

SUBJECT

Interview County Executive's appointee as Assistant Chief Administrative Officer

EXPECTED ATTENDEES

Earl Stoddard

COUNCIL DECISION POINTS & COMMITTEE RECOMMENDATION

None.

DESCRIPTION/ISSUE

Mr. Stoddard is being interviewed as the County Executive's appointee as Assistant Chief Administration Officer. Confirmation is tentatively scheduled for September 28, 2021.

SUMMARY OF KEY DISCUSSION POINTS

Not applicable.

This report contains:

Memorandum and appointment documents from County Executive	© 1-4
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Mr. Stoddard's resume	© 6-11

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OFFICE OF THE COUNTY EXECUTIVE

Marc Elrich
County Executive

MEMORANDUM

August 30, 2021

TO: Tom Hucker, President
Montgomery County Council

FROM: Marc Elrich, Montgomery County Executive 

RE: Appointment of the Assistant Chief Administrative Officer

I am transmitting the appointment of Earl Stoddard for the position of Assistant Chief Administrative Officer. Mr. Stoddard is being appointed at a salary of \$183,000. His appointment will be effective upon confirmation by the County Council.

Enclosures

cc: Selena Singleton, Clerk of the Council, Montgomery County Council
Richard S. Madaleno, Chief Administrative Officer, Office of the County Executive
Fariba Kassiri, Deputy Chief Administrative Officer, Office of the County Executive
Ken Hartman, Director of Strategic Partnerships, Office of the County Executive
Dale Tibbitts, Special Assistant to the County Executive, Office of the County Executive

APPOINTMENT

PURSUANT TO THE AUTHORITY VESTED TO ME UNDER SECTION 215 OF THE
CHARTER OF MONTGOMERY COUNTY, MARYLAND, I HERBY APPOINT

Earl Stoddard

TO SERVE AS Assistant Chief Administrative Officer.

THIS APPOINTMENT SHALL BE EFFECTIVE UPON CONFIRMATION BY THE
COUNCIL FOR MONTGOMERY COUNTY, MARYLAND.



MARC ELRICH
COUNTY EXECUTIVE

8/30/21

DATE



OFFICE OF THE COUNTY EXECUTIVE

Marc Elrich
County Executive

Richard S. Madaleno
Chief Administrative Officer

MEMORANDUM

August 30, 2021

TO: Tom Hucker, President
Montgomery County Council

FROM: Richard S. Madaleno, Chief Administrative Officer *BSM*

RE: Due Diligence on Non-Merit Appointment – Earl Stoddard

The purpose of this memo is to confirm that in making appointments for non-merit positions, our selection process utilizes thorough reference checks, criminal history, checks for warrants and warrants, credit history and other inquiries appropriate to the position being filled.

Please be assured that due diligence was exercised in determining the suitability of Earl Stoddard for appointment as the Assistant Chief Administrative Officer. In addition, Mr. Stoddard has filed his Financial Disclosure Statement.

cc: Selena Singleton, Clerk of the Council, Montgomery County Council
Fariba Kassiri, Deputy Chief Administrative Officer, Office of the County Executive
Ken Hartman, Director of Strategic Partnerships, Office of the County Executive
Dale Tibbitts, Special Assistant to the County Executive, Office of the County Executive

Resolution: _____
Introduced: _____
Adopted: _____

COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND

By: County Council

Subject: County Executive's Appointment of Assistant Chief Administrative Officer

The County Council for Montgomery County, Maryland approves the following resolution:

The County Executive's appointment of Assistant Chief Administrative Officer

Earl Stoddard

The appointment of Mr. Stoddard is confirmed by the County Council.

This is a correct copy of Council action:

Selena Mendy Singleton, Esq.
Clerk of the Council

Earl Stoddard, PhD, MPH, CEM

Education

Master of Public Health (M.P.H.)

2008 - 2009

Johns Hopkins Bloomberg School of Public Health, Baltimore, MD

- Concentration in Infectious Diseases
- Certificate in Public Health Preparedness
- Key Coursework: Statistical Methods 1, 2, & 3, Environmental Health, Public Health Toxicology, Introduction to Risk Science & Policy, Public Health Practice, Introduction to Public Health Emergency Preparedness, Methods in Public Health Emergency Preparedness, Introduction to Humanitarian Emergencies, Epidemiology of Infectious Diseases, Fundamental Virology, and Immunology

Doctor of Philosophy in Cell and Molecular Biology (Ph.D.)

