

The Mid-Shore Regional Council (MSRC) Executive Board held a scheduled meeting on May 30, 2013 at the Mid-Shore Regional Council office. Members in attendance included Dirck Bartlett, Delegate Jeannie Haddaway-Riccio, Kurt Fuchs, Jeff Ghrist, Allen Nelson, Walter Chase and Gale Nashold. MSRC staff present was Terry Deighan and Scott Warner.

The meeting was called to order at 3:05 p.m.

#### Executive Session

MSRC staff was asked to leave the room while the Board discussed employee matters, staff returned at 3:16 p.m.

#### Action Items

##### *Approval of March 7, 2013 Minutes*

The first action item was approval of March 7, 2013 Minutes. Mr. Nelson made a motion to accept, Mr. Chase seconded and the Minutes were approved by unanimous consent.

##### *Financial Report*

Next order, Treasurer Fuchs presented the current financial report. He stated that all receivables and expenses were on track. Mr. Warner added that the MSRC was in good shape financially at this time. Mr. Chase made a motion to accept the report, Ms. Haddaway-Riccio seconded the motion and the report was accepted unanimously as presented.

##### *Resolution to file an application with the MTA for a FY14 MTA Coordination Grant*

Next Mr. Warner presented a resolution to file an application with the MTA for a FY14 MTA Coordination Grant. He 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 and the MTA process requires an authorizing resolution. He then stated that this is the standard resolution that the MTA has requested in the past, and the Executive Board has to approve annually. In the past it has usually be done by an electronic vote, as the resolution is not due until next week we can obtain approval in session. Mr. Nelson made a motion to approve the resolution, Mr. Fuchs seconded the motion and it was approved by unanimous consent.

##### *Discussion/Approval of FY14 Scope of Work*

The next order of business was approval of FY14 Scope of Work. Mr. Warner walked the Board through the changes. (A copy of the draft scope of work is attached as part of these Minutes. All changes suggested to be deleted are highlighted in blue, additions are in yellow.) Chairman Bartlett suggested we approve or deny the changes page by page. Mr. Warner stated on page 1 he would like to replace the activity "Facilitated/oversee the implementation of the Eastern Shore Broad Band plan and policy recommendations" with "Assist with

the implementation of the Broadband Deployment Plans for the Eastern Shore.” The Board had no objection to this change.

Next change, found on page 2, was to replace “Assist Talbot County with the submission of EDA applications for the Regional Medical Facility” with “Assist Talbot County with the Regional Medical Facility EDA grant.” The Board had no objection to this change.

The next change, also on page 2, was to replace “Facilitate the establishment of a Mid-Shore Business & Technology Incubator” with “Assist with the Dorchester Regional Incubator as requested.” The Board had no objection.

The final update on page 2 was the addition of “Explore the establishment of a Health Cluster Economic Impact Work Group.” The Board had no objection to this change. Mr. Ghrist stated the health cluster work group could be a good opportunity to help fill the vacant Business Parks.

The final suggested changes, found on page 3, were to delete “Examine the interest and viability of establishing regional technology programs/school” and “Assist in the establishment of a study to determine the feasibility of a regional technology school for utilizing Chesapeake College in offering regional technology programs.” After a brief discussion it was decided to not remove these items. Mr. Ghrist suggested finding out if the Board of Education still had an interest or not. As that was the final change to be discussed Ms. Haddaway-Riccio made a motion to accept the changes as determined, Mr. Chase seconded the motion and the changes were accepted by unanimous consent. The FY14 Scope of Work will be presented for the full council’s approval at the MSRC June 13, 2013 meeting.

#### *Discussion/Approval of FY14 Budget*

The next order of business was to obtain approval of FY14 Budget. Mr. Warner went line by line of the proposed budget explaining changes as he went along. He stated he is very pleased with the MSRC financial outlook for FY14. There were no objections or changes by the Board Members so Mr. Fuchs made a motion to accept the budget as presented, Mr. Nelson seconded the motion and the budget was approved unanimously. The FY14 budget will be presented for the full council’s approval at the MSRC June 13, 2013 meeting.

#### Old Business

##### *Broadband Development Planners hired by Salisbury University*

Mr. Warner stated that two Broadband Development Planners have been hired by Salisbury University. They are Ed Vitales for the Eastern Shore and John McQuaid for Southern Maryland. An orientation meeting was held at the MSRC office on Thursday, May 23, and they will be working out of the office upstairs. The grant will be ending October 2014.

