

**COG BOARD OF DIRECTORS MEETING**

**DATE:** Wednesday, January 14, 2004  
**TIME:** 12:00 Noon  
**PLACE:** COG Board Room

**PLEASE NOTE:** Vice Chair Mendelson will begin the meeting promptly at Noon. Lunch for members and alternates will be available at 11:30 a.m.

**A G E N D A**

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**  
(12:00 Noon) Vice Chair Phil Mendelson  
Council Member, District of  
Columbia
  
2. **APPROVAL OF MINUTES OF NOVEMBER 12, 2003**  
(12:00 – 12:05 p.m.) Vice Chair Mendelson
  
3. **AMENDMENTS TO AGENDA**  
(12:05 – 12:10 p.m.)
  
4. **ANNOUNCEMENTS**  
(12:10 – 12:20 p.m.) Vice Chair Mendelson
  - a) New COG Member – City of Manassas Park
  - b) Recognition of Outgoing Policy Chairs
  - c) Highlights and Outcomes of COG Annual Meeting
  - d) Board Meeting Dates in 2004
  - e) NARC Board Vacancy
  - f) Executive Director's Report
  
5. **ADOPTION OF CONSENT AGENDA ITEMS.**

**RECOMMENDED ACTION:** Adopt Consent Agenda Items 13. A - H.

6. **ELECTION OF BOARD OFFICERS**  
(12:20 – 12:25 p.m.) Vice Chair Mendelson

The Nominating Committee will present its nominations for Chair and Vice Chair of the COG Board for 2004 for consideration and action.

**RECOMMENDED ACTION: Elect Board Officers for 2004.**

**7. RECOGNITION OF IMMEDIATE PAST CHAIR  
(12:25 – 12:30 p.m.) Chair Mendelson**

Chair Mendelson will recognize Immediate Past Chair Mary K. Hill and present her with a token of COG's appreciation for her leadership in 2003.

**RECOMMENDED ACTION: Remarks by Chair Mendelson and Immediate Past Chair Mary K. Hill.**

**8. RECOMMENDATION ON REGIONAL "POWER SUMMIT"  
(12:30 – 12:40 p.m.) David Robertson  
Executive Director**

As part of the after action assessment process for Hurricane Isabel, the COG Board asked the Chief Administrative Officers (CAOs) Committee to develop an agenda and timeline for hosting a "Power Summit" for the region. At its December meeting, the CAOs Committee discussed this request and concurred on a summit design. Based on CAO guidance, staff prepared a draft program for a half-day event in March, 2004, with a focus on electric power and water supply (see attachment). The Board is requested to review and agree on the Power Summit proposal.

**RECOMMENDED ACTION: Agree on Power Summit Proposal and authorize staff to proceed with implementation.**

**9. UPDATE ON BAY POLICY COMMITTEE FUNDING INITIATIVES  
(12:40 – 1:00 p.m.) Bruce Williams  
Mayor Pro Tem, City of Takoma  
Park, Chair, Chesapeake Bay  
Policy Committee**

In accordance with Resolution R39-03, the Chesapeake Bay Policy Committee (CBPC) has been pursuing various initiatives for new federal and state funding to assist local governments in meeting Bay restoration goals. CBPC Chair Bruce Williams will brief Board members on recent discussions with members of the Chesapeake Bay Commission, Congressman Thomas M. Davis III (R-VA.) and others regarding state and federal funding to support implementation of Chesapeake Bay restoration programs concerning municipal wastewater treatment plants and urban storm water management.

**RECOMMENDED ACTION: Receive report and provide guidance to CBPC.**

**10. ADOPTION OF RULES OF PROCEDURE AMENDMENTS  
(1:00 – 1:10 p.m.) Lee Ruck  
General Counsel**

The Bylaws Committee reviewed current COG Rules of Procedure in 2003 as part of the consideration of Bylaw amendments. Revised Rules, designed to implement the proposed Bylaw changes and to make Board and Committee processes more consistent, were furnished and reviewed by the COG Board sitting as a Committee of the Whole in November. In December, the COG general membership approved the Bylaws recommended by the

Board. It is now appropriate for the Board to formally consider amending the Rules of Procedure.

**RECOMMENDED ACTION: Adopt Amended Rules of Procedure to govern COG Board, committee, and staff procedures and relationships.**

**11. RECONSIDERATION OF ADOPTION OF RECOMMENDATIONS TO REDUCE IMPAIRED DRIVING IN THE WASHINGTON METROPOLITAN AREA  
(1:10 – 1:25 p.m.)**

**Penelope A. Gross  
Supervisor, Fairfax County  
Chair, Public Safety Policy  
Committee**

On November 12, 2003 the Board received a report from the Public Safety Policy Committee, *Regional Activities to Reduce Impaired Driving in the Metropolitan Washington Area* and a resolution to support certain legislation. Board members requested additional clarification on certain items. Staff provided the Board members with additional background materials via mail and the Public Safety Policy Committee further discussed the issues of concern on December 5, 2003. The Board will be asked to adopt Resolution R1-04.

