

## **Minutes**

Rural Maryland Council Executive Committee Meeting  
Tuesday, March 21, 2017 12:00 noon to 2:00 p.m.  
Harry Browne's Restaurant, 66 State Circle, Annapolis, MD

### Participants:

Josh Hastings, Chair	Lindsay Thompson, Legislative Committee Co-Chair
Erroll Mattox, Second Vice Chair	Chair
Doris Mason, Immediate Past Chair	
Mike Pennington, Nominating Committee Chair	
Scott Warner, RMPIF Committee Chair	RMC Staff:
Lara Wilson, Health Care Committee Co-Chair	Charlotte Davis, Executive Director
	Meredith Donaho, Program Administrator
	Amanda Clevenger, Administrative Assistant

Chair Hastings called the meeting to order at approximately 12:10 pm.

Executive Director, Charlotte Davis, introduced the Lara Wilson, Co-Chair of the Health Care Committee, and Lindsay Thompson, Co-Chair of the Legislative Committee.

### **Minutes**

The Board reviewed the minutes from the January 24, 2017 Executive Committee Meeting. No comments or suggestions for revisions were made. A motion was made by Erroll Mattox to accept the minutes. The motion was seconded by Doris Mason, and all were in favor. The minutes from the January 24, 2017 Executive Committee Meeting were accepted unanimously.

The Board reviewed the minutes from the January 27, 2017 Legislative Luncheon and Executive Board Meeting. No comments or suggestions for revisions were made. A motion was made by Mike Pennington to accept the minutes. The motion was seconded by Doris Mason, and all were in favor. The minutes from the January 27, 2017 Legislative Luncheon and Executive Board Meeting were accepted unanimously.

### **Financials – FY17 Budget**

Charlotte Davis presented the FY2017 Budget as of March 17, 2017. The Rural Maryland Council has total operating available revenue of \$198,095.18, and total grant expenditures of \$1,945,073.00. All funds for the Maryland Agricultural Education and Rural Development Assistance Fund (MAERDAF) and Rural Maryland Prosperity Investment Fund (RMPIF) have been expended.

The actual costs for the Transfer of Wealth Study, LEAD Maryland, and salary for the Administrative Assistant position are much lower than amounts budgeted. It is estimated \$50,000 will be leftover in the FY17 and need to be re-allocated. A few ideas were discussed for the re-allocation including increasing the amount allocated for conference sponsorships, sponsorship for the Eastern Shore Entrepreneurship Center High School Business Plan Competition, update the online rural stat portal, including re-design and upgrading for a mobile-friendly platform, and creating a line-item for the Youth Engagement Committee. It was also suggested that additional marketing and promotion funds could be used for an

advertisement for the RMC on the series Maryland Farm and Harvest. A suggestion was made for the Youth Engagement Committee to be allocated \$2,000.00 to host a small convening event in June. A motion was made by Scott Warner to accept the re-allocation of \$2,000.00 for the Youth Engagement Committee. The motion was seconded by Erroll Mattox, all were in favor. The re-allocation of \$2,000.00 to the Youth Engagement Committee was accepted.

Charlotte Davis will update the FY17 budget. A conference call will be planned with the Executive Committee to review and discuss the re-allocations and FY18 budget in April.

### **Health Care Committee**

Lara Wilson, Co-Chair, provided an update for the Health Care Committee. The Health Care Committee met by conference call on March 16<sup>th</sup> to discuss activities. The Committee will be focused on the Rural Health Plan for the State of Maryland. Currently, focus groups have been scheduled in all 18 rural counties. Garrett and Allegany Counties have completed their focus group activities. A first draft of the Rural Health Plan will be delivered June 30<sup>th</sup>, the plan will continue to be revised and submitted for feedback to constituents after June. A final report will be made available by the end of 2018. The Committee is also looking to expend the remainder of its line-item funds by hosting a small event in mid-June to highlight the health care projects accomplished by MAERDAF and RMPHF grantees.

### **RMPHF**

Chair Scott Warner provided an overview of draft timelines, guidelines, and a formula allocation chart provided to participants. Prospective dates for the timeline were reviewed and discussed. It was suggested that the time-frame between the initial grant announcements and white paper submission due date be shortened. It was also discussed that the grant review process may change to include an initial white paper submission, with an invitation to follow for a full grant submission. It was discussed that the RMPHF Committee should meet to review the guidelines and grant review process. A RMPHF Committee meeting will be scheduled for April 4, 2017, 11am-1pm, at the Maryland Department of Agriculture.

