

ST. MARY'S COUNTY
BOARD OF COUNTY COMMISSIONERS' MEETING
GOVERNMENTAL CENTER
Tuesday, September 16, 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, County Administrator

Risë Carter, Administrative Coordinator (Recorder)

CALL TO ORDER

The meeting was called to order at 9:07 a.m.

APPROVAL OF CHECK REGISTER

Commissioner Jarboe moved, seconded by Commissioner Dement, to authorize Commissioner McKay to sign the Check Register, motion carried.

APPROVAL OF MINUTES

Commissioner Raley moved, seconded by Commissioner Jarboe, to approve the minutes of the Commissioners' meeting of Tuesday, September 9, 2003, as amended. Motion carried.

PROCLAMATION

Present: Dr. Kathleen O'Brien, Director, Walden Sierra

And staff

The Commissioners presented a Proclamation designating September as **National Alcohol and Drug Addiction Recovery Month**. Dr. O'Brien offered that Walden Sierra has prevention services through Community Services, many counseling services, intensive outpatient services, as well as a unique care facility. In addition, the county has two halfway houses for women with small children. A family in need can call the "Crisis Line" at 301-863-6661.

TOURISM DEPARTMENT

FY03 Division Report and Long Range Goals

Present: Carolyn Laray, Tourism Manager

Ms. Laray offered the following information:

- Targeting Markets

- Advertising in Publications
- Using Electronic Advertising
- Printing and distributing literature, brochures, and small publications
- Offering Promotions and Getaway Packages
- Using Marketing partnerships with local businesses

- FY 2004 Objectives and Initiatives include:
 - Continuation of Advertising and Marketing programs in place
 - Increase Getaway Packages
 - Increase offerings of group tours
 - Continue to strengthen Charter Boat Market
 - Develop and identify new marketing products to capitalize on market trends i.e. New Maryland Civil War Trail
 - Assist in development of new tourism resources i.e. Riverside Wine Fest at Sotterly
 - Improve Web Development and Tracking
 - Better track local performance trends
 - Support Regional efforts to form a Southern Maryland Heritage Consortium
 - Enhance visitor arrival experience and ensure awareness of local tourism resources
 - Focus investment in area with a constellation of tourism resources

- Conclusion:
 - Continue to develop a strong unified local/regional industry that works together
 - Invest in infrastructure and resource development
 - Preserve natural and cultural heritage

COUNTY ADMINISTRATOR TIME

1. Draft Agendas: September 23 and 30, 2003 were approved.
2. Commissioner Jarboe moved, seconded by Commissioner Dement that the reclassifications for Judge Raley's offices be approved. Motion carried.
3. Item pulled from agenda
4. Commissioner Mattingly moved, seconded by Commissioner Jarboe to authorize Commissioner President to sign the Letter of intent for the Maryland Department of Housing and Community Development's Maryland Housing Rehabilitation Program. Motion carried.
5. Commissioner Mattingly moved, seconded by Commissioner Jarboe to authorize Commissioner President to sign the Form Letter for the Transfer of the St. Mary's County tax-exempt Housing and Community Development's Community Development Administration. Motion carried.
6. Commissioner Mattingly moved, seconded by Commissioner Dement to authorize and approve Commissioner President to sign Budget Amendment (\$1,062) for the Child Support Incentive Funds Project #US0238. This will set up the funds for the Office XP

- Pro, purchase licenses and maintenance for Netware and Groupwise for new child support computer because additional incentive funds received were not budgeted. Motion carried.
7. Commissioner Mattingly moved, seconded by Commissioner Jarboe to authorize and approve Commissioner President to sign the Budget Amendment (\$235,886) to purchase and install a new air handler and chiller at the Adult Detention Center. Motion carried.
 8. Phil Cooper, Director, Emergency Communication, provided the latest update on the movement of Hurricane Isabel, offering that a Press Release had already gone out giving the public needed information. Motion carried.