**RECOMMENDED ACTION: Adopt Resolution R1-04.**

**12. APPOINTMENT OF 2004 POLICY COMMITTEE CHAIRS  
(1:25 – 1:30 p.m.)**

**Chair Mendelson**

Chair Mendelson will appoint or reappoint the chairs of the following COG Board policy committees in 2004: Chesapeake Bay Policy Committee, Committee on Noise Abatement and Aviation at National and Dulles Airports, Human Services Policy Committee, Metropolitan Development Policy Committee, and Public Safety Policy Committee.

**13. CONSENT AGENDA ITEMS**

**A) Resolution Authorizing the Execution of a Contract with the Oldani Group for Recruitment Services**

The Board will be asked to adopt Resolution R2-04, authorizing the Executive Director or his designee to execute a contract with Oldani Group, an executive recruitment firm, to conduct a search for COG's Chief of Information Technology Systems and to assist in managing the selection process for the position. The Oldani Group was selected following a competitive solicitation. The entire process, budgeted at total expenses not to exceed \$30,000, is expected to take no more than 90 days, resulting in the hiring of a highly qualified and experienced professional who will be able to make immediate positive contributions to COG's information technology systems and services. Funding to support this contract is included in COG's approved FY 2004 work program and budget.

**B) Resolution Authorizing the Execution of a Contract with the District of Columbia Department of Mental Health**

The Board will be asked to adopt Resolution R3-04, authorizing the Executive Director or his designee to execute a contract with the District of Columbia Department of Mental Health in an amount not to exceed \$50,000 for COG to develop and present a workshop on "Risk

Communication: Partnering with the Media & the Public During Emergency Response.” No COG matching funds are required.

**C) Resolution Authorizing Execution of a Supplemental Memorandum of Understanding (MOU) with the Prince George’s County Department of Environmental Resources for Low Impact Development Monitoring in the Anacostia Watershed**

The Board will be asked to adopt Resolution R4-04, authorizing the Executive Director or his designee to execute a supplemental MOU with the Prince George’s County Department of Environmental Resources to conduct Low Impact Development (LID) monitoring in the Anacostia Watershed. COG will have subcontracts with two analytical laboratories and the University of Maryland to conduct the water quality sampling and analysis. The U.S. Environmental Protection Agency will provide pass-through funds to Prince George’s County to cover the monitoring project cost of \$162,918. No COG matching funds are required.

**D) Approval of Competitive Solicitation for Audit Services**

The Board will be asked to adopt Resolution R5-04, authorizing COG to issue a Request for Proposals to independent Certified Public Accounting (CPA) firms and to engage a firm to conduct the fiscal year end audits for fiscal years 2004 – 2008. As a recipient of federal financial assistance and in accordance with its own policies, COG engages a CPA firm to conduct an annual fiscal year end audit, the results of which are reported to the Board. COG has a policy of engaging a firm that has not conducted a recent audit.

**E) Additional COG Appointment to the Housing Trust Fund Board**

According to the bylaws of the Washington Area Housing Trust Fund, COG is authorized to appoint three area officials to the Trust Fund Board of Directors. Previously, the COG Board appointed District of Columbia Council Member Carol Schwartz and Fairfax County Supervisor Catherine Hudgins to the Trust Fund Board. The COG Board of Directors is asked to appoint Prince George’s County Council Member Peter Shapiro to fill the 3rd appointment to the Trust Fund Board of Directors.

**F) Resolution Authorizing Limited Waiver of Fiduciary Responsibility of Robert Bobb**

The Board will be asked to adopt Resolution R6-04, authorizing a limited waiver of fiduciary responsibility for Robert Bobb. The designation of Robert Bobb, City Administrator of the District of Columbia, as a COG Board Member triggers potential personal liability under 18 USC 208(a), which has been interpreted to preclude any employee of the District of Columbia from serving in a fiduciary capacity to COG. Therefore, the Board should consider adopting a resolution that waives the fiduciary responsibility of Mr. Bobb should a potential financial conflict between COG and the District of Columbia occur. Such resolution would permit entry into the office for which he has been selected. The Board approved a similar action in reference to John Koskinen’s service on the COG Board.

**G) Resolution Authorizing Funding Requests to the Freddie Mac Foundation in Support of COG’s Foster Care and Adoption Programs**

The Board will be asked to adopt Resolution R7-04, authorizing the Executive Director or his designee to submit funding requests to the Freddie Mac Foundation to support COG’s foster

care and adoption programs. Specifically, funding will be requested for the 2004 foster parent appreciation gala (\$100,000) and a strategic foster parent recruitment data analysis (\$75,000). Total grant funds in an amount not to exceed \$175,000 will be requested. No additional COG matching funds are required.

**H) Resolution in Support of the Potomac Regional Education Partnership Accepting Sub-Contract from Temple University**

The Board will be asked to adopt Resolution R8-04, authorizing the Executive Director or his designee to accept a sub-contract in an amount not to exceed \$75,000 for the Potomac Regional Education Partnership (PREP) from Temple University to manage a community technology center/public schools partnership in Prince George's County. COG authorized the establishment of PREP in November, 2001. No COG matching funds are required.

**THE NEXT BOARD MEETING WILL BE ON WEDNESDAY, FEBRUARY 11, 2004.**

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