

## Minutes

Rural Maryland Council Executive Committee Meeting  
Tuesday, September 13, 2016, 12:00 noon to 2:00 p.m.  
Maryland Department of Agriculture, Annapolis, MD

### Participants:

Doris Mason, Chair	Matt Teffeau, Second Vice Chair
Josh Hastings, First Vice Chair	Erroll Mattox, Representing District 6 & GICA
Scott Warner, Immediate Past Chair	
Mike Pennington, Nominating Committee Chair	RMC Staff:
Mike Thielke, Joint Planning and Development Committee Chair	Charlotte Davis, Executive Director
	Meredith Donaho, Program Administrator

### Guests:

Lara Wilson, Executive Director, Maryland Rural Health Association  
Lori Werrell, Board President, Maryland Rural Health Association (via telephone)  
Mark Rajkowski, Board Member, Maryland Rural Health Association  
Temi Oshiyoye, Board Member, Maryland Rural Health Association  
Stephanie Garrity, Board Member, Maryland Rural Health Association

Chair Mason called the meeting to order at approximately 12:06 pm.

### **Maryland Rural Health Association Rural Health Plan Presentation**

The Maryland Rural Health Association (MRHA) was invited to present a proposal for a Rural Health Plan in a request for funds from the Rural Maryland Council. MRHA has been awarded a small, limited contract from the State Office of Rural Health (SORH) at the Maryland Department of Health and Mental Hygiene to assist in the creation of an updated state-wide Rural Health Plan for Maryland. MRHA proposes to complete a more robust and comprehensive Rural Health Plan with a request of \$30,000 from the Rural Maryland Council.

The RMC Executive Committee agreed to conditional approval of the MRHA grant proposal to update the State's Rural Health Plan. The RMC Executive Committee requested the following from the MRHA:

- Resubmission of the application without the Maryland Agricultural Education and Rural Development Assistance Fund template. MAERDAF is governed by a separate independent entity.
- Clarification as to who will actually be writing the Plan (the assumption gathered from the presentation is that it will be the Executive Director of the Maryland Rural Health Association).
- Submission of a complete project budget including: the State Office of Rural Health's and the Maryland Rural Health Association's contributions to the project.
- Clarification of in-kind contributions and letters of support from partnering agencies.

Chair Mason requested a motion to accept the conditional approval and requests; a motion was made by Scott Warner; Mike Pennington seconded the motion. With no further suggestions, the conditional approval and requests of the MRHA Rural Health Plan proposal were accepted by the Board.

The RMC Executive Committee scheduled a final presentation of the proposal before the full RMC Executive Board meeting for September 30, 2016, pending receipt of the requests.

### **Minutes**

The Board reviewed the agenda. The Board reviewed the minutes from the June 6, 2016 Executive Committee Meeting. Several recommendations were made, including:

- Eliminating “Board” from the second line, first paragraph to read “The Board reviewed the minutes from the March 22, 2016 Executive Committee Meeting”;
- Addition of “(amount of \$3,000)” to be placed within the first bullet line of page 2, following “Small Farms Conference”;
- Addition of the following bullets to the top of page 2:
  - Decrease funding for line-item “Marketing and Promotion” from \$20,000 to \$19,000;
  - Decrease funding for line-item “Misc. Contract Services (Rural Stat)” from \$20,000 to \$0;
  - Decrease funding for line-item “Research – TOW” from \$50,000 to \$45,000;
  - Increase funding for line-item “Grants, Subsidies, and Contributions” now to be called “Grants, Subsidies, and Outreach” from \$20,000 to \$53,000. The ‘decrease funding’ was moved to this line-item is for a \$30,000 grant to MRHA.

A motion was made by Erroll Mattox to accept the minutes, the motion was seconded by Mike Thielke. The minutes with the amendments were accepted unanimously.

### **Financials – FY17 Budget**

Charlotte Davis presented the FY2017 Budget; the budget is on track, there have been no major expenditures yet. The RMC has \$388,917 in total revenues for FY 2017. Currently, there is a total of \$356,088.58 in available revenues; the Council has so far spent \$32,828.42. Leftover funds from FY2016, \$9,000, will be carried over and disbursed as a payment for one of the MAERDAF grants this year. There has been a small accrual of returned FY2016 MAERDAF funds; Crossroads Community returned their funds because a Volunteer Maryland coordinator left the program. A motion was made by Mike Pennington to accept the budget; the motion was seconded by Erroll Mattox. The budget was accepted unanimously with no amendments.

### **Health Care Committee**

Health Care Committee Chair Tom McLoughlin was unavailable to attend the meeting; Charlotte Davis provided an update on the activities of the Committee. The Health Care Committee held a meeting Tuesday, September 6<sup>th</sup> and received two guest speakers, Walter Sallee and Alicia Mezu of the Maryland State Department of Education, who provided a presentation on School Based Health Centers. The RMC Health Care Committee will be wrapping up its activities by December 2016. Tom McLoughlin will draft a final report and will share and revise the draft with the Health Care Committee members by November; the finalized report will be made available by the end of December 2016.

### **RMPIF**

Charlotte Davis and Scott Warner provided an update on RMPIF. The scheduled RMPIF Grant Review Board meeting for Wednesday, August 31<sup>st</sup> was postponed and rescheduled for Tuesday, October 4, 2016; the meeting was postponed due to the unavailability of several of the RMPIF Grant Review Board members to attend. The RMPIF grant program received 43 applications, and over \$3million total in requests.

### **Legislative Committee**

Legislative Committee Chair Josh Hastings provided an update on the Legislative Committee. The Legislative Committee met July 7<sup>th</sup>, all participants shared highlights of events and activities their organizations are working on. The next Legislative Committee meeting is scheduled for Monday, September 9<sup>th</sup>, 1pm-2pm, via conference call. The Legislative Committee will continue to discuss renewable energy sprawl as a policy topic at their next meeting.