##### *Endorsement letter*

Mr. Warner presented an endorsement letter that the MSRC was asked to provide BEACON for a GeoDASH Initiative grant application called “SHORE WINDS: Using Analytics, Simulation Modeling, and Data Visualization to Develop Commercially Viable Decision Support Tools for Predicting and Mitigating Societal, Policy, Workforce, and Supply Chain Barriers to Offshore Wind Energy in Maryland and Beyond.” This was a last minute request of

BEACON to the MSRC and Tri-County Council for the Lower Eastern Shore as BEACON prepared to submit the grant application.

Mr. Warner stated that the project has five key objectives: (1) to develop a real-time data-driven analytics framework to identify, quantify, and qualify Societal, Policy, Workforce, and Supply Chain Barriers to Offshore Wind Energy in Maryland; (2) Use simulation modeling and data visualization to mitigate said barriers; (3) Engage un-served and underserved populations in these activities; (4) Seek replication of project outcomes in other markets through commercialization of the Executive Dashboards and Decision-Support Models that will be developed; (5) Build on the knowledge created existing external funding and position the commercialization effort to benefit from a potential Shore-Based venture funding mechanism. He added that the two regional councils will partner with BEACON to host stakeholder meetings, small-group meetings and focus groups. The councils will also assist with data collection and council leaders will review dashboards and various business and marketing plans as external stakeholders.

#### New Business

None

#### Other matters

Mr. Warner shared that at the end of the Caroline County budget hearing held at the Preston Firehouse, Caroline Economic Development Corporation Executive Director JOK Walsh requested guidance on how to get broadband fiber access to four businesses in the Denton Industrial Park so that they do not leave. Mr. Warner stated that he contacted Maryland Broadband Cooperative President and C.E.O. Pat Mitchell that evening. After a conference call with Mr. Walsh and Caroline County IT Director Jim McCormick later that week followed by a meeting in Mr. Walsh's office a week later that included Mr. Warner, Mr. Mitchell, Town of Denton Manager Dan Mulrine and DBED's Mindie Burgoyne, a plan to get fiber to the Park is underway.

Mr. Warner also informed the Executive Board that he had been contacted by long time Upper Shore Manufacturing and Business Council (USMBC) member George Weeks regarding the future of the USMBC. Mr. Weeks asked if there was any way the MSRC could aid in the continuation of the USMBC. Mr. Warner engaged Eastern Shore Entrepreneurship Center (ESEC) Executive Director Mike Thielke to discuss this request and they believe the USMBC would be a valuable resource in moving the Delmarva Technology Transfer Initiative (DT2i) forward as well as spearheading other manufacturing initiatives that ESEC has been contemplating. Mr. Warner spoke to Mr. Weeks to inform him of their conversation. Mr. Weeks arranged for Mr. Warner and Mr. Thielke to present their concepts to the USMBC Executive Committee. After the presentation Mr. Warner was contacted by Mr. Weeks informing him that he and Mr. Thielke are being requested to share their vision to the USMBC Executive Board at their June meeting.

Member comments/requests

None

Adjourn

The meeting was adjourned at 4:15 p.m. on a motion by Mr. Nelson, which was seconded by Mr. Fuchs and unanimously accepted.

# Mid-Shore Regional Council FY14 Scope of Work

Federal Identification Number: 52 - 2340230

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## **Background**

The Mid-Shore Regional Council (MSRC) is a cooperative regional planning and development unit for Caroline, Dorchester, and Talbot Counties to foster physical, economic, and social development. The Council initiates and coordinates plans and projects for the development of human and economic resources. The MSRC was created via enabling legislation signed by the Governor of Maryland on May 15, 2001. The Council is a tax-exempt body politic and corporate as defined by the 2008 Maryland General Assembly's House Bill 1050 and approved by the Governor on April 24, 2008.

## **Objectives and Activities**

### **1. Develop strategies to ensure proper physical infrastructure and economic development plans are in place.**

#### Actions:

1. Facilitate annual CEDS process and coordinate project implementation.
2. Communicate regularly with Federal, State, regional and local economic development partners to foster and enhance coordination of the region's economic development initiatives.
3. Facilitate/oversee the implementation of the Eastern Shore Broad Band plan and policy recommendations.  
Assist with the implementation of the Broadband Deployment Plans for the Eastern Shore.
4. Provide necessary grant writing, strategic planning and legislative assistance.
5. Continue to convene infrastructure advisory committee meetings as needed.
6. Upon receipt of funds, meet requirements of funding agreements to ensure access to these sources on an ongoing basis.
7. Support policies and business development strategies that promote alternative approaches to profitable agriculture.
8. Provide governance of the regional transit project Maryland Upper Shore Transit (MUST).

