

The meeting was called to order at 12:00 p.m., members in attendance were; Dirck Bartlett, Gale Nashold, Kurt Fuchs, Walter Chase and Addie Eckardt. Jeff Ghrist arrived at 12:10 p.m., and Andy Hollis arrived at 12:25 p.m. MSRC staff present was Scott Warner and Terry Deighan. Chairman Bartlett called the meeting to order at 12:00 p.m.

Executive Session

The MSRC staff was asked to leave the room while the Board discussed employee matters, staff returned at 12:18 p.m.

Action Items

Approval of February 24, 2012 Minutes

The first action item was approval of February 24, 2012 Minutes. Mr. Nashold made a motion to accept, that was seconded by Mr. Fuchs and the Minutes were approved as presented by unanimous consent.

Financial Report

The next item on the agenda was presentation of the current financial report. Treasurer Fuchs stated that all expenditures are on track, and even below budget in some categories. Being no questions or comments Ms. Eckardt made a motion to accept the report as presented, that motion was seconded by Mr. Chase and the report was accepted into record by unanimous consent.

Ratification of electronic vote "Authorizing Resolution to file an application with the MTA for a FY13 MTA Coordination Grant"

Mr. Warner stated that he had received seven responses from the Executive Board and they were all in "Support" of the resolution. Mr. Fuchs made a motion to ratify the vote, which was seconded by Ms. Eckardt and approved by unanimous consent.

Employee matters

Chairman Bartlett stated that Mr. Warner is asking the Executive Board to increase his monthly cell phone/mobile broadband expense reimbursement by \$30.00 to cover the cost of having Internet accessible iPad service. Mr. Warner stated he is only asking for reimbursement for the service as he will be purchasing the iPad with personal funds. Ms. Eckardt made a motion to approve the request, Mr. Fuchs seconded and it was approved by unanimous consent. Chairman Bartlett then asked if the Board would approve him updating Mr. Warner's contract to reflect the change. The Board responded positively.

Discussion / Approval of FY13 Scope of Work

Mr. Warner stated there were only a few minor changes to the Scope of work; all were housekeeping issues and did not change or add to the original document. (A copy of the scope is attached as part of these Minutes.) Mr.

Chase made a motion to approve the changes as presented, Mr. Fuchs seconded the motion and it was passed by unanimous consent. The FY13 Scope of Work will be presented for the full council's approval at the MSRC June 21, 2012 meeting.

Approval / Discussion of FY13 Budget

A copy of the proposed FY13 budget was presented to the Board; Mr. Warner explained the funding sources and a few small changes from last year's budget. Delegate Eckardt made a motion to adopt the budget as presented, Mr. Nashold seconded the motion and the budget for FY13 was approved unanimously. The FY13 budget will be presented for the full council's approval at the MSRC June 21, 2012 meeting.

Old Business

Shore Gourmet (SG)

Mr. Warner stated that the USDA Rural Development RBEG was awarded to the MSRC to support the operations of SG in the amount of \$52,800. The budget will cover 5/1/12 to 4/30/13. The MSRC was verbally notified of the award and also e-mail notified of the award on 5/23/12. He also stated that the MSRC will be applying for a MAERDAF grant to support the operations of SG. The application is due July 6, 2012. The grant request will be for \$24,005. These two grants along with SG's anticipated net profit of \$23,375 will contribute to the SG total yearly budget of \$100,180.

GeoDASH Initiative

Mr. Warner stated this was the 3rd year of funding by EDA to GeoDASH. Presently the EDA grant is being finalizing to change the grantee to Salisbury University as sole grantee, instead of Tri-County Council for Western Maryland and Salisbury University as co-grantees. The MSRC and Tri-County Council for the Lower Eastern Shore of Maryland are also included as partners in the project.

CEDS projects

Mr. Warner gave the following updates on current CEDS projects.

Regional Medical Facility

He stated that Talbot County is not ready to apply for an EDA grant for the Regional Medical Facility. An application will possibly be submitted by the next EDA quarterly deadline of September 14, 2012. The submittal amount is currently estimated at \$1,250,000 (reduced from initial estimate of approximately \$2.8 million, this will also reduce the numbers needed for job creation). Chairman Bartlett stated that the parties are still in negotiations and Shore Health System will hopefully submit the Certificate of Need (CON) by the September deadline.

