

**ST. MARY'S COUNTY  
BOARD OF COUNTY COMMISSIONERS' MEETING  
Governmental Center  
Tuesday, May 6, 2003**

**Present:** Commissioner President Thomas F. McKay  
Commissioner Kenneth R. Dement  
Commissioner Lawrence D. Jarboe  
Commissioner Thomas A. Mattingly, Sr.  
Commissioner Daniel H. Raley  
George G. Forrest, Interim County Administrator  
Donna Gebicke, Administrative Assistant to BOCC (Recorder)

**CALL TO ORDER**

The meeting was called to order at 9:02 p.m.

**APPROVAL OF CHECK REGISTER**

**Commissioner Raley moved, seconded by Commissioner Dement, to authorize Commissioner McKay to sign the Check Register. Motion carried.**

**APPROVAL OF MINUTES**

**Commissioner Dement moved, seconded by Commissioner Jarboe, to approve the minutes of the Commissioners' meeting of Tuesday, April 29, 2003, as submitted. Motion carried.**

**PROCLAMATIONS:**

**NATIONAL CORRECTIONAL OFFICERS WEEK – May 4-10**

A proclamation was presented to St. Mary's County Correctional Officers commending them on their dedication, compassion, professionalism, character, and commitment.

**NATIONAL HISTORIC PRESERVATION WEEK – May 5-12**

A proclamation was presented to Teresa Wilson and Jeff Jackman, Department of Planning and Zoning, to honor the relevance of historic preservation which is a tool for managing growth, revitalizing neighborhoods, fostering pride, and shaping community character. Historic Preservation awards will be presented to citizens at the next Board meeting, May 13. The Historic Preservation Board was commended for their good work.

### **NATIONAL VOLUNTEER WEEK – April 27 – May 3**

Kitty Swann, Marilyn Watson, Evelyn Deihl, and Kathleen O'Brien, St. Mary's Nursing Center, were presented with a proclamation recognizing "Together, We Make a Difference" as the theme for National Volunteer Week. A special ceremony will be held to honor over 200 volunteers.

### **NATIONAL NURSES WEEK – May 6-12**

Kathleen O'Brien was presented with the proclamation celebrating "Nurses - Every Day Heroes" to honor the nursing profession. St. Mary's is very fortunate to have the competent, caring nurses that serve St. Mary's Nursing Center.

### **MENTAL HEALTH WEEK**

Alexis Zoss, Mental Health Authority, accepted the proclamation making the month of May a time to reflect on how important mental health is to our community. St. Mary's County has adopted a community-based assistance of mental health care for all county residents

## **COUNTY ADMINISTRATOR**

**Present: George G. Forrest, Interim County Administrator**

1. Draft Agendas: May 13, and 20, 2003
2. Board Appointments: Julie Anne Dalke and Mary Pat Pope were nominated to the Nursing Center Governance Board.

**Commissioner Mattingly moved, seconded by Commissioner Dement, to accept the nominations. Motion carried.**

3. Grant Applications
  - a. Office of Community Services (*Cynthia Brown, Director OCS; Walter Biscoe, HotSpot Lead Coordinator; Robbie Loker, DSS; HotSpot Community Safety Team: Mike Stamm, State Attorney's Office; Robert Richardson, Division of Parole and Probation; Lt. Cedar, MSP; Daniel Schaidt, Dept. of Juv. Justice; Gary Lynch, Walden/Sierra; Lt. Horn, Sheriff's Office; Bennett Connely, LMB Director; Dr. Andrew Roper, SMCPs*)  
To approve and authorize Comm. Pres. McKay to sign the Maryland HotSpot Communities Consolidated Grant Application

**Commissioner Dement moved, seconded by Commissioner Raley, to authorize Commissioner McKay to sign the grant application. Motion carried.**

- b. Office of Community Services (*Cynthia Brown, Director*)

To approve and authorize Comm. President to sign budget amendment and Letter of Agreement with St. Mary's Health Dept. for Community/SOSAR Puppet Tobacco Prevention and Cessation Programs (\$5,372).

**Commissioner Jarboe moved, seconded by Commissioner Dement, to authorize Commissioner McKay to sign the budget amendment and Letter of Agreement. Motion carried.**

- c. DECD/SMC Housing Authority (*John Savich, Director, DECD; Dennis Nicholson, Exec. Director, SMCHA, Cynthia Phillips, Program Mgr*)
- Program      \*(i) Approve and authorize Comm. President to sign Rental Allowance (RAP) Application for FY 2003 (State: \$53,992).

**Commissioner Raley moved, seconded by Commissioner Jarboe, to authorize Commissioner McKay to sign the RAP application. Motion carried.**

- (ii) To approve and authorize Comm. President to sign Emergency Shelter Housing Grant for FY2003. (\$50,000 Fed, pass through)

**Commissioner Dement moved, seconded by Commissioner Jarboe, to authorize Commissioner McKay to sign the grant. Motion carried.**

*Lanny Lancaster, Director of Three Oaks, recommended that the Regional Homeless Board for the tri-county area make a presentation to the Board of County Commissioners on all current programs in Southern Maryland.*

4. Soil Conservation District (*Bruce Young, Managing Director; Jeannett Cudmore, Deputy Director, Finance*)  
To approve and authorize Comm. President McKay to sign Budget Amendment increasing Soil Conservation's operating allocation to their intended FY03 request and restore \$3900 to health insurance (\$13,451).

**Commissioner Jarboe moved, seconded by Commissioner Dement, to authorize Commissioner McKay to sign the budget amendment. Motion carried.**

5. Human Resources (*Randy Schultz, HR Director; Erin Gass, Fiscal Manager-Sheriff; Elaine Kramer, Director Finance*)  
To approve and authorize Comm. President McKay to sign Budget Amendment reflecting a reduction of the FY03 Approved Budget to remove the 2% COLA from sworn officers (\$24,265) in parity with MSP.

