

**Howard County-Fort George G. Meade Expansion Management Task Force  
(HC-BRAC-TF)**

**Task Force Memorandum 2006-03**

**Date: 10 July 2006**

**Originator: Kent Menser, Task Force Chairman**

**Purpose:** The purpose of this memorandum is to prepare Task Force members for the second meeting of the TF on 12 July 2006 from 3:30 to 5:00 PM. The subject meeting will be held in class room #6 on the first floor of the County's Gateway Office Building.

**Administration:**

1. I encourage all task force members to call me, email me or come to my office whenever you have a recommendations, concerns and/or questions related to BRAC. Most of you know that I am located on the 3<sup>rd</sup> floor of the Howard Building in Ellicott City. Step off the elevator, turn left and you will see my office on the right. Also do not hesitate to call my cell phone number.
2. I am willing to speak to any Howard County group about BRAC. At least one week warning is best, but I am flexible.
3. Please keep me updated on any changes to your contact information.
4. Some Task Force members have designated alternates. Alternates are on the TF distribution list and are welcomed to all TF meetings. When the primary TF member is not able to attend, the alternate should take the primary's seat, but he/she will not be able to vote on TF matters.
5. The public and the press are invited to all task force meetings. They will not be able to participate in the meeting, but the Director of the BRAC Task Force will be available after the formal meeting to respond to BRAC related questions. Additionally, the Director of the BRAC TF will host a public meeting at least once a month to update citizens on the status of BRAC actions in Howard County; time and place to be determined.

**Old Business:**

1. **Task Force Meeting Notes: 5 June 2006 (Open Issues)**
  - i. TF should make recommendations AND take action when appropriate. Discussion and written comments support taking "action" when approved by the County Executive. Consensus was that this deserves more study/definition. TF Director will draft recommendations for member comment before the next meeting.  
*STATUS: Open*  
Recommendation: This subject should be addressed on a case by case situation. When the Task Force elects to go beyond a recommendation, the TF Chairman will take the recommendation to the County Executive for approval.
  - ii. Task Force needs to develop strategic management/planning approach to its responsibilities: TF Director asked for help in this area and the TF agreed to consider alternatives before the next meeting. Additionally, the TF Director

had question on where and how this planning process would fit into ongoing County and Community planning initiatives. TF Director will draft recommendations for member comment before the next meeting. *STATUS: Open*

Recommendation: That the TF planning process be separate from, but aligned with current county planning processes. Currently a TF member is working with the TF Director in developing these planning processes and we will present them on 12 July.

- iii. Who should be on a committee and should there be an approval process for committee members? The TF concurred with bringing in subject matter experts from outside the TF to be on committees. There is concern by some members of the TF on the need for an approval process for committee members coming from outside the TF. Based upon the TF discussions of this subject, my recommendation is that the committee chairperson makes the selection of his/her committee members. In my view, the committee chairperson selection process, by its nature, would assure that the right person was put on the right committee. The subject chairperson would be expected to submit committee member names to the TF Director for administrative reasons.

*STATUS: Open (TF concurrence/alternatives will be discussed at the next meeting)*

### **New Business**

1. Committee Structure: In our last meeting, we discussed the initial committee requirement. In that meeting and the follow-on minutes all agreed that we needed to establish BRAC and County requirements/needs first and then focus on specific functional areas such as education and transportation. With this concept in mind, we identified the following committee requirements:
  - a. *BRAC Requirements Committee:* This committee will identify what BRAC will bring to Fort Meade and which of those BRAC actions could potentially affect Howard County. (start in July)
  - b. *Howard County Requirements Committee:* This committee will identify current and future Howard County needs and issues that may be either helped or exacerbated by BRAC. (start in July)
  - c. *Resource Planning Committee:* Identify and secure funds from all sources to meet the Howard County BRAC requirements (start in July)
  - d. *Strategic Communications Committee:* This committee will develop and assist in the implementation of a communications strategy that will push information on BRAC to all of the citizens of Howard County. (Start in August). With the task force's concurrence, my recommendation is that we drop this as a committee requirement. I will take the action and come to members of the Task Force for help as required.
  - e. *TF Operations Committee:* One of the members of our Task Force has volunteered to take the lead on developing planning and work

processes. Unless a TF member has major issue with this approach, this negates the requirement for an operations committee.

