

## **Minutes**

Rural Maryland Council Executive Committee Meeting  
Tuesday, March 22, 2016, 12:00 noon to 2:00 p.m.  
Rams Head Shore House Restaurant, 800 East Main St., Stevensville

### Participants:

Doris Mason, Chair

Josh Hastings, First Vice Chair

Scott Warner, Immediate Past Chair

Mike Pennington, Nominating Committee Chair

Mike Thielke, Joint Planning and Development  
Committee Chair

Thomas McLoughlin, Healthcare Committee  
Chair

### RMC Staff:

Charlotte Davis, Executive Director

Meredith Donaho, Administrative and  
Communications Assistant

Chair Mason called the meeting to order at approximately 12:15 pm.

The Board reviewed the agenda. Updates on the Rural Maryland Foundation and GICA were not reported due to their respective representation's absence.

### **Joint Planning and Development**

Mike Thielke provided a review of the Joint Planning and Development Meeting March 9, 2016 minutes, emphasizing the committee would not be a working committee, the Committee will be involved in the strategic planning process and will provide support but will not be responsible for leading or executing the strategic plan.

### **Executive Committee and Executive Board Review**

The Committee then reviewed the January 12, 2016 Executive Committee Meetings minutes. A motion was made by Josh Hastings to approve, Scott Warner seconded, the minutes were approved with all in favor and no changes were made.

The Committee reviewed the January 29, 2016 Executive Board Meeting minutes. Revision recommendations were offered including revising the description for the guest speaker's remarks to include Program Open Space and clarify the amount the Rural Maryland Prosperity Fund will be receiving, including information on the Mets Guild in Doris' remarks under Youth Engagement, and replacing Mike Thielke with Charlotte as speaker for remarks on the Joint Planning and Development Committee. The Committee made a motion to accept the minutes with the recommendations, all were in favor.

### **Financial**

Charlotte provided an overview of FY2016 budget stating the Council is under-spending by just a little. To finish out the year, the remaining large expenses the Council will be purchasing include a new display

with updated logos for exhibits, possibly a new laptop computer, and expenses for the board retreat and strategic plan.

For FY2017, the budget includes expenses to include hiring a 3<sup>rd</sup> person, leadership development, an increase in marketing and promotion, updating the Rural Stat feature on the website and making it mobile friendly, establishing a second office in Western MD, creating a Transfer of Wealth study, and distributing the rest via the MAERDAF formula.

There was concern that the RMC should allot more funding towards more convening activities, including hosting more issue forums, ½ day forums, and focusing on small at-risk communities. It was also mentioned that health activities, particularly establishing a model and allocating seed money, with other organizations offering a match, could help to move health care-related priorities to more achievable, impactful possibilities. Marketing, emphasis on social media and promotion with press releases and the possibility of contracting a consultant, was also cited as needing an increase in funding.

Charlotte also offered staff proposals in the budget, including a 3% increase in her salary, moving Meredith to Program Manager/mid-level Policy Analyst position, and hiring a 3<sup>rd</sup> person to be Administrative and Communications Assistant. Doris made a motion to offer and include in the budget for RMC staff 2 weeks paid vacation, 3 personal days, with the stipulation a new hire would have 6 month probation before taking leave/vacation. The Committee concluded Scott, Doris, and Charlotte will meet with Secretary Bartenfelder's office to discuss receiving pins for RMC staff, and would need to check with the MDA regarding benefits for RMC staff.

### **Legislative**

Josh Hastings provided a review of the 2016 Bill Tracker sheet and copies of submitted bill testimonies. There was a question regarding the clarification surrounding SB737 and SB738 – Rural Economic Development, Charlotte explained the bills would combine manufacturing and rural economic development incentives including property tax exemption, income and sales and use tax exemptions, targeting specifically heavy manufacturing but not include retail.

### **New Business**

The Committee received Kathleen Case, a strategic planning consultant, as a guest to explain her ideas for assisting in the strategic planning process and her background and experience with planning. Kathleen provided a draft strategic planning retreat agenda detailing her vision for the strategic retreat and objectives to accomplish. She expressed that the Council needed to work on setting a clearer mission and needed a compelling, heartfelt vision statement.

The Committee also reviewed the Board Retreat package proposal. A motion was set to accept Kathleen as the strategic plan consultant, Mike Thielke accepted, Scott Warner seconded, all in favor.

The dates of April 28<sup>th</sup> & 29<sup>th</sup>, or alternative May 9<sup>th</sup> & 10<sup>th</sup>, for the board retreat were established as preferable dates and to accept Kent Manor Inn as the board retreat location and overnight stay was motioned by Mike Thielke and seconded by Josh Hastings, all in favor.

The Committee noted that it would be beneficial to draft a fiscal policy concerning procuring contractors and contract work in the future.

### **Health**

Tom McLoughlin provided a review of the minutes and an overview of the Rural Advisory Meeting that took place March 17<sup>th</sup>. He also discussed speakers for the April 5<sup>th</sup> Healthcare Committee meeting, working on collaborating with Public School systems on increasing communication and collaboration addressing youth needs and expanding health providers' roles in addressing early detection of substance abuse and depression, and an overview of a draft letter to be sent to physicians regarding expansion of the health provider's role.

### **April 8<sup>th</sup> Agenda**

The Committee reviewed the April 8<sup>th</sup> Board Meeting agenda. Scott Warner, Mike Thielke, and Mike Pennington will not be available to come, Doris will present the RMPIF information in lieu of Scott. Joint Planning and Development updates would be struck from the agenda, Mike will be unavailable to present the update. Introductions will be included in the agenda between approval of January 29<sup>th</sup> minutes and the Board and Committee reports. A motion was made to accept the changes, Mike Pennington motioned, Josh Hastings seconded, all in favor.

### **MAERDAF Criteria**

A recommendation to add a clarification to include the words "extra points awarded" in the paragraph regarding priority funding considerations was offered. Charlotte also explained that "innovative projects" was replaced with priorities. A motion to approve the guidelines was motioned by Mike Thielke and seconded by Mike Pennington, all in favor.

### **RMPIF Criteria**

A motion was made for the RMPIF Committee, as currently constructed, to meet and construct guidelines, including composing a draft and providing rationale, for RMPIF. Mike Pennington made the motion, Tom McLoughlin seconded, all in favor.

### **Other Business**

The Committee reviewed a proposal to provide sponsorship of \$2500 to the Delmarva: A Region of Possibilities Conference on May 5, 2016. Doris requested that a bottom-lined budget needed to be provided before the proposal could be accepted. Mike Pennington moved to request a budget for a decision, Josh Hastings seconded, all in favor.

### **Adjournment**

With no further questions or comments, Chair Mason concluded the meeting by asking for a motion to adjourn. The motion was accepted by Scott Warner, seconded by Mike Thielke; the meeting adjourned at 3:30 pm. The next meeting day/time was not established.