

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS  
777 North Capitol Street, N.E.  
Washington, D.C. 20002-4239**

**MINUTES**

**Board of Directors' Meeting  
COG Board Room  
January 8, 2003**

**BOARD MEMBERS AND ALTERNATES PRESENT**

Mary K. Hill, Prince William County, Virginia, Chair of the Board  
Robert T. Catlin, City of College Park, Maryland  
Judith F. Davis, City of Greenbelt, Maryland, Vice Chair of the Board  
G. N. Jay Fissette, Arlington County, Virginia  
Penelope A. Gross, Fairfax County, Virginia  
Catherine M. Hudgins, Fairfax County, Virginia  
John Koskinen, District of Columbia  
Phil Mendelson, District of Columbia, Vice Chair of the Board  
Carol Schwartz, District of Columbia  
Bruce Romer, Montgomery County, Maryland  
Nancy Floreen, Montgomery County, Maryland  
Michael Knapp, Montgomery County, Maryland  
Fabira Kassiri, Prince George's County, Maryland, representing Dr. Jacqueline Brown  
Bruce R. Williams, City of Takoma Park, Maryland

**BOARD MEMBERS AND ALTERNATES NOT PRESENT**

Stephen A. Brayman, City of College Park, Maryland  
County Executive Jack B. Johnson, Prince George's County, Maryland, Alt. Jacqueline Brown  
Daniel E. Gardner, City of Falls Church, Virginia  
Gerald Connolly, Fairfax County, Virginia  
Marvin L. Gillum, City of Manassas, Virginia  
G. Frederick Robinson, City of Bowie, Maryland  
James M. Scott, Virginia General Assembly  
Paul S. Stull, Maryland General Assembly  
Anthony A. Williams, District of Columbia, Alt., Kelvin Robinson

**OTHER PARTICIPANTS**

Dr. Gerald L. Gordon, Fairfax County Economic Development Authority

**STAFF**

Michael C. Rogers, Executive Director  
David J. Robertson, Acting Deputy Executive Director  
Lee Ruck, General Counsel  
Stuart A. Freudberg, Director of Environmental Programs  
Ronald F. Kirby, Director of Transportation Planning  
Calvin Smith, Acting Director of Human Services, Planning and Public Safety

## **1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Chair Williams called the meeting to order at 12:10 p.m. with a recitation of the pledge of allegiance.

## **2. APPROVAL OF MINUTES OF NOVEMBER 13, 2002.**

After correction to note that Mr. Fisetite did not make the statement attributed to him on agenda item 10, motion was made, seconded and carried unanimously to adopt the minutes of the November 13, 2002 meeting.

## **3. AMENDMENTS TO AGENDA**

There were no amendments to the agenda.

## **4. ANNOUNCEMENTS**

Chair Williams welcomed new Board members from Montgomery County, Councilmember Nancy Floreen and Councilmember Michael Knapp. Chair Williams also welcomed Fariba Kassiri, representing Board member and Prince George's County CAO Dr. Jacqueline Brown.

### **a) Board Executive Session to Discuss Executive Director Recruitment Process**

Chair Williams reminded the Board that it would meet in executive session immediately following the conclusion of regular business to discuss the executive director recruitment process.

### **b) NARC Washington Policy Conference**

Chair Williams reminded the Board of the National Association of Regional Councils Washington Policy Conference, being held March 15-19. A preliminary conference brochure has been provided to the Board. Board members who are interested in attending were asked to contact the COG staff.

### **c) Board Meeting Dates for 2003**

A calendar listing Board meeting and other special events was distributed to the Board. Chair Williams noted that the time listed for the proposed March networking dinner was incorrect. Ms. Davis reported that the planned December 10, 2003 COG annual meeting appears to conflict with the annual meeting of the National League of Cities. COG staff was asked to follow up and report to the Board at its February 12 meeting.

### **d) Executive Director's Report**

The Executive Director highlighted activities as of December 2002 by other COG policy bodies, officials and staff. His report included the COG financial statement as of December 31, 2002. He also provided an overview of the new COG web site, which will be completed and available to the public by March 1, 2003.

## **5. ADOPTION OF CONSENT AGENDA ITEMS (10 a., b., c., & d.)**

Motion was made, seconded and carried unanimously to adopt resolutions on the Consent Agenda.