2. Committee Work:

- a. Much of the work accomplished by this Howard County BRAC Task Force will be accomplished at the committee level. With this concept in mind, all primary task force members will be a member of one of the three committees referenced above.
- b. Ex-officio members will, as appropriate, be resources in support of the three committees. They can do this by volunteering to be a resource for a specific committee or by waiting until a committee chairperson comes to them for assistance.
- c. These initial three committees will officially start operations on 12 July 2006 and tentatively plan to furnish their first report NLT mid-September. We will discuss committee requirements and milestones in more detail at the 12 July meeting. Once the Howard County and BRAC requirements committees finish their work, we will go immediately into the functional committees.
- d. As previously discussed the TF Director will provide much of the administrative and logistical support the committees. This includes, but not limited to: meeting rooms, admin support and a conference phone line with appropriate numbers and codes.

**Task Force Director Report/Observations:**

1. Events:

- a. On 19 June, the Howard County Executive hosted a luncheon for county, state and congressional delegations that support Howard County. We had an excellent turnout by members of those delegations and/or their staffs. I gave them an update on the current status of BRAC actions in Howard County and committed to keeping them informed as this action progresses. All present were very interested on how BRAC will be affecting Howard County and the Region.
- b. Dick Story and I are members of the Anne Arundel County BRAC Committee. At their 27 June meeting their guest speaker was Cyrena Chiles Eitler from DOD's Office of Economic Adjustment (OEA). She spoke on the processes local BRAC jurisdictions need to go through to secure grant money for BRAC related studies. More to follow on this subject in the future. This meeting reinforced what all of us know and that is the relationship between Howard County and Anne Arundel County is great and we need to sustain the relationship in order to make BRAC a regional success.
- c. I had a very informative meeting on 7 July with Tom Sadowski who is Executive VP of the Economic Alliance of Greater Baltimore, but more significantly, a veteran of over 6 years of working BRAC related matters in the Aberdeen Proving Ground area. I have too many notes to cover here, but the bottom line is that I believe we can learn much

from Tom AND the Army Alliance which has been working BRAC actions at Aberdeen for several years. More to follow on this.

2. BRAC Data, Information and Reports:
  - a. There are a number of studies/reports out or coming out on past BRAC actions or on the effects of current BRAC actions. I think all of us understand that in a region as diverse and complex as the one we live, it would be very unusual for all to unanimously agree on the results of any one study. BRAC studies can provide us with a base line which will allow us to align with other BRAC players in the region. I believe much of the information and analysis that we will need is already on hand in the Howard County staff and other HC organizations.
  - b. With that said, DBED conducted 4 BRAC planning studies as part of the Department's portion of the US Department of Labor (DOL) BRAC planning National Emergency Grant. At this time, all 4 tasks (Planning, Transportation, Environment, Housing and Education) have been completed but are in draft form. There will be an upcoming meeting with the BRAC-impacted Maryland counties and the City of Baltimore. The meeting is *tentatively* slated for August 3<sup>rd</sup>. Once I confirm the time, I will be getting with our committee chairpersons and county staff to discuss what actions we should take. In the meantime, recommend that none of us get too excited about specific numbers.
3. Observations:
  - a. We need to think about how public safety and overall security may be influenced by BRAC.
  - b. How is the region currently leveraging our legislative staffs in support of BRAC initiatives?

**Next Steps:**

1. Establish three committees and set processes and schedules
2. Task Force Director and selected TF members will attend DEBED presentations in August.
3. TF Director will establish monthly BRAC update meeting for the public.
4. Complete BRAC TF communications plan