REORGANIZATION UPDATE

Present: George Forrest, County Administrator

Mr. Forrest offered the following:

- Stay True to County's Mission Statement:
 - Be responsible and accountable to the citizens of the community
 - Provide high quality, cost effective and efficient services
 - Preserve the County's environment, heritage, and rural character
 - Foster opportunities for present and future generations
- Top Level Strategic Goals:
 - Develop and maintain a capable, diverse work force, with all members performing to their full potential.
 - Earn and keep the respect and confidence of our customers with a philosophy of citizen satisfaction is JOB ONE.
 - Take the lead in effectively integrating prevention and safety into the design and life cycle of our infrastructure systems, the natural environment and the daily operation of our services.
 - Explore, identify and implement best practices and processes in government, which will result in overall cost reductions, quality improvement and increased productivity.
 - Develop innovative approaches to display systems to improve citizen service.
 - Develop systems of inter-operability that optimize cost, process, scheduling and performance requirements at all levels of government.
 - Create most efficient organization that is right sized, results driven and forward looking.
- Proposed functional groupings
 - County Administrator
 - Day to Day operations of government
 - Cluster Directors report to
 - Administrative/BOCC Support Staff report to

- Administrative Staff officers i.e. PIO, Legal Counsel
 - Human Resources Management
 - Operations
 - Public Facilities oversight
 - Roads and building construction and maintenance
 - Public transportation, including Private School
 - Solid and hazardous waste disposal programs
 - Infrastructure Development, including Cable Franchise
 - Liaison with utility companies
 - Planning and Development
 - Planning and zoning for land use
 - Planning community economic growth
 - Business Development
 - Permits and code enforcement and oversight i.e. Livability Code
 - Agriculture
 - Liaison and lead with Pax River
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- Staff responsible for:
 - Planning Commission
 - Economic Development Commission
 - Board of Zoning Appeals
 - Safety and Health
 - This grouping would embody the functions currently performed by Emergency Management.
 - Act as coordinator, liaison and advocates to support the sheriff, the judiciary, the State Police, and the State's Attorney Office
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- Community Enhancement
 - Manage and address quality of life issues by providing a wide range of public services including:
 - Coordinate Park and Recreation programs
 - Coordinate Community Service activities
 - Coordinate Senior Citizen programs
 - Coordinate Housing programs
 - Coordinate Tourism programs and development
 - Coordinate Museum operations and programs
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- Public Business
 - Discharges the ultimate fiduciary responsibility of the BOCC
 - Prepare Budget
 - Manage Procurement
 - Interface with Rating agencies
 - Manage Centralized Financial System
 - Coordinate and monitor grant programs
 - Manage other sources of funding
 - Information Technology
 - Develop and manage technology program
 - Manage G.I.S. Programs for all government agencies
 - Manage and coordinate procurement of all IT software and hardware for county agencies
 - Support and maintain IT equipment inventory

- Support and maintain phone system
- Supervise County system of record maintenance
- In Conclusion the Proposed Plan would:
 - Provide an appropriate and efficient span of control
 - Increase the opportunity for more integrated planning and management of government services
 - Reduce duplication of like functions
 - Improve quality of service

The Commissioners requested that Mr. Forrest come before them again with the Reorganization Proposal in two weeks, September 30, for further discussion after they have had time to digest and review the proposal.

COUNTY COMMISSIONERS' TIME

Commissioner Dement

- Attended the 9-11 Observance at the Governmental Center
- Attended Ridge Volunteer Rescue Squad 5K Run/Walk at Point Lookout
- Attended 8th Annual Mass and Picnic at Holy Face Catholic Church in Great Mills
- Presented Proclamation to congratulate Glenwood and Elizabeth Coombs upon their 50th Wedding Anniversary
- Went to Long View Beach twice but event cancelled due to weather
- Attended the 1st Annual Benjamin Bannaker Elementary Miniature Golf Tournament at Swing and Swat in Hollywood

