

The Mid Shore Regional Council held a scheduled Executive meeting on May 19, 2015. Council members present included Dirck Bartlett, Allen Nelson, Kurt Fuchs, Jeannie Haddaway-Riccio, Delegate Johnny Mautz and Walter Chase. MSRC staff present was Scott Warner and Terry Deighan.

The meeting was called to order at 12:09p.m. The first order of business was to discuss the Executive Director's annual evaluation. Mr. Chase requested volunteers from the group to meet with him to review the Executive Director Performance Statement FY15. Mr. Chase set June 3, 2015 at 12:00p.m. at the MSRC office as the date for any available MSRC Executive Board members to meet with him and review the report.

### Action Items

#### *Approval of December 5, 2014 Minutes*

The first action item was to obtain approval of the December 5, 2014 minutes. Mr. Nelson made a motion to approve, that motion was seconded by Mr. Fuchs. Chairman Chase stated "All in favor, signify by saying aye; those opposed have the same rights, ayes have it, motion carried". Motion carried unanimously.

#### *Approval of MSRC FY13 independent financial statements*

Mr. Warner stated that these statements were presented at the last Executive Board meeting held on December 5, 2014; time was given to the Board to review. As there were no questions Mr. Fuchs made a motion to accept the report, Mr. Bartlett seconded the motion. Chairman Chase stated "All in favor, signify by saying aye; those opposed have the same rights, ayes have it, motion carried". Motion carried unanimously.

#### *Financial Report*

Treasurer Fuchs presented the current treasurer's report stating everything is currently on track. Being no questions Mr. Nelson made a motion to accept the report; Ms. Haddaway-Riccio seconded that motion. Chairman Chase stated I have a motion and a second, further discussion? All in favor signify aye, any opposed? Ayes have it, motion carried unanimously.

#### *MSRC membership*

Mr. Warner indicated that regarding voting members on the MSRC the bylaws state "Additional private citizen or public members may be added by the Executive Board." Since Mr. Chase will no longer be a member of the Trappe

Town Council as of June 3, 2015 when his term ends, the Executive Board discussed the addition of Mr. Chase as a private citizen. Mr. Warner mentioned that Russell Brinsfield was added as an additional public member. He is the Mayor of Vienna.

Mr. Bartlett suggested Mr. Warner contact Mr. Brinsfield for his input on whether he would like to stay on the Council. Although he does not attend many meetings, he is very well connected and knowledgeable in Council business. All members present agreed with the suggestion.

The Board was in favor of adding Mr. Chase as a private citizen member of the MSRC. Mr. Bartlett made a motion to add Walter Chase, and Mrs. Haddaway-Riccio seconded the motion. Chairman Chase stated "All in favor, signify by saying aye; opposed has the same rights, ayes have it, motion carried". Motion carried unanimously.

#### *Authorizing Resolution to file an application with the MTA for a FY16 MTA Coordination Grant*

Mr. Warner stated that the MSRC is in the process of submitting the Maryland Transit Administration (MTA) Coordination Grant that supports the Maryland Upper Shore Transit (MUST) program. The MTA process requires an authorizing resolution. In your folders is the resolution that allows the MSRC Executive Director to file an application. This is a standard resolution that the MTA has requested in the past. Mr. Nelson made a motion to approve the authorizing resolution, Mr. Fuchs seconded the motion, and it was passed by unanimous consent.

#### *Discussion/Approval of FY16 Scope of Work*

Mr. Warner stated that there are no changes to the proposed FY16 Scope of Work as compared to the current scope of work. He asked the Board if they wanted to keep the wording "Broadband Deployment Plans" under objective 1 action 3, and if they wanted to add or delete items. The Board discussed the proposed scope of work. Mr. Nelson made a motion to accept the Scope of Work as presented with no changes, Mr. Fuchs seconded the motion. Chairman Chase stated "All in favor, signify by saying aye; opposed has the same rights, ayes have it, motion carried". The motion carried unanimously and will be presented at the MSRC June 11, 2015 meeting for the full Council's consideration.

#### *Discussion/Approval of FY16 Budget*

Mr. Warner presented the proposed FY16 budget by explaining any line item changes as compared to the current FY15 budget. He stated the rate increases were included in the following line item categories: Health, Life Insurance, Dental, Insurance, Telephone, and Utilities. He stated that Contractual included

\$3,000 for an ESRGC intern (same as FY14 and FY15 budgets) to continue development of Mid Shore CEDS communication platforms and document revision. He further stated that the MSRC did not pay the allotted \$3,000 to the ESRGC in FY15 because Dr. Scott did think he had an appropriate intern for the task, as well as, due to the lack of available time/resources by the MSRC staff to work on the project. Meeting Expenses are increased while Memberships and Postage are decreased. Rent is being increased the exact amount to cover the cost if ESEC decides to no longer rent the back office.

Mr. Bartlett made a motion to approve the FY16 budget, Mr. Nelson seconded the motion. Chairman Chase stated "All in favor, signify by saying aye; opposed has the same rights, ayes have it, motion carried". The motion carried unanimously and will be presented at the MSRC June 11, 2015 meeting for the full Council's consideration.