### **Legislative Committee**

Charlotte Davis provided an update of the Legislative Committee; Lindsay Thompson left the meeting prior to the update. Copies of submitted letters of information, letters of support and support testimonies were provided for participants. The Committee last met on March 13<sup>th</sup>. The Committee is scheduled to meet again on March 27<sup>th</sup>. A new bill, SB1196 -Tri-County Council for Southern Maryland - Financing Purchase or Lease of Property - Exemption From Procurement Law, has been added for monitoring to the bill tracking list. Declining school enrollments in rural areas, and the possibility that funds for Program Open Space could be diverted to offset the shortage for Baltimore City Public Schools, were also discussed.

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

RMC/RMF Joint Planning Committee Chair Mike Thielke was absent from the meeting. Charlotte Davis shared that there were no new updates.

### **Rural Maryland Foundation (RMF)**

Dan Rider, President of the Rural Maryland Foundation, was absent from the meeting; Charlotte Davis provided an update on the Foundation's activities. The RMF held a meeting on March 9, 2017. A

Transfer of Wealth Technical Advisory Committee (TAC) webinar meeting is scheduled for March 28<sup>th</sup>, two additional webinars are scheduled for May 10<sup>th</sup> and June 29<sup>th</sup>. The Foundation is currently working on a Memorandum of Understanding (MOU) for the Workforce Investment Board (WIB).

### **GICA**

Erroll Mattox, Chair of the GICA Committee, shared that the Committee has no recent updates.

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

Charlotte Davis presented a draft procurement policy that has been reviewed by the Maryland Department of Agriculture Attorney General. The policy includes a 10% preference for rural vendors. The policy will be further discussed at the next Executive Committee meeting.

The RMC is also conducting a Records Retention Schedule to inventory all files and records in the office.

### **New Business**

#### **April 7<sup>th</sup> Meeting and Agenda:**

Charlotte Davis shared a draft agenda for the April 7<sup>th</sup> Spring Quarterly and Executive Board Meeting. The Maryland Forests Association has agreed to sponsor the meeting and their logo will be added to the agenda. A liquor license has also been received to offer samples from Lyon Distillery during the meeting.

#### **2017 Partners for Rural America Summit:**

Charlotte Davis shared that the RMC will be hosting the 2017 Partners for Rural America Summit. The Summit will take place September 10<sup>th</sup>- 14<sup>th</sup>, and will include a day trip of the Eastern Shore and a day trip to meet with Congressional Representatives in Washington, D.C.

#### **2017 Rural Summit:**

Charlotte Davis shared that a theme for the Summit has been finalized, "Bridging the Divide: Strengthening Rural and Urban Communities". It was suggested that the Summit could be advertised on Maryland Farm and Harvest if additional sponsorship funds were allocated. It was also discussed that the draft agenda be revised to include panel discussions instead of individual breakout sessions. The Rural Summit Planning Committee will next meet on May 15, 2017 via conference call.

#### **May 4<sup>th</sup> Small Rural Business Event:**

Charlotte Davis shared that the RMC will co-host a Small Rural Business Summit in partnership with the FDIC, USDA and Federal Reserve of Richmond on May 24<sup>th</sup>, 11am-3pm, at Chesapeake College. The Summit will focus on local economic development. The RMC will provide outreach support.

#### **May 24<sup>th</sup> Rural Broadband Event:**

Charlotte Davis shared that RMC will partner with USDA Rural Development to host a regional broadband summit on May 24<sup>th</sup>, 9am -2pm, in the Miller Senate Office Building, Annapolis, MD. The summit will include sessions on broadband technologies, public-private partnerships, and how to make communities attractive to broadband service providers. The RMC will help with outreach, marketing, and sponsorship/exhibits.

### **Youth Engagement Committee Work Plan**

A draft work plan for the Youth Engagement Committee was shared, which included a timeline and goals. Doris Mason, Chair of the Youth Engagement Committee, will follow-up with RMC staff to set-up a conference call with all interested participants.

**Adjournment**

With no other business to discuss, Chair Hastings asked for a motion to adjourn the meeting. A motion was made by Mike Pennington to adjourn the meeting. Erroll Mattox seconded the motion, all were in favor. The meeting adjourned at 2:20 pm. The next RMC Executive Committee Meeting will be held via conference call to review and finalize a revised FY17 budget and FY18 budget, the date/time will be determined.

Next Meeting: Location/Time TBD