**Commissioner Dement moved, seconded by Commissioner Raley, to authorize Commissioner McKay to sign the budget amendment. Motion carried.**

6. SMC Memorial Library (*Mary Wood, Director*)  
Approve and authorize Comm. Pres. to sign budget amendment applying excess revenue to increase expense accounts of photocopy leases and av materials to meet anticipated expenses through 6/30/03 (\$8,600). Mary Wood requested that the Budget Amendment be revised to \$15,000..

**Commissioner Raley moved, seconded by Commissioner Dement, to authorize Commissioner McKay to sign the budget amendment in the revised amount of \$15,000. Motion carried.**

7. Facilities Management (*Joyce Malone, Property Manager; Richard Rohrbaugh, Director Facilities.*)  
To approve and authorize Comm. President to sign Easement Agreement with SMECO for electric service to community swimming pool at Great Mills Road.

*Commissioner McKay requested the easement be returned to SMECO with the recommendation that the power transformer be placed as close to the property line as possible.*

8. Dept. of Emergency Communications (*Phil Cooper, Director; Michael S. Barnett, Chairman Emergency Services Committee; Keith Fairfax, Co-chair*)  
To approve amendments and authorize Comm. Pres. McKay to sign revised Bylaws for the Emergency Services Committee.

**Commissioner Dement moved, seconded by Commissioner Mattingly, to authorize Commissioner McKay to sign the revised Bylaws. Motion carried.**

9. County Attorney's Office (*John Norris*) To adopt the Resolution re-designating the Resident Agent for the BOCC for St. Mary's County and authorize Comm. President to execute the proper form for filing with the State.

**Commissioner Mattingly moved, seconded by Commissioner Raley, to adopt the resolution and authorize Commissioner McKay to execute the form for filing with the State of Maryland.**

## **OFFICE ON AGING RECOGNITION CEREMONY**

The Commissioners attended the Office on Aging volunteer recognition ceremony and luncheon at the James Forrest Tech Center.

## **ABELL'S WHARF RIBBON CUTTING**

The Commissioners attended the ribbon cutting ceremony at Abell's Wharf.

**COMMISSIONERS' TIME** (*Commissioners meeting reconvened at the Leonard Hall Recreation Center at 4 pm*)

Commissioner Jarboe

- At the Lexington Park Library public forum, Mr. Gibson brought up a problem regarding an impact fee and asked for a variance. *Request staff prepare a response letter to Mr. Gibson similar to this week's "Consent" letter to Father Doolan requesting a similar variance.*

Commissioner Raley

- Two buildings at the Leonard Hall Campus need names (the "annex," and the maintenance building). *Request this item be placed on a future agenda.*
- *Request staff return the Clearbrook Farms growth allocation application to the Board for resolution.*

Commissioner Dement

- Attended baseball's National Little League opening ceremony at Cecil Park.
- Attended the Knights of Columbus charity ball at Immaculate Heart of Mary Church and had a very good time.

Commissioner Mattingly

- Congratulations to all the Special Olympians, the staff, and volunteers for having a wonderful day of games and fun for everyone.
- The Hospital Foundation had a fundraiser at St. Mary's City and received great support from local business people.
- Attended the 15<sup>th</sup> annual CFSI benefit dinner honoring volunteer fire and rescue squads from the tri-county area in Washington, DC.
- Attended a meeting involving DBED and Tudor Hall project and it appears bank financing is in place for that project. A letter was sent by John Savich addressing a request from DBED regarding Lexington Manor and Tudor Hall projects. Hope to hear something soon.

Commissioner McKay

- *Requests staff prepare and forward to the Commissioners the top ten BRAC issues this Board needs to address.*
- Denis D. Canavan has been appointed the Director of Land Use and Growth Management effective May 19, 2003. Mr. Canavan brings to the position 25+ years of direct management, organizational leadership, land use planning, design, and regulatory review.

**MEETING WITH COUNTY EMPLOYEES**

The Commissioners hosted a meeting with County employees to exchange information and address employee's concerns and questions. Highlights of the Commissioners' messages included: importance of working together as one team, one organization; improved communications, three principles of operation should be – open

communication, willingness to serve, and a common purpose to provide the best service possible to the public; friendly and open service are key; your good work, ideas and experiences are appreciated.

Questions or concerns from the staff and responses from Commissioners included: a request that Commissioners communicate decisions to employees, particularly those relating to staff changes, in a timely and appropriate manner (*we will do better to work with you*); what is the status of the revised personnel manual and can employees be provided with opportunity to review draft of revised manual prior to final publication (*legal is currently reviewing and, yes, copies can be made available for reviewing*); what is the recommended COLA for this year (*2% starting in January 04*); what is the status of reorganization and should employees be concerned about their positions being cut (*plan is to complete reorganization by the end of 2004, restructuring will be an early topic for the Board after 2004 budget is approved, while probably every department will be affected, it doesn't mean it's going to be adversely affected; will have minimum affect on 95-97% of employees, goal is to have pyramid organizational structure to provide for optimal*

*communications); when will hiring freeze be lifted (in July 03 after 04 budget approved); what is the Board going to do for employee morale (hopefully, this meeting will be an important first step); what is the plan for security at the front desk (security question will be addressed as part of the capital plan – first floor renovations are included in capital plan).*

The meeting adjourned at 5:05 p.m.

**Minutes Approved by the  
Board of County Commissioners on \_\_\_\_\_**

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**Donna Gebicke, Administrative Assistant  
To the Board of County Commissioners**