### Updates/Discussion Items

#### *Rural Maryland Prosperity Investment Fund (RMPIF)*

Mr. Warner stated the RMPIF was considered for funding until the final day of the session; however, was not funded this year. Over 20 letters were obtained, most on March 20, and delivered to the Governor's staff. The support letters were from all Eastern Shore senators and delegates, as well as several from Southern Maryland and Western Maryland representatives, and some urban legislators. Mr. Warner also stated that Jeannie Haddaway-Riccio was instrumental in assisting with communication to the Governor's staff. Mr. Warner stated he used a two page document of talking points; Mr. Bartlett suggested sharing that document via email to the Executive Board to help get added support for funding the RMPIF in the coming year.

#### *Broadband Capacity Building Project*

Mr. Warner stated that this program was scheduled to end in October 2014, Ed Vitalos was released in October and John McQuaid was retained through March 2015. The ESRGC and MSRC funds from the grant were used to pay for this extra time. Thanks to Dr. Scott the ESRGC was able to keep John McQuaid on an additional month. His employment ended April 30, 2015. The RMPIF funding was targeted to continue this program, after RMPIF was not funded in the State's FY16 budget, the Maryland Economic Development Assistance Authority and Fund (MEDAAF) grant program administered by DBED was examined. However, after several communications with DBED and the Governor's staff those funds were unable to be accessed. Mr. Warner again stated that Jeannie Haddaway-Riccio was instrumental in assisting this effort.

#### *Maryland Upper Shore Transit (MUST)*

Mr. Warner stated that the MUST website is now being housed at the ESRGC. This will mean quicker turn around for updates and better communication since MSRC communicates regularly with ESRGC.

### *Health Cluster's Economic Impact Work Group*

Mr. Warner stated that emails were sent to the Regional Health Care Group to solicit membership ideas as that committee will expand into the Health Cluster's Economic Impact Work Group. The emails were sent on March 17 and April 8. Responses were received from Mr. Bartlett regarding two possible additions to the committee.

Mr. Warner asked the Board members to forward him possible committee members as they think of them so he can circulate a list to the entire Executive Board for consideration.

### *Eastern Shore Food Hub / Chesapeake Harvest*

Mr. Warner stated the Easton Economic Development Corporation (EEDC) held Food Hub Information Sessions in February 2015. He attended the February 23, 2015 event held at the Talbot County Community Center and spoke with people who attended other sessions. There were also sessions in Dorchester and Cecil counties. The timeline the EEDC presented at the Talbot session for the development of the food hub was:

- Winter 2015 – information sessions
- Spring/Summer 2015 – buyer meetings
- Summer/Fall 2015 – business plan
- Fall/Winter 2015/2016 – meetings with growers
- Spring 2016 – begin operations

Additionally, the EEDC recently submitted a grant to the federal government in the amount of \$800,000 to support the establishment of Chesapeake Harvest.

Mr. Warner attended the Eastern Shore Resilient Food System Strategic Planning Session event held at Chesapeake College on May 12, 2015. This initiative entitled “Fix Our Food – Finding Solutions for the Eastern Shore” is funded by the Town Creek Foundation and is being executed by CLEEn. The facilitated discussions centered on major food system issues identified by the College. The outcome of the discussions will be used to identify action steps to inform the creation of the Strategic Plan. The Eastern Shore Policy Council launch meeting to be held on June 23, 2015.

Mr. Warner stated he would be meeting with a retired business executive to discuss the business structure of Chesapeake Harvest. He received permission to talk to the executive by Shore Gourmet's board at their April 10, 2015 meeting. The executive is a volunteer assisting the EEDC in the development of

the food hub/Chesapeake Harvest business structure; he is also a member of SCORE and a member of the ESEC loan review committee. Shore Gourmet is a 501(c)6. This tax status is an asset. Ms. Haddaway-Riccio stated she had met with EEDS Executive Director Tracy Ward prior to coming to our meeting today and was given a lot of information to review on the direction of the Food Hub as it stands today.

### *Phosphorous Management Tool (PMT)*

Mr. Warner stated that Mr. Fuchs attended the PMT meeting with Maryland Department of Agriculture Secretary Joe Bartenfelder at the Tri-County Council Multi-Purpose Center in Salisbury held on Friday, May 8, 2015. Jeannie Haddaway-Riccio helped set up the meeting and was also present. Mr. Fuchs stated that the PMT will be fully implemented by 2024; regulations will go into effect on June 9, 2015. Ms. Haddaway-Riccio stated that on May 29, 2015 the final report is scheduled to be published.

### *Letters of concern and endorsement sent by MSRC*

Mr. Warner reminded the Executive Board of letters they approved the Council send since they last met.

- Letter of concern
  - Phosphorous Management Tool – At the MSRC Executive Board meeting on December 5, 2014 Kurt Fuchs requested that the MSRC send an update letter to the letter sent on November 14, 2013. Mr. Warner thanked Mr. Fuchs for all his assistance with the letter.
- Letters of endorsement
  - Eastern Shore Innovation Center
  - Phillips Wharf Environmental Center
  - Eastern Shore Harvest Directory

Copies of the letters were included in the Board members meeting packets.

### Member comments/requests

Mr. Chase stated that the MSRC needs to take a long look at the two University of Maryland Medical System hospitals that are located in the Mid Shore region.

### Adjourn

The meeting was adjourned at 2:13p.m.