

Resolution No.: 17-468
Introduced: May 24, 2012
Adopted: June 12, 2012

**COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND**

By: County Council

SUBJECT: Legislative/Executive Branch Memorandum of Understanding Regarding
Regional Services Directors

Background

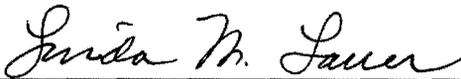
1. The attached Memorandum of Understanding between the Legislative and Executive branches presents the Council and Executive's expectations regarding the relationship between the Regional Services Directors and the County Council.
2. The Government Operations and Fiscal Policy Committee met to discuss the memorandum on May 3, 2012, and the Council discussed and agreed to the memorandum on May 14, 2012.

Action

The County Council for Montgomery County, Maryland approves the following resolution:

The Legislative/Executive Branch Memorandum of Understanding regarding the Regional Services Directors is approved.

This is a correct copy of Council action.



Linda M. Lauer, Clerk of the Council

**Memorandum of Understanding
Between the Montgomery County Executive
and the County Council**

Issue

Relationship between Regional Services Directors and the Montgomery County Council.

Background

In 2007, Regional Services Directors' positions were converted to non-merit appointments made by the County Executive and confirmed by the County Council. At that time, the Executive and Council entered into a Memorandum of Understanding (MOU) to recognize the unique nature of the relationships that these positions must maintain with Councilmembers in order to coordinate/facilitate public services in specific geographical regions of the County. In addition, Regional Services Citizens Advisory Boards are responsible for advising both the Executive and the Council.

Despite the existence of the MOU, the Council believes further changes are necessary to ensure that the Directors continue to maintain the same cooperative and collaborative relationships with the Council as existed when the positions were in the merit system, and therefore believes that amendments to the MOU are necessary. This MOU replaces the MOU entered into in 2007.

Compact

The Executive and Council agree that Regional Services Directors will:

1. maintain open communication and responsiveness to Council inquiries;
2. be responsive to Council requests that enhance and support their regional work programs;
3. maintain a mutually responsive relationship with Councilmembers by regularly discussing community issues and potential solutions with all interested Councilmembers to jointly resolve community problems and address needs in regional service areas;
4. schedule quarterly meetings with the relevant district Councilmember(s) and quarterly briefings for all interested Councilmembers or Council staff;
5. advise all Councilmembers in a timely manner on the status and impact of public policies affecting the regional service areas;
6. recognize the unique relationship between the Regional Services Directors and the District Councilmembers who represent the regions and invite the relevant District Councilmember(s) and any interested at large Councilmembers or their designees to serve as an ex-officio member of all Committees, task forces, or groups organized or staffed by the Directors;

7. keep all Councilmembers updated on the activities of the Citizens Advisory Boards (CABs) by providing agendas at least 48 hours in advance of the CAB meetings and providing minutes after CAB meetings when they become available;
8. provide Councilmembers with agendas and minutes for any other group for which the Director is involved with the preparation or circulation of agendas or minutes;
9. continue to include an opportunity for Councilmembers or their designees to participate and comment during CAB or any other community advisory meeting;
10. when the Council and Executive have different positions on an issue, the Director should provide Councilmembers or their designees the opportunity to present their position orally at the meeting or in writing for distribution;
11. recognize that the CABs, by their charter, are required to report to both the Executive and the Council and ensure that CAB members are aware of this responsibility;
12. create an orientation for new CAB members, including a uniform portion for all CABs, that addresses the relationship between Councilmembers and the CABs;
13. ensure that all electronic communication sent to the entire CAB or any other group staffed by a Director is available to Councilmembers and the general public; this requirement does not apply to communications between individual members;
14. continue to provide monthly written reports that address the following topics:
 - prior month's news and accomplishments and summaries of any Committee meetings;
 - key issues in the community;
 - initiatives with which the office is currently engaged; and
 - planned activities for the coming month;
15. serve as a resource for Councilmembers when they are addressing constituent issues; and
16. accommodate Councilmember requests for space to hold meetings/drop in sessions at Regional Services Offices.

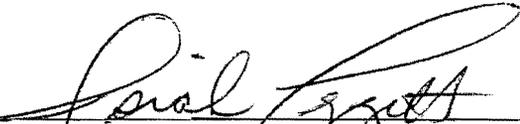
In addition, the Executive agrees to provide Councilmembers the opportunity to participate in the evaluation of RSC Directors. Councilmembers' verbal or written input must be documented and discussed with the Directors and also considered when conducting their annual performance appraisals.

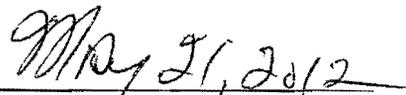
The Chief Administrative Officer, or his designee, will meet annually with Councilmembers to discuss future revisions to this MOU.

Duration

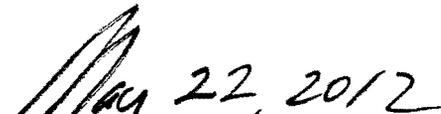
This agreement will become effective immediately and will remain in effect until modified or terminated, in writing, by both parties. The Executive and the Council recognize that this is a working agreement that may need to be modified as conditions change. Both parties agree to review this agreement periodically and modify it as needed.

Agreed


Isiah Leggett, County Executive


Date


Roger Berliner, President, County Council


Date