



# Prince George's County Vehicle Use Review Board

**MARCH 20, 2017**  
**MINUTES**

The following Vehicle Use Review Board members were present at 1:07 p.m.

**Vehicle Use Review Board Members:**

Dr. Jacqueline L. Brown  
Samuel A. Epps, IV  
Enor R. Williams, Jr.

**Council Members and Staff:**

Howard W. Stone, Jr.	Colette R. Gresham
Maurice Simpson, Jr.	Karen Campbell
Shelby McRae	Inez Claggett

**Other Attendees:**

Arelis R. Hernandez	Gloria Lawlah
Robert E. Jenner	Angela Simms
Steve McGibbon	

**OPENING REMARKS/APPROVAL OF MINUTES:**

Chair Jacqueline Brown, called the meeting to order at 1:07 p.m. The Board reviewed and approved the minutes from the March 1<sup>st</sup> meeting. The Chair welcomed everyone and gave an overview of the agenda. Karen Campbell, Director, Council Office of Communications, and Shelby McRae, Design and Technology Specialist, Council Office of Communications, gave a presentation on the web site vanity URL for the Board, located at <http://pqccouncil.us/VURB>. The site provides for a public comment link that contains a form for submission.

**PRESENTATIONS – OFFICE OF FINANCE AND OFFICE OF CENTRAL SERVICES:**

Gail Francis, Director, Office of Finance, and Richard "Rick" Hilmer, Fleet Manager, Office of Central Services, gave an overview of the County Automobile Policy. Administrative Procedure ("AP") 610 is the guiding policy regarding vehicle assignments, use and charges. The program was revamped in 2011 to make it easier to administer. The primary responsible parties for oversight include the Office of Central Services, Office of Finance, Appointing Authorities, and Authorized Drivers. Vehicle assignments to County law enforcement are under a separate program. There are currently 4 options under AP 610: 1) Work Day Use – County vehicle assigned for business use that stays at office overnight; 2) Mileage Reimbursement – personal vehicle reimbursed at 36 cents per mile; 3) Take Home Assignment – assign 100% as taxable income to the employee and it's up to the employee to denote what is personal or business use; and 4) Automobile Allowance – personal vehicle and the legislative authority for taxable benefit is CR-78-2001 "Exempt Employees Salary Plan".

AP 621 is the Red Flag Program that requires all drivers of County vehicles to complete a Driver's License Consent and Verification form which is submitted to the Fleet Management Division. Fleet accesses the MVA database and verifies that the license is valid and meets the requirements (less than 6 points). The license is entered into the active driver's license monitoring program which alerts Fleet of issues with the license, i.e. suspension, revocation, point accumulation, etc. Any adverse information is then confidentially communicated back to the Department for action to include suspension of driving privileges. Personal vehicles do not participate in the Red Flag Program.

**DISCUSSION/PUBLIC PARTICIPATION:**

There was discussion on how often the Red Flag Program is checked and how AP 610 and 621 should be strengthened. The Board inquired about other jurisdictions and how they handle their automobile policies. There was a request to also look at jurisdictions that have at-large members. Staff will reach out to the National Association of Counties, the Maryland Association of Counties, and the Council of Governments for the requested information.

Meeting adjourned - 2:22 p.m.

Next Meeting – April 3, 2017 at 1 p.m.