.

Budget and Finance Report

- Revenue projection for the FY23 budget year is 11.4 million, which is slightly less than a typical pre-covid year. By the end of the 1st quarter, we have received 10% of that, which is 1.2 million.
- We ended the 1st Quarter with a negative \$339,184. While our revenue was not as strong as we had projected, we did receive \$220,055 over what we received last year for the 1st Quarter.
- CUPF expenses were higher during the first quarter because we paid FY22 MCPS Maintenance Reimbursements that totaled \$381,747, which accounts for 68% of the expenses during the 1st quarter.
- In comparison, in FY22 we received \$7.3 million, so we are optimistic that we will receive slightly more this budget year.
- We have received our Funding Parameter from the County Executive for FY24 which begins next summer on July 1. He has recommended a budget of \$11,077,500, which is 1.4% larger than last year's approved budget, but less than our pre pandemic operating budget of \$11.9 million.

Subsidy Programs

- The CAP program is budgeted for \$150,000 for FY23. In the first quarter we have approved awards for 51 organizations totaling \$102,426.50. These awards will be processed in the new software in the upcoming weeks, once we get final approval from the Department of Finance.
- The budget for FFAP this year is \$75,000. We have approved awards for 13 organizations, which total \$62,500.
- The County Council appropriated an additional \$125,000 through the American Rescue Plan Act (ARPA) funds for youth sports.
- CUPF's Request for Proposals (RFP) for a Fee Study is with Procurement. We are in the final stages of the final version and hope to have the RFP advertised within the next few weeks.

Before and After Child Care

- The Childcare team for CUPF is back to full staffing. Mike Moua has moved from his CORE Services assignment and is now working with Bill and Kareem in the role previously filled by Ceciley Maxwell. We were informed at the beginning of October that AlphaBEST is closing their program at Parkland Middle School. They lost their site director over the summer and have not been able to find a suitable replacement with experience managing a program for middle school age children. They decided it was best to close the program. We have been working with the principal at the school to ensure that the 9 students that attended the program will have somewhere to go when AlphaBEST closes on November 4.
- We have been working closely with the schools and the CORE Services team on an unusually large number of adjustments to permits to make room for additional school programs this year.
- We have not received any new updates from MCPS on the status of the procurement process they are developing for the school age child care program.

Meeting adjourned at 9:18 a.m.