2002 - 2008

University of Pennsylvania School of Medicine, Philadelphia, PA

- Concentration in Microbiology, Virology, and Parasitology
- Key Coursework: Scientific Writing, Fundamental Virology, Emerging Infectious Diseases, Introduction to Viral Pathogenesis, Medical Virology, Hazardous Materials and Blood borne pathogen training, Bacterial Genetics, and Immunology

Bachelor of Science in Biology (B.S.)

1998 - 2002

University of Delaware, Newark, DE

- Concentration in Biotechnology
- Key Coursework: Microbiology, Immunology, General Chemistry, Biochemistry, Organic Chemistry, Molecular Biology, Physics, Introduction to Biotechnology, Environmental Toxicology, Introduction to Infectious Diseases, and Computer Imaging in Biology

Work Experience

Montgomery County Office of Emergency Management & Homeland Security (OEMHS), Gaithersburg, MD

2016 - present

Director

As Director of the Office of Emergency Management & Homeland Security (OEMHS), I am responsible for the coordination of Montgomery County's emergency response activities during county wide emergencies, management and coordination of County homeland security and emergency management grant activities and the vision and management for county-wide planning, training, exercise, mitigation and corrective action programs. Below is a short list of key projects & responsibilities:

- Planning – I oversee the entire portfolio of 100+ Emergency Management-related planning activities in Montgomery County. This includes more than 40 departmental Continuity of Operations (COOP) plans, the County's Emergency Operations Plan (EOP) and Hazard Mitigation Plan, the development of the first ever Montgomery County Pre-Disaster Recovery Plan (PDRP), and the recently approved and implemented Emergency Management Program Strategic Plan 2016-2019. These planning efforts routinely require engagement with a diverse array of partners, including non-profits, community advocacy groups, appointed and elected officials and private sector companies. Furthermore, as the most populace county in the National Capital Region (NCR), multi-sectoral planning requires coordination with regional partners in the Commonwealth of Virginia and District of Columbia as well as the counties and municipalities contained therein.
- Operations – I have served as the County Disaster Manager and Emergency Operations Center (EOC) Manager for multiple emergencies and pre-planned events, including COVID-19, the January 2016 Blizzard, a significant apartment explosion/fire in Silver Spring, MD in August 2016 and the Presidential Inauguration in January 2017. Operated both in the EOC and in the field in support of events.

COVID-19 and the January 2016 Blizzard was accompanied by a Presidential disaster declaration that provided opportunity for public assistance in cost recovery. I provided oversight for the collective Montgomery County public assistance request process which required close coordination with FEMA Region 3 and resulted in the County, the public school system and our incorporated municipalities recovering more than 10 million dollars in federal disaster relief funding.

For COVID-19, I also served as the County Recovery Manager overseeing the transition from response to recovery and planning for future potential expansion of the pandemic and its associated economic impacts.

- Maryland Emergency Response System (MDERS) – MDERS is a bi-county partnership between Montgomery County and Prince George's Counties – the two Maryland counties represented in the NCR. I was directly involved in the development of this partnership and have served as the Chair of the MDERS Steering Committee since its inception in 2014. This organization represents a partnership between emergency management, law enforcement, fire/rescue services, public health and healthcare in both counties aimed at improving synergies in emergency response. Since forming this organization, I have assisted in securing more than 10 million dollars in UASI funding for joint projects and programs, training, exercises and coordinating planning efforts.
- Training & Exercises – I oversee the implementation of a training and exercise program that involves delivery of more than 30 trainings to more than a thousand personnel annually across multiple areas of emergency management and preparedness. As OEMHS Director, I have overseen delivery of more than 12 tabletop, functional or field-based exercises complete with development of after action reports and a robust corrective action tracking and implementation program.
- Grants Administration – OEMHS serves as Montgomery County's primary recipient and oversight mechanism for more than \$5 million dollars in emergency management and homeland security-related funding through the NCR Urban Areas Security Initiative (UASI), Emergency Management Performance Grant (EMPG) and State Homeland Security Grant Program (SHSGP). As Director, I have overseen OEMHS's participation in audits conducted by the County and the NCR State Administrative Agency (SAA). All overseen audits have produced zero finding results.

- **Homeland Security** – I serve as the Montgomery County representative to the NCR Homeland Security Executive Committee (HSEC), the senior committee for regional homeland security policy and strategy in the Region. This Committee makes final decisions on the approved allocations for the nearly \$54 million dollars the NCR UASI receives annually. I also serve on the HSEC Policy subcommittee, which acts as the development center for regional policy initiatives that ultimately are approved by the full HSEC.