## **6. REGIONAL EMERGENCY COORDINATION PLAN (RECP) IMPLEMENTATION UPDATE**

Mr. Rogers and Mr. Ruck reported that the Regional Emergency Coordination Plan (RECP) Memorandum of Understanding (MOU) will be transmitted to area chief elected officials, with a copy to area chief administrative officers, requesting that each local government formally endorse and authorize signature of the MOU. Mr. Rogers and Mr. Ruck also briefed the Board on the status of agreements on the Regional Incident Communications and Coordination System (RICCS). Protocols and standard operating procedures are being developed under the guidance of the CAOs Committee. Additional RICCS centers are expected to be in place shortly, along with agreements specifying how the centers will be operated and administered.

## **7. PRESENTATION ON PRELIMINARY STRATEGIC PLAN 2002 UPDATE**

Dr. Gordon briefed the Board on the key findings to date from the 2002 update to COG's Strategic Plan. Dr. Gordon's presentation highlighted information and input obtained from a survey of external stakeholders, a survey of COG staff and a summer COG Board retreat, as well as several meetings of the Board's Strategic Planning Committee. Key outcomes and possible areas for continued or additional focus include opportunities to directly engage Board members, consideration of federal and state governor representation on the Board and COG policy bodies, and ongoing concern about COG fragmentation. In response to a question from the Board, Ms. Hill, the 2003 Board Chair nominee outlined her proposal for a COG Policy Leadership Conference, tentatively scheduled for February 20, 2003. The purpose of the conference is to promote teamwork among policy board and committee leaders and provide focus for the 2003 work program. Mr. Fiset commented on the need to share work plans. In response to a suggestion by Ms. Gross, Ms. Hill said that policy committee vice chairs would be invited to participate in the Policy Leadership Conference. Ms. Davis asked about the conference time and was advised that the conference is planned for 10:00 a.m. to 2:00 p.m. on February 20, 2003 and will be held off-site.

## **8. ADOPTION OF RESOLUTION COMMENDING MICHAEL C. ROGERS**

Motion was made, seconded and carried unanimously to adopt Resolution R1-03, commending Michael C. Rogers, COG's outgoing executive director. Board members individually commended Mr. Rogers for his leadership of COG during the past four and one-half years and his numerous contributions to COG and the National Capital Region.

## **9. RESOLUTION APPOINTING AN INTERIM EXECUTIVE DIRECTOR**

Motion was made, seconded and carried unanimously to adopt Resolution R2-03, appointing David J. Robertson interim executive director.

## **10. CONSENT AGENDA**

Motion was made, seconded and carried unanimously to adopt the following resolutions on the Consent Agenda:

### **a) Amendment of Consultant Contract for the Strengthening Families Project**

**Resolution R3-03** – Authorization to amend the consultant support contract to increase the total contract by \$25,000, to a new total of \$118,600. Additional consultant support is required to complete project tasks by February 2003, the scheduled end of the project.

**b) Resolution Designating and Authorizing Certain COG Staff Members to Undertake Specific Duties**

**Resolution R4-03** – Updating the designation of COG staff authorized to execute contracts and grants, certify and disburse funds, and certify COG official actions and documents.

**c) Resolution Amending the Composition of the Institute for Regional Excellence (IRE) Advisory Board**

**Resolution R5-03** – Approving the Advisory Board of the Institute for Regional Excellence to be expanded to include additional program partner, business and community representation, as well as appoint the IRE Advisory Board Chair.

**d) Resolution Authorizing Limited Waiver of Fiduciary Responsibility of John Koskinen and Kelvin Robinson**

**Resolution R6-03** – Waiving the fiduciary responsibility of Mr. Koskinen and Mr. Robinson, should a potential financial conflict between COG and the District of Columbia occur. This resolution would permit entry into the offices for which they have been selected.

**11. ELECTION OF BOARD OFFICERS**

Chair Williams, chair of the 2003 nominating committee, presented the slate of nominees for officers of the Board of Directors: Chair – Mary K. Hill, Prince William Board of County Supervisors; Vice Chair – Phil Mendelson, Council of the District of Columbia, Vice Chair – Judith “J” Davis, Mayor, City of Greenbelt. Motion was made, seconded and carried unanimously to adopt the nominating committee’s recommendation. Chair Hill thanked the Board for its support and said that in the interest of time, she would defer formal remarks until the February 12, 2003 meeting.

