

MINUTES OF THE  
2021 - 2022 COMPENSATION REVIEW BOARD  
AND CHARTER REVIEW COMMISSION  
FEBRUARY 18, 2022

The following persons were present:

LUPI Q. GRADY, Chair  
DENNIS C. BROWNLEE  
SAMUEL H. DEAN  
CAMILLE A. EXUM  
STEPHANIE V. OVERTON STANARD  
GLENDA R. WILSON  
JACQUELINE B. WOODY

Staff Present:

ROBERT J. WILLIAMS, JR., COUNCIL ADMINISTRATOR  
COLETTE R. GRESHAM, ASSOCIATE COUNCIL ADMINISTRATOR  
KATHLEEN H. CANNING, LEGISLATIVE OFFICER  
DINORA A. HERNANDEZ, LEGISLATIVE OFFICER  
DONNA J. BROWN, CLERK OF THE COUNCIL  
SHARON SAVOY WILLIAMS, ADMINISTRATIVE STAFF

Others Present:

TARA JACKSON, CAO, OFFICE OF THE COUNTY EXECUTIVE  
CARLISA SMITH, SPECIAL ASSISTANT TO THE CAO  
ALISHA ALEXANDER, ELECTIONS ADMINISTRATOR  
DANEEN M. BANKS, DEPUTY ELECTIONS ADMINISTRATOR

INTRODUCTORY REMARKS:

Chair Grady called the meeting to order at 10:17 am and Ms. Gresham did a roll call of members in attendance.

APPROVAL OF MINUTES:

The minutes from the February 2nd meeting were reviewed. Commissioner Brownlee moved for approval of the minutes and Commissioner Dean seconded the motion. The minutes were approved.

MINUTES OF THE 2021 - 2022 CHARTER REVIEW  
COMMISSION AND COMPENSATION REVIEW BOARD –  
FEBRUARY 18, 2022  
PAGE 2

CHARTER REVIEW BRIEFINGS: SUMMARY OF DEPARTMENTAL CHARTER  
MANDATED DUTIES AND RESPONSIBILITIES AND POTENTIAL CHARTER  
AMENDMENTS:

Ms. Gresham informed the Commission they have two presentations on the agenda, Ms. Tara Jackson, Chief Administrative Officer, from the Office of the County Executive and Ms. Alisha Alexander, Elections Administrator, Board of Elections.

PRESENTATION BY TARA H. JACKSON, CHIEF ADMINISTRATIVE OFFICER,  
OFFICE OF THE COUNTY EXECUTIVE:

Ms. Jackson presented an overview of the Executive Branch mandated duties as described in Article IV of the Charter and Article V Administrative Organization. Ms. Jackson recommended the following Proposed Charter Amendments:

Section 814 – Modification of Cap on Transfer of Appropriations (provide those transfers exceeding a \$250,000 aggregate or ten percent of the original appropriation, whichever is higher).

Section 814 – Allowance of Capital Project transfers within Agencies (provide Interproject transfers of appropriations between capital projects within the same agency in the capital budget may be authorized by legislative act of the Council upon request of the County Executive) and (provide Interproject transfer of appropriations between capital projects in different agencies of the County Government in the capital budget may be authorized by legislative act of the Council upon request of the County Executive.)

Section 402 – Modification of Exempt Position Reporting: (9) ~~preparing and submitting to the County Council semi-annual reports of certain exempt positions~~; and (10) (9) enforcing all laws in the County except as otherwise provided for by State law or municipal charter.

Section 806 – Modification of Exempt Position Reporting: (b) Concurrent with the submission of the proposed annual operating budget, the County Executive shall submit to the County Council a report of all exempt positions pursuant to Section 902(2), (3), (4), (5), (9) and (13) of this Charter. The report shall include the total number of exempt positions by agency and classification. ~~Name of the incumbent and compensation for all such positions for the six month period ending the prior March 1. A second report for the six month period ending September 1 shall be submitted not later than September~~

MINUTES OF THE 2021 - 2022 CHARTER REVIEW  
COMMISSION AND COMPENSATION REVIEW BOARD –  
FEBRUARY 18, 2022  
PAGE 3

~~15 of each year~~. A similar report shall be filed in the manner prescribed herein by the County Council for the Legislative Branch.

Section 815 – Removal of Position by Grade Restriction (b) During any fiscal year, no agency of County government may exceed the number of positions ~~in each grade~~ for that agency as approved in the operating budget without the prior approval of the Council.