Commissioner Mattingly

- Attended the Maryland Agricultural Land Preservation Foundation Task Force Meeting in Annapolis on September 11th
- Attended Luau at the Nursing Home for residents and their families
- Attended the 100th Anniversary Celebration and reception of the Corinthian Yacht Club
- Attended 21st Annual Minority Business Alliance Banquet
- Reminds everyone of the Tri-County Council Meeting next Wednesday

- Reminds everyone of the 12th Annual Southern Maryland College Fair tonight at the Hollywood Fire House

Commissioner Jarboe

- Presented Proclamation to Rev. McDuffie upon the anniversary of his twenty years of service at the Gospel Tabernacle House of Prayer, in Clements. Thanks to the Willet family for the fine music.
- *Referred to a letter received by Paul Sarbanes which referred to a housing situation in Chaptico and perhaps the Housing Authority could help with one of the state low interest loans and if the house can be fixed up then perhaps the Housing Authority could refer letter to Christmas in April as a potential project.*

Commissioner Raley

- Attended the United Way 2003 Campaign Kick Off Breakfast
- Attended the 21st Annual Minority Business Alliance Banquet. Thanks to Mr. McKay for donating two tickets to the Raven's game, which were auctioned.
- Attended the Annual Flag burning ceremony on Monday evening at the American Legion Post in the 7th District.
- Provided comments in regard to article and letter in the Enterprise last week:
- Possible misconceptions-
 - Not against new technology
 - Am against the Compressed Work Schedule, but for the County Employees and will continue working for benefits and COLAs.

Commissioner McKay

- Presented Proclamation upon the 60th Wedding Anniversary of his parents, Manning and Marilyn McKay
- Attended the Minority Business Alliance Banquet
- Will attend next Tuesday a Critical Area Meeting and will have to leave early
- *Would like to move forward with discussion of the Mass Transit Authority recommendations on the Park and Ride and get on a future agenda so that the Commissioners can get something out to them on the record. The Commissioners were in agreement to schedule.*
- Attended Breakfast Saturday morning at the home of Admiral Johnson on Pax River, which was well attended by many local military people and government officials.

SOUTHERN MARYLAND SMALL BUSINESS DEVELOPMENT CENTER ANNUAL REPORT & MOU

Present: John Savich, Director, DECD

Karen Everett, Manager, Business Development

Alan Kutz, VP, Economic Development Institute (ECDI)

Danita Boonchaisri, Director, SBDC/Entrepreneur and Leadership Center

SBDC staff presented the annual report followed by, a motion by Commissioner Mattingly, seconded by Commissioner Dement to approve and authorize Commissioner President to sign the MOU between the College of Southern Maryland, Small Business Development Center, and the BOCC for FY04 financial support. (\$15,000 County's matching funds approved in FY04 budget.)

STATE HIGHWAY ADMINISTRATION PRESENTATION

Present: Secretary Flanagan, Maryland State Transportation

Neil Pederson, Administrator, SHA

Marsha Keyser, Office of Planning, MDOT

Other Staff

The Secretary, followed by Neil Pederson, offered the Department of Transportation's current status and then highlighted critical areas in the county such as MD Route 237 – Chancellor's Run Road, MD Route 5 – Point Look Out Road at Point Lookout, Point Lookout Road - from MD 243 to MD Route 245, MD Route 246 – Great Mills Road and the countywide Transportation Plan. This was followed by comments and questions from the Commissioners to include an urging from Commissioner Mattingly to start the ball rolling to include Point Lookout Road, from MD 243 to MD Route 245 in the state's Comprehensive Transportation Plan. Commissioner Raley urged the Dept. of Transportation to stay focused on all of the projects because of the value of Pax River to the county as well as the state.

The meeting adjourned at 4:00 p.m.

Minutes Approved by the

Board of County Commissioners on _____

Donna Gebicke, Administrative Assistant

to the Board of County Commissioners