**12. FORMAL TRANSFER OF GAVEL TO NEW CHAIR**

**a) Recognition of 2002 COG President Gardner and 2002 Board Chair Williams**

Chair Hill, noting the absence of Past President Gardner, said that he would receive recognition at the February 12, 2003 Board meeting. Chair Hill thanked Immediate Past Chair Williams for his leadership and guidance to the Board and staff in 2002, especially on homeland security matters and his work to promote digital opportunity and access. Chair Hill presented Mr. Williams with a crystal gavel in appreciation and recognition of his service.

**b) Statements of 2002 COG President Gardner and 2002 Board Chair Williams**

Mr. Williams thanked the Board for its support in 2003 and acknowledged both COG’s achievements in 2002 and the challenges ahead. He also thanked the COG staff for its continued support.

**13. APPOINTMENT OF 2003 POLICY COMMITTEE CHAIRS**

Chair Hill made the following policy committee appointments for 2003: Metropolitan Development Policy Committee – Chair, Joyce Woodson, Councilmember, City of Alexandria; Human Services Policy Committee – Chair, Carol Stewart, Councilmember, City of Takoma Park; Public Safety Policy Committee – Chair, Penelope Gross, Supervisor, Fairfax County; and Chesapeake Bay Policy Committee – Chair, Bruce Williams, Mayor Pro Tem, City of Takoma Park. Chair Hill also reappointed Mr. Williams to chair the Environment and Public Works Directors Committee, pending planned committee reorganization. Additional policy committee appointments, including vice chairs, will be announced at the February 12, 2003 Board meeting. Chair Hill

also announced appointments to the newly established National Capital Region Emergency Preparedness Council: Carol Schwartz, Councilmember, District of Columbia; Phil Mendelson, Councilmember, District of Columbia; Bruce Williams, Mayor Pro Tem, City of Takoma Park; Robert Dorsey, Councilmember, City of Rockville; Gerald Connolly, Supervisor, Fairfax County; and Jay Fiset, Board member, Arlington County. Chair Hill also appointed David Snyder, Councilmember, and City of Falls Church to represent the TPB on the Emergency Preparedness Council. Chair Hill will also chair the Emergency Preparedness Council.

#### **14. EXECUTIVE SESSION**

Motion was made, seconded, and carried unanimously for the Board to convene in executive session to discuss personnel matters, particularly to discuss a proposed contract with The Par Group, Paul Reaume, Ltd., Public Management Consultants, as official executive recruitment search firm to assist the Board in the selection of a new Executive Director. Participating with the Board, at its invitation, were Gregory Kuhn, The PAR Group, Imelda Roberts, Human Resources Management Director, Carl Kalish, Procurement and Contracts Director, and Lee Ruck, General Counsel. Executive Session commenced at 2:45 p.m. At 3:00 p.m., the Board reconvened in public session, with the Chair reporting that the only items of business discussed were those related to the search for a new Executive Director and consideration of a contract therefore.

Motions were made, seconded, and carried unanimously to take the following actions concerning a search for a new Executive Director:

##### **a) Selection of an Executive Search Firm**

Enter into a contract relationship with The PAR Group, Paul Reaume, Ltd., Public Management Consultants, as COG's official Executive Recruitment search firm authorized to conduct an open and nationwide search for the selection of an Executive Director of COG.

##### **b) Proposed Compensation of Executive Director**

The Executive Director's position will be announced at mid to upper 100K's to ensure COG attracts the best-qualified candidates in this open nationwide search.

##### **c) Executive Director Search Committee**

Formal creation of an Executive Director Search Committee composed of the original selection committee plus other COG Board Members as listed below. It was also agreed that in the next two weeks, any members of the COG Board who are interested in joining the selection committee should contact COG Chair Mary K. Hill. The Chair appointed the following to the Executive Director Search Committee:

Bruce Williams, Chair, Executive Director Search Committee  
Mary K. Hill, COG Chair  
Gerald Connolly  
Judith Davis  
Robert Dorsey  
Jay Fiset  
Nancy Floreen  
Penelope Gross  
Catherine Hudgins  
Fariba Kassiri  
John Koskinen  
Phil Mendelson  
Bruce Romer

**15. THE NEXT BOARD MEETING WILL BE ON FEBRUARY 12, 2003.**

There being no further business, COG Board of Directors meeting was adjourned at 3:45 p.m.

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