#### Deliverables:

- Update CEDS and ensure eligibility for EDA funds.

- Continue to partner with the Maryland Broadband Cooperative, Inc. to promote their services, such as working with the local Chambers of Commerce in an effort to promote services as they become available.
- Assist/facilitate EDA applications and implementation of CEDS projects.
- Assist Talbot County with the submission of EDA applications for the Regional Medical Facility.
- Assist Talbot County with the Regional Medical Facility EDA grant.
- Continue to partner with Shore Gourmet, Inc. to promote and assist value-added agriculture and specialty food businesses in the region.
- Administer regional transit program and disseminate results to member counties.

Timeframe: July 1, 2013 to June 30, 2014

## 2. Diversify the local economy.

Actions:

1. Coordinate private sector/government partnerships for constructing and funding sophisticated business facilities and that enable the recruitment of innovative world class companies into the Mid-Shore region.
2. Serve as a liaison between private sector and public policy makers to remove local barriers to economic development.
3. Continue to evaluate and provide solutions to integrate immigrant workers into local companies.
4. Assist with implementation of the recommendations in the Mid-Shore Economic Adjustment Strategy.
5. Provide grant writing, strategic planning, and legislative assistance to develop entrepreneurial infrastructure and access to private capital.
6. Identify needs and opportunities for future projects.

Deliverables:

- Convene work force advisory committees as needed.
- Continue to partner with the Eastern Shore Entrepreneurship Center in supporting its purpose to stimulate and support entrepreneurship.
- Support the resource based industries in the Mid-Shore Region (Shore Gourmet, Inc.)
- Facilitate the establishment of a Mid-Shore Business & Technology Incubator
- Assist with the Dorchester Regional Incubator as requested
- Explore the establishment of a Health Cluster Economic Impact Work Group

Timeframe: July 1, 2013 to June 30, 2014

### **3. Maintain operations and funding for MSRC.**

Deliverables:

- Acquire state, local, and federal funding to support ongoing operations and existing commitments.
- Submit grant applications to EDA for planning assistance funds.
- Coordinate and host all MSRC quarterly meetings and events.

Timeframe: July 1, 2013 to June 30, 2014

### **4. Regional Planning**

Actions:

1. Continue the support of a regional Geographic Information Systems (GIS) Center.
2. Collaborate with other Regional Councils, state and federal agencies, and universities to leverage assets and acquire essential data and create relevant databases.
3. Support the Master of Science in GIS Management program that trains the next generation of geographic information administrators by linking the educational opportunities at Salisbury University with the GIS community service provided by the regional GIS center.
4. Examine the interest and viability of establishing regional technology programs/school.

Deliverables:

- Increased communication between towns and counties regarding MSRC activities.
- Regional GIS center operational.
- Continue to fund the Eastern Shore Regional GIS Cooperative.
- Facilitate the completion of county or municipal GIS administration projects by the GIS Management graduate students via the Regional GIS Center.
- Future projects and funding sources identified.
- Monthly activity reports to board members and other appropriate parties.
- Support the development of the GeoDASH Initiative.
- Assist in the establishment of a study to determine the feasibility of a regional technology school or utilizing Chesapeake College in offering regional technology programs.

Timeframe: July 1, 2013 to June 30, 2014

## **5. A strong, unified, and effective voice in the state legislative process.**

### Actions:

1. Coordinate an annual legislative forum and develop a Mid-Shore legislative agenda.
2. Facilitate a joint meeting with all Eastern Shore Regional Councils.
3. Collaborate with the Rural Maryland Council and other Regional Councils to support statewide initiatives/policies that benefit rural communities.
4. Serve as a liaison between General Assembly members and local elected officials.

### Deliverables:

- FY14 Mid-Shore legislative priorities developed.
- Communication and partnerships maintained with key rural leaders and stakeholders.
- Enhanced communication with General Assembly members.
- Organize and host annual meeting and legislative forum.

Timeframe: July 1, 2013 to June 30, 2014

Blue = delete

Yellow = add