

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

Task Force Memorandum 2007- 10

Date: 10 April 2007

Originator: Kent Menser, Task Force Chairman

Purpose: The purpose of this memorandum is to update and inform Task Force members and our BRAC constituency on the Task Force's transition from Phase I to Phase II, which will kick off at our 12 April Task Force Meeting. Mr. Aaron Greenfield, the Chief of Staff of Howard County, will open the meeting with remarks.

Key Points:

1. Task Force Phase II Organization and Actions:
 - a. During the execution of Phase II, the Task Force will determine the impact and identify the opportunities related to Fort Meade growth (22,000 new jobs on Fort Meade) by focusing on 6 specific functional areas in Howard County. They are:
 - i. Infrastructure
 - ii. Transportation
 - iii. Commercial and residential Property Assets
 - iv. Health, Mental Health and Community Services
 - v. Education
 - vi. Workforce Development
 - b. At the end of Phase II, the two co-chairpersons from each of the committees will present recommendations and/or findings and observations to the County Executive. Under our new committee organization, one co-chair comes from the task force and the other from the Howard County Staff. Barring unforeseen circumstances Phase II should end during the summer of 2007. Phase III will be the execution/action plan phase and Phase IV will be sustainment.
2. 12 April Task Force Meeting Agenda and Objectives:
 - a. Introduce new members of the Task Force
 - b. Review lessons learned from Phase I
 - c. Receive the report from the Howard County Requirements Committee (This committee identified the 6 focus areas)
 - d. Introduce Phase II organizations and mission
 - e. Introduce Phase II concept of implementation
 - f. New Task Force Members meet briefly with Kent Menser

Administration:

1. The Task Force will be going from 3 Committees to 9 Committees/Teams! They are:
 - i. Executive Committee: Sam Seymour, chair

- ii. Plans and Analysis Team: Jean Friedberg, chair
- iii. Lessons learned Committee: Mark Cissell and Don Darnell, co-chairs
- iv. Infrastructure Committee: Wayne Wilhelm and Bob Beringer co-chairs
- v. Transportation Committee: Ron Meliker and Carl Balser co-chairs
- vi. Commercial and residential Property Assets Committee: Tom Ballentine and TBD co-chairs
- vii. Health, Mental Health and Community Services Committee: Vidia Dhanraj and Lois Mikkila co-chairs
- viii. Education Committee: Roger Plunkett and TBD co-chairs
- ix. Workforce Development Committee: Patty Keeton and Francine Trout co-chairs

2. Chairpersons: Only the Phase I Howard County Requirements Committee is making a presentation. The new chairpersons have no responsibilities at this meeting other than meeting your new committee members. Your committee members will be sitting together. Have fun, enjoy yourself! Eat the cheap cookies.

3. Committee Membership: I worked hard to match individual and Task Force goals to committee membership requirements. Most, but not all Task Force members received their first or second choice. After you review your assignment and you think you can work better in another committee, see me after the meeting. If you volunteered to be on the Task Force or are a current member of the Task Force and do not see your name under any committee, I MADE A BIG MISTAKE! SEE ME ASAP. Kent

4. **Task Force Meetings:**
 - a. The next Howard County BRAC Task Force Meeting will be on 12 April and run from 3:30 to 5:00 PM in classroom # 5 of the Howard County Gateway office building. See attachment for directions.
 - b. The schedule for Task Force Meetings for the remainder of the 2007 is listed below. We may not hold all of these meetings, but if we do, they will be on these dates. Time and locations remain the same.
 - i. 10 May
 - ii. 13 June
 - iii. 11 July
 - iv. 8 August
 - v. 12 September
 - vi. 10 October
 - vii. 14 November
 - viii. 12 December

5. **“4th Wednesday” BRAC/Fort Meade Growth Updates:** This meeting will continue to held from 7-9 PM in the Howard Building in Ellicott City on:
 - a. 25 April 2007

- b. 23 May 2007
- c. 27 June 2007

Task Force Director Observations/recommendations:

1. I believe Phase II of our Task Force work will be our most important effort. This is the phase during which we will identify and then quantify the impact of all four components of Fort Meade growth on Howard County. In order to accomplish this critical mission, we are very fortunate to have retained our original Task Force members, who now will be joined by nearly 50 volunteers with appropriate experience and commitment.
2. Our pace was very deliberate during phase I. We were building our information base and our Task Force experience. Phase II will be crisper, more structured and more goal oriented. We will have a Plans and Analysis Team that will provide the necessary help and guidance to coordinate the work of the six functional committees. We will make much more use of local, county, regional and state resources (time, money and people).
3. All of us need your attendance at meeting when it is required. If you cannot make a Task Force meeting, please let me know ahead of time.

Next Steps:

1. Please make a strong effort to attend our Task Force meetings.