I also serve to provide leadership around the homeland security initiatives in Montgomery County in close concert with other public safety partners. One major area of success has been development and support of our social cohesion & public safety model that has received national recognition as one of the most successful community-oriented efforts to prevent at-risk persons from becoming radicalized to violence. I have served as a key senior advisor to this program for the last 5 years.

Oversee the County's Critical Infrastructure & Key Resource (CIKR) program aimed at identifying and reducing potential homeland security risks for critical sites in Montgomery County.

- **Personnel Management** – Oversee 18 personnel and contractors including performance management, timekeeping, hiring, discipline and compliance with federal, state and local worker safety codes.

Montgomery County Department of Health and Human Services (DHHS),
Silver Spring, MD
Manager III, Program Administrator

2014 – 2016

I was responsible for oversight of all planning, emergency communications and operational response efforts under the domain of the Public Health Emergency Preparedness & Response program of the Montgomery County Department of Health & Human Services. Key responsibilities and accomplishments included:

- **Planning** - While there are more than 30 associated plans, annexes or procedures that fall under the primary Montgomery County Public Health All Hazards Response Plan, significant modifications utilizing emergency management principles were made to the following plans or annexes under my direction:
 - Medical Countermeasures Annex
 - Medical Surge Annex
 - Non-pharmaceutical Intervention Annex
 - Respiratory Protection Annex
 - Continuity of Operations Annex
 - Volunteer Management Annex
 - Public Health Command Center Standard Operating Procedure
 - **Operations** – I served as the County lead for responding to the West African Ebola Outbreak in 2014-2015. Beyond development of the response protocols, I also served as the lead for coordinating County support for housing of potentially exposed, but not ill healthcare workers returning from West Africa, coordinated transport of laboratory samples from ill travelers to the Maryland State Laboratory and worked with hospitals around numerous cases of sick individuals with concerning or unknown travel history.
 - **Training & Exercises** – Oversaw conduct of multiple tabletop exercises, two field-based Point of Distribution (POD) drills, and a full-scale mass prophylaxis dispensing exercise.
 - **Personnel Management** – Oversaw 8 personnel and contractors including performance management, timekeeping, hiring, discipline and compliance with federal, state and local worker safety codes.
 - **Partner Collaboration** – I served as the County representative to the Montgomery County Healthcare Collaborative for Emergency Preparedness (MOCEP) and the Maryland Region V Emergency Preparedness Coalition (EPC). I was selected as the Vice Chair of the EPC in 2014 where I served a two year term providing leadership to the Coalition of 17 acute care hospitals, 5 public health agencies, and emergency medical services agencies. I engaged in routine collaboration with private sector, non-profit and community-based partners on issues related to emergency preparedness and response.
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Public Health Program Manager

As the Public Health Program Manager at CHHS, I was responsible for the implementation and oversight of the entire public health and healthcare emergency management portfolio, which included more than 25 distinct projects each with a distinct team of CHHS personnel, clients and project tempos. Highlights of this work include:

- Planning – Development over 20 distinct plans for partners that included local health departments, hospitals, healthcare coalitions, and academic institutions. These plans included both organizational strategic plans and standard operating procedures (SOPs).
- Grants Development – Participated in development of 7 distinct grant applications, including multiple successful competitive awards.
- Training & Exercises – Developed, facilitated and evaluated more than 20 tabletop, 10 functional and 4 full-scale exercises in a fully HSEEP compliant manner, including development of After Action Reports and Corrective Action Plans.
- Strategic Development – Led efforts to expand CHHS's Public Health program, including development of strategic guidance for leadership, meeting with diverse new potential clients and partners, and representing CHHS to key new stakeholder groups.
- Emergency Response Coordination – Served as the Emergency Response Coordinator for the Middle Atlantic Regional Center for Excellence (MARCE) – a federally funded biodefense program aimed at developing novel treatments and vaccines to bioterror threats. As the Response Coordinator, I maintained the capability for the academic researcher to be available to first responder organizations in the event of a bioterror or emerging infections disease threat.

Health Planner for the Montgomery County Office of Emergency Management & Homeland Security (OEMHS)

In addition to operating as the Public Health Program Manager for CHHS, I was assigned to OEMHS on a contractual basis to operate as the OEMHS Health Planner. Key accomplishments included:

- Planning – I led teams or individually was responsible for developing more than 15 distinct plans, procedures or operational guides. Past major plans include the state's first Pre-Disaster Recovery Plan and a multi-agency Standard Operating Guide (SOG) for Emergency Sheltering.
- Special Projects – I was routinely assigned by the OEMHS Director to conduct or lead special projects of high significance. For example, I conducted a systematic review of the County 911 Center operations and provided recommendations that ultimately led to consolidated call-taking/dispatch activities. I also provided support to 2011 Montgomery County Pepco Working Group and testified before the Maryland Public Service Commission (PSC) regarding the findings and report of the working group. Pepco is the major electrical provider in Montgomery County who had encountered numerous major event and "blue sky" related outages.
- Operations – Participated in more than 15 EOC activations for both disasters and pre-planned events.