The Commission discussed the requested changes to Section 814 and whether the 10% would be an aggregate of all the changes or of the specific budget of the agency. There were questions about if the transfers would happen multiple times within that fiscal year of the approved budget and who would monitor the transfers. CAO Jackson clarified that it would be 10% of the aggregate.

Commissioner Dean expressed concerns in removing the grade in Section 815 because an agency budget is predicated on the grades that you have in each agency and the budget may be exceeded as a result. Ms. Jackson responded that they would still stay within the number of authorized positions and within the budget. Chair Grady asked how long the process is when you must go back to Council and request for that position.

Ms. Jackson responded that, with a public hearing, it takes about 45 to 60 days and without a public hearing at least 30 days when Council is in session. The Commission discussed concerns about MBEs and navigating the procurement process.

Commissioner Dean inquired about Section 603, Competitive Bidding, and requiring a security or bond for the performance of work as determined by the County's Purchasing Agent.

PRESENTATION BY MS. ALISHA ALEXANDER, ELECTIONS ADMINISTRATOR:

Ms. Alexander presented an overview of the County Council District 8 – Special Election. She discussed the mission of the Board of Elections, Section 309 Vacancies, and Section 2-104(c) of the County Code on special election to fill a vacancy on the Council. She provided an overview of the dates and times of in-person voting, voting by mail, drop box locations and general statistics on the Special Primary and General Election. Ms. Alexander expressed that the Board of Elections faced the following challenges during the special election:

- 1) The Special Election was conducted during the holiday season. It was difficult to recruit and train Election Judges during that time period.
- 2) The Board of Elections could not open regular polling places (primarily schools) in Council District 8 on Election Day because school was initially

MINUTES OF THE 2021 - 2022 CHARTER REVIEW  
COMMISSION AND COMPENSATION REVIEW BOARD –  
FEBRUARY 18, 2022  
PAGE 4

scheduled to be in session. Vote by Mail was the best option because it would have been a challenge managing voters and students during the pandemic.

- 3) Supply chain issues and holiday premiums were not considered when the initial cost estimate was created.
- 4) COVID-19 caused many employees and Election Judges to quarantine which caused the Board of Elections to operate with limited staff.
- 5) The Board of Elections was impacted by a snowstorm. Fortunately, enough Election Judges were able to open the polling place on time.

Ms. Alexander informed the Commission that the Board of Elections does not have the authority to cancel voting during inclement weather. She discussed Senate Bill 925 which if passed would give Prince's George's County flexibility to determine early voting days for special elections. Montgomery County is the only jurisdiction in Maryland that has that authorization. Ms. Gresham stated that Senate Bill 925 would give Prince George's County the same authority that Montgomery County has. The Commission discussed amending the County Code to allow for more flexibility with the special election dates.

**FOLLOW-UP INFORMATION:**

Ms. Gresham informed the Commission of the subcommittee meeting dates: Administrative/Legislative Matters will meet at noon today; Budget and Fiscal Matters will meet on February 24<sup>th</sup>; and Contracts and Personnel will meet on February 25<sup>th</sup>. The public hearing is February 24<sup>th</sup> at 6 pm. The Council's Communications Office reports that the flyer publicizing the public hearing has been designed, approved, and posted to the Council's website and the Council social media platforms. The flyer has been shared with Council offices for posting to their platforms and a news release has also been posted to the website and disseminated to the local media outlets and reporters. The public hearing has been mentioned in the Council's weekly electronic newsletter, which is distributed Countywide with the flyer and this week they link the news release and the flyer. Ms. Gresham also sent the flyer to the Council Liaison to the County Executive's Office, Ms. Bell, so she can pass it on to their communications team as well.

MINUTES OF THE 2021 - 2022 CHARTER REVIEW  
COMMISSION AND COMPENSATION REVIEW BOARD –  
FEBRUARY 18, 2022  
PAGE 5

NEXT MEETING:

Ms. Gresham announced the next meeting is March 2<sup>nd</sup> at 4 pm. Ms. Gresham reminded the Commission of the remaining Commission meeting date on March 18<sup>th</sup> and the Final report is due April 1<sup>st</sup>.

ADJOURNMENT:

A motion to adjourn was made by Commissioner Dean, seconded by Commissioner Wilson. The meeting was adjourned at 11:46 a.m.