### **RMC/RMF Joint Planning Committee**

Charlotte Davis and Mike Thielke (RMC/RMF Joint Planning Committee Chair), presented the update. The next Committee meeting is scheduled for Wednesday, November 9, 2016. The Committee will review and report evaluations for achieving the strategic plan, these evaluations will be added to the agenda for the next Executive Committee meeting October 25, 2016.

### **Rural Maryland Foundation**

Dan Rider, President of the Rural Maryland Foundation, was absent from the meeting; Charlotte Davis provided an update on the Foundation's activities. The Transfer of Wealth Study Request for Proposals has been submitted to: Frostburg State University, Sage Policy Group, Beacon Group, and Center for Rural Entrepreneurship. The Request for Proposals will also be advertised on the Rural Maryland Council website, newsletter, and eMaryland Marketplace. Screenings of the film "Farmland" and "Rural Aspirations" are scheduled for Saturday, September 17<sup>th</sup> at the Thurmont Main Street Center, and for Thursday, November 10<sup>th</sup> at the Eastern Shore Land Conservancy's Annual Conference. The next Rural Maryland Foundation meeting is scheduled for Thursday, October 13, 2016.

### **GICA**

Erroll Mattox, Chair of the GICA Committee, shared that the annual GICA meeting will be taking place in a week. He also shared insight that different counties within the State have different requirements and regulations for producing added-value agriculture products.

### **Executive Director's Report**

Charlotte Davis shared that the Rural Maryland Council will be hosting a Partners for Rural America conference in September 2017. Ideas for the conference may include a day trip to Washington, DC or trips to the Eastern Shore, with a topical focus on the Chesapeake Bay. Charlotte Davis also shared a handout detailing the breakdown of email contacts in the Constant Contact database. This breakdown analysis will be used to further promote marketing efforts.

A memo detailing health insurance and retirement subsidy estimates for Rural Maryland Council staff was also presented in a handout. A follow-up will be conducted with private health and retirement insurers to collect pricing estimates, in addition to researching if the subsidies will be taxable. This information will be shared at the next Executive Committee meeting in October. Also, a job announcement for a Contractual Administrative Assistant was placed in the Star Democrat in July, which did not result in any viable candidates. An additional job announcement has been advertised on Monster.com. The Board requested that a copy of the announcement be shared, and Chair Mason requested that the announcement also be placed on the Maryland Workforce Exchange website.

Chair Mason requested that her Chairperson's Report be moved to the last item on the agenda.

**New Business**

**September 30<sup>th</sup> Executive Board Meeting Agenda:**

The Committee reviewed a draft of the Executive Board meeting agenda. A recommendation was made to remove the word "Committee" from the top line on the agenda draft. It was also recommended that a guest speaker be invited to the meeting; Chair Mason recommended and the Board agreed that an invitation to speak should be extended to Secretary Van T. Mitchell, Maryland Department of Health and Mental Hygiene. The Board also recommended that Brian Prendergrast, Program Manager of the Mosquito Control Program in the Maryland Department of Agriculture be invited, Both should focus on their respective Department's initiatives for Zika awareness and health programs. An invitation will also be extended to Secretary Joe Bartenfelder, Maryland Department of Agriculture, to attend the meeting as a guest. It was recommended that the guest presenters be listed as the first item after the welcome and opening remarks on the agenda and that the Chair report out at the end of the meeting.

**Strategic Plan:**

The strategic plan will need to be presented to the Executive Board for their approval at the September 30<sup>th</sup> Executive Board Meeting. Mike Thielke, who chairs the Joint Planning Committee, will present the strategic plan to the Executive Board at the meeting.

**Procurement Policy:**

Charlotte Davis provided an overview of a draft procurement policy for the Rural Maryland Council. The Rural Maryland Council is exempt from the state procurement policy, but is required to have a written policy in place. The board agreed to have the policy evaluated by the Maryland Department of Agriculture's Assistant Attorney General for final view, the reviewed policy will then be submitted for a vote to the Executive Committee in one week by email. The policy, upon approval, will be submitted for presentation and a vote at the September 30<sup>th</sup> Executive Board meeting.

**Nominating Committee:**

Charlotte Davis announced that several board terms are due and a vote will be needed for election of new board officers. Mike Pennington, Chair of the Nominating Committee, announced a call for nominations to the board. It was requested that an updated 2016 Board Roster List be submitted to the Executive Committee by email. Two new board members have been announced, Emily Snyder representing the Maryland Farm Bureau, and Cindy Stone representing the Maryland Department of Housing and Community Development. As is typical, evaluations will be sent to the board requesting feedback on the performance of the Rural Maryland Council staff and activities.

**Health Care Committee Chair Resignation:**

Tom McLoughlin, Health Care Committee Chair, has announced his resignation from the Rural Maryland Council Board of Directors effective December 31, 2016. Tom will complete a final report of Health Care Committee activities by December. The Nominating Committee will look for potential replacements for the Health Care Committee Chair position, as well as seek guidance for replacements by Tom.

**Chairperson's Report**

Chair Mason announced that she will be transitioning off as Chair of the Rural Maryland Council Board, and highlighted her excitement that Josh Hastings, 1<sup>st</sup> Chair, will be transitioned in as the Chair in 2017. Chair Mason thanked the staff and board for their hard work and service.

**Adjournment**

The meeting adjourned at 2:50 pm.

The next RMC Executive Committee Meeting will be held Tuesday, October 25, 2016, 12pm-2pm,  
Location TBD