Public Health Emergency Planner for the Baltimore City Health Department (BCHD)
Office of Public Health Preparedness and Response (OPHPR)

While I was contractually detailed to OPHPR, I acted both in a planning and response capacity during the 2009-2010 pandemic influenza response. As a Public Health Emergency Planner for BCHD, I was regularly tasked to lead major emergency management and public health planning efforts. Plans I was specifically assigned to develop include:

- Baltimore City Pandemic Influenza Plan - Upon joining the office, I immediately began a rapid redevelopment of the citywide pandemic response plan based on recommendations I made prior to the pandemic as an intern to the office.
- Baltimore City Medical Surge Plan – Plan developed in concert with a multi-agency planning team that included private and nonprofit representatives. Produced a strategy for the BCHD situational awareness and resource management framework for the City's response to a mass casualty incident that produced a medical surge event at the local healthcare facilities.

In addition to serving as a planner, I also performed operational tasking in response to the 2009-2010 H1N1 pandemic. I was assigned to the BCHD H1N1 Incident Command Structure as the Deputy Operations Section Chief working in close collaboration with the Assistant Commissioner assigned as the Operations Section Chief.

- Following the H1N1 pandemic, I represented BCHD in the City's Emergency Operations Center (EOC) for the February 2010 snowstorm (Snowmageddon). During the activation, activities included rapid identification of at-risk populations, particularly dialysis patients, whose welfare was endangered by closures and limited travel capabilities. I helped develop the multi-agency response to protect those individuals through the coordinated deployment of DOT road clearing assets to allow access to the highest risk individuals. Finally, I conveyed the results and further updates directly to the mayor during briefings.

Baltimore City Health Department

2008 - 2009

Emergency Management and Preparedness Intern

I worked as an intern for the Baltimore City Health Department in the Office of Public Health Preparedness & Response (OPHPR). As part of my internship, I conducted a systematic review and analysis of the Baltimore City Pandemic Influenza Plan complete with recommendations for improvement and ongoing considerations for expansion of the plan. This work was completed immediately prior to the spread of the 2009-2010 pandemic H1N1 virus. Many of the recommendations were implemented in real time.

- In addition to this plan review work, I developed guidance for the Health Commissioner on appropriate par levels and deployment criteria for resources and medical countermeasures based upon a review of national best practices and contents of the Strategic National Stockpile.

Additional Highlighted Responsibilities, Trainings and Experience

Committees & Taskforces

- National Capital Region Homeland Security Executive Committee (HSEC) – 2016 – present
- NCR HSEC Policy Subcommittee – 2017 - present
- NCR Regional Emergency Support Function 5 (RESF-5) Workgroup - 2016 – present
- Montgomery County Emergency Food & Shelter Program Board – 2016 – present
- Maryland Emergency Response System (MDERS) Executive Steering Committee, Chair – 2012 – present
- Maryland Region V Emergency Preparedness Coalition, Vice Chair – 2014 - 2016
- Maryland Department of Disabilities Work Group on Electrically-Dependent Populations - 2013
- Maryland Public Service Commission Work Group on Vulnerable Populations - 2013
- Maryland Department of Health (MDH) Institutional Review Board (IRB) – Full member – 2012 – present
- Montgomery County Healthcare Collaborative for Emergency Preparedness (MOCEP) Bi-Laws Committee – 2012 - 2016
- Maryland Telemedicine Task Force – Clinical Advisory Board – 2011 & 2013-2014
- Robert Wood Johnson Blast Response Collaborative – 2010

Highlighted Trainings

- Certified Emergency Manager (CEM) through the International Association of Emergency Managers (IAEM)
- National Incident Management System & Incident Command System trainings:
 - ICS-100, 200, 300, 400, 700, and 800
- FEMA Professional Development Series Certificate
- Homeland Security Exercise and Evaluation Program (HSEEP)-Certified
- Alert Montgomery Administrator Training
- WebEOC User Training
- Managing Conflict in a Union Environment
- Interviewing and Selecting Employees
- EEO and Diversity Management
- Preventing Workplace Harassment
- Public Risk Communication Training
- Media Training

Teaching Experience

- Introduction to Crisis Management – Universities at Shady Grove 2013
- Teaching Assistant, Introduction to Microbiology 2001