

Minutes

Rural Maryland Council Executive Committee Meeting
Monday June 6, 2016, 12:00 noon to 2:00 p.m.
Rams Head Shore House Restaurant, 800 East Main St., Stevensville

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	
Mike Thielke, Joint Planning and Development Committee Chair	RMC Staff:
Dan Rider, RMF President	Charlotte Davis, Executive Director
	Meredith Donaho, Administrative and Communications Assistant

Chair Mason called the meeting to order at approximately 12:02 pm.

The Board reviewed the agenda. The Board reviewed the minutes from the March 22, 2016 Executive Committee Meeting. A motion was made by Erroll Mattox to accept the minutes; the motion was seconded by Matt Teffeau. The minutes were accepted unanimously, no amendments were suggested.

The Board reviewed the minutes from the April 8, 2016 Executive Board meeting. There was one recommendation to include the next meeting time, date and location to the end of the minutes. A motion was made by Josh Hastings to approve with amendment the minutes; the motion was seconded by Matt Teffeau. The minutes with amendment were accepted unanimously.

Financials – FY17 Budget

Charlotte Davis provided an overview of the Fiscal Year 2017 budget. The remainder of funds for FY16, \$25,303.44, will be used to update exhibit/tradeshows displays with RMC's current logo and to continue operations. It was suggested to move the allotted funds for the tradeshow displays to the "Marketing and Promotion" category. For FY17, there will be an increase allotted for salaries to hire a third staff member, and move the current staff member, Meredith Donaho, from Administrative Assistant to a Program Administrator and Policy Analyst position. Additional salary funds will be used to provide compensation for interns or hire temporary staff. Questions were raised by the Board if the RMC should look into providing benefits, simple IRA retirement account and/or health insurance, to its full-time staff. A formal request was made by Erroll Mattox for staff to research the costs to provide health care reimbursement and a simple IRA account for staff, as well as to research if the funds can be provided through the State of Maryland. Requests for proposals for retirement and health care will be provided as a package to the Board for their consideration at the next Executive Board Committee meeting.

Charlotte Davis also provided an overview of the expenses for FY17, including costs to attend an out-of-state conference in Arizona. Requested revisions by the Board included:

- Eliminate line-item “Constituent Outreach” and roll sponsorship funding for LEAD MD events, Small Farms Conference (amount of \$3,000) to the line-item “Grant, Subsidies, and Contributions” which will be renamed “Grants, Subsidies, and Outreach”;
- Decrease funding for line-item “Legislative Committee” from \$10,000 to \$8,000;
- Decrease funding for line-item “Health Care Committee” from \$10,000 to \$8,000;
- 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 ‘decreased funding’ in the above that was moved to this line-item is for a \$30,000 grant to the Maryland Rural Health Association;
- Under line-item “Board Development”, include costs for Board Meeting lunches;
- The term “Miscellaneous” be removed from the line-item “Misc. Contract Services”;
- It was questioned if “Ag and Natural Resources” be added as a line-item, and funding be allocated to the line-item, in the budget.

Charlotte Davis noted that under line-item “Contract Services” funding was included to hire the Maryland Rural Health Association to provide technical assistance for RMPIF Health Care grant applications; the costs would be \$50 per hour for 182 hours. There was concern expressed by the Board that the technical assistance for the RMPIF Health Care grant applications should go through a competitive bid process. There was also concern about the deliverables that would be provided as part of the contract service.

The research for the Transfer of Wealth Study will also need to undergo a competitive bid process. The Transfer of Wealth Study was mentioned on June 6th by WYPR radio media, and published by several other newspapers. Possible request for proposals should be solicited by Sage, Beacon, and local firms. The methodology for the Study is already created, which will help to minimize the costs. It was suggested that funding for the Transfer of Wealth Study be decreased from \$50,000 to \$40,000.

The FY17 Budget was motioned for approval with amendments by Scott Warner; Mike Pennington seconded the motion. The FY17 Budget was accepted with amendments unanimously.

RMPIF

RMPIF Committee Chair, Scott Warner, provided an overview of the finalized RMPIF Report. The RMPIF Committee provided final edits and suggestions during a conference call meeting on Friday, June 3, 2016. The Report will be delivered to the full Board for a final review, a short window of response time will be provided for feedback. Several suggestions were offered:

- On page 5, the RMC budget will be updated with the revisions suggested during the Executive Committee Meeting;
- On page 8, the acronym for “NCHRP” detailed in the chart should be explained in a note;
- Include a sentence that clearly explains “the delivery of measurable outcomes is required,” as part of the grant deliverables;
- Include a paragraph that explains the RMC is creating a list of measurable performance measures that will be provided in more detail in the January RMPIF Report;
- On page 58, remove Stephen Wright from list of Board Members;

- Separate the list of Executive Committee Board members from other board members and place in a separate section.

RMPIF will be posted on the RMC website, and a press release and email blasts will be distributed by June 13th. A motion to accept the RMPIF Report with amendments was made by Erroll Mattox; the motion was seconded by Mike Thielke. The RMPIF Report with amendments was accepted unanimously.

Legislative Committee

Josh Hastings, Legislative Committee Chair, provided an overview of the 2016 Legislative Review handout and meeting minutes from April 18th. A few areas that were suggested for the Committee to review and research for the next Legislative Session include funds for the VOLT program and expansion of the geographic area for video lottery terminals and casino funding. There is also a strong interest in rural investment tax credits, research is being conducted to compare the tax incentives offered in other states. The next Legislative Committee meeting will be post-poned and rescheduled for Thursday, July 7, noon-2pm, at the Wye Research and Education Center in Queenstown.

Strategic Plan

Mike Thielke, Chair of the RMC/RMF Joint Planning and Development Committee, presented the final draft of the Strategic Plan. The strategic plan will be used as a guide, a monthly review will be provided of the plan in comparison to the direction and operations of the Committees; Meredith Donaho and Charlotte Davis will provide this review and evaluation. The RMF Board will review the plan to see if they would like to incorporate their goals into the plan or create their own strategic plan. It was suggested that a 4th column be added to the Key Action charts to provide documentation for updated status of changes in the plan. It was also suggested the titles on each goal page mimic verbatim the goals listed on the introductory page to avoid confusion. A motion was made by Doris Mason to accept with amendments the strategic plan; Josh Hastings seconded the motion. The strategic plan with amendments was accepted unanimously.

MAERDAF Annual Report

Charlotte Davis provided an overview of the FY16 MAERDAF Annual Report, due to the General Assembly on June 30th, as defined in statute. Mike Thielke requested that the project description for Eastern Shore Land Conservancy be updated with the Accenture project. No other suggestions or amendments were requested.

Other Updates

Charlotte Davis provided a brief overview of the Health Care Committee, including minutes from the meeting of May 6th. The Health Care Committees has had several guest speakers present at the Committee Meetings including Dr. Cheryl De Pinto, Karen Kverno, and Adele Forrester to speak about mental and substance addiction treatment.

Charlotte Davis mentioned her performance evaluation by the Board is due. Chair Mason confirmed that she will conduct the performance evaluation for Charlotte and will share the evaluation with the other

Executive Board Committee members for their feedback.

Adjourn

Josh Hastings made a motion to adjourn the meeting; Erroll Mattox seconded the motion. The meeting adjourned at 2:10 pm. The next Executive Board Committee meeting will be held Tuesday, September 13th, noon -2pm, location TBD.