Eastern Shore Innovation Center and Business Accelerator (regional incubator)

Mr. Warner stated that Dorchester County is moving forward on a possible grant application to EDA. Currently, the MSRC has been asked to facilitate a conference call with EDA, DBED, TEDCO, and Dorchester Economic

Development Office which will take place the last week of this month. The application will possibly be submitted for consideration by the next EDA quarterly deadline of September 14, 2012 and the submittal amount is currently estimated at \$500,000.

Mr. Warner then stated that if both projects are submitted during the same quarter for consideration, it is possible that EDA could ask the Economic Development District (MSRC) to rank the projects. All projects compete for funding in an open competition of the entire EDA Philadelphia Regional Office territory. Their number one criterion is job creation. After discussion the Executive Board determined that both counties should make brief presentations regarding their prospective projects at the June 21, 2012 MSRC meeting.

Joint Land Use Study (JLUS) for the Naval Air Station (NAS) Patuxent River
Chairman Bartlett stated that Caroline, Dorchester, and Talbot Counties approved resolutions to participate.

Mr. Warner then brought to the Boards attention that the MSRC has been contacted by the Tri-County Council for Southern Maryland (TCCSMD) as to the participation of incorporated towns on the JLUS committee. The TCCSMD informed the MSRC that some municipal towns on the Eastern Shore have past interaction with the base on range related issues. In the mid-shore region they are: Cambridge, Vienna, and Easton. Since towns have their own land use authority and responsibilities, TCCSMD is considering sending invitation for towns to participate in the JLUS; however, the TCCSMD would like the MSRC's input. After a discussion the Board was supportive of town participation but believe that the impact of the NAS is mostly in the Southern Maryland region and they don't want the Eastern Shore to be too controlling of the study. The Executive Board is fine with the TCCSMD reaching out to Eastern Shore towns as they see fit. The Board asked Mr. Warner to communicate their thoughts to the TCCSMD Executive Director Wayne Clark.

New Business

Presentation of FY11 independent financial statements

Copies of both the MSRC and Shore Gourmet (SG) FY11 financial reports were presented to the Board for review. They were both prepared by certified public accountant Darian Sump, owner of Sump & Associates, and were received by MSRC on 11/29/11. Mr. Warner stated that the he wanted the MSRC to receive the SG financials since grant funds are still flowing through the MSRC to SG. Once the 501c6 organization is not funded through the MSRC this should not be necessary. Chairman Bartlett suggested the Board Members review and contact the MSRC with any comments or questions. He also would like to take action on these items at the next Executive Board meeting. In addition, Chairman Bartlett had one change he would like to see implemented; and that was to have Mr. Sump have an original signature on the documents vs. the stamped company version utilized.

Other matters

Mr. Warner stated that DBED regional representative Mindie Burgoyne e-mailed him this morning regarding a meeting initiated by DBED Assistant Secretary of Business & Enterprise Development Bob Walker. Mr. Walker would like to meet with Mr. Warner and any MSRC Council members on Monday, June 25, at 10:00am at the MSRC office. Mr. Warner asked if any of the Executive Board members would be interested in attending this meeting. He stated it is merely an outreach effort on Mr. Walker's part as he will be passing through town on his way to the lower shore that day. It was decided that MSRC would send out a reminder regarding this issue, giving the Executive Board time to check their prospective calendars and get back to him on this issue.

Member comments/requests

None

Adjourn

On a motion by Mr. Nashold and seconded by Mr. Fuchs the meeting was adjourned at 1:17 p.m. by unanimous consent.

Mid-Shore Regional Council FY13 Scope of Work

Federal Identification Number: 52 - 2340230

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.
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.
- 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, 2012 to June 30, 2013

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 – CEO roundtables.
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

Timeframe: July 1, 2012 to June 30, 2013

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, 2012 to June 30, 2013

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 Professional Science Master's (PSM) Degree 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 and opportunities to address growth impacts.
- Regional GIS center operational.
- Continue to fund the Eastern Shore Regional GIS Cooperative.
- Facilitate the completion of a county or municipal GIS administration project projects by the PSM 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 GeoDASH Initiative. 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, 2012 to June 30, 2013

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:

- FY13 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, 2012 to June 30, 2013

Blue = delete

Yellow = add