

## **Minutes**

Rural Maryland Council Executive Committee Meeting  
Tuesday, March 27, 2018 12:00 p.m. to 2:00 p.m.  
Rams Head Shore House, 800 Main Street, Stevensville, MD.

### Participants:

Josh Hastings, Chair	Lara Wilson, Health Care Committee Co-Chair
Matthew Tefteau, First Vice Chair	
Erroll Mattox, Second Vice Chair	
Mike Pennington, Nominating Committee Chair	
Scott Warner, Immediate Past Chair and RMPF Committee Chair	RMC Staff:
Mike Thielke, Joint Planning and Development Committee Chair	Charlotte Davis, Executive Director
Lindsay Thompson, Legislative Committee Co- Chair	Meredith Donaho, Program Administrator
	Amanda Clevenger, Administrative Assistant

Chair Hastings called the meeting to order at approximately 12:05 pm.

### **Minutes**

The Board reviewed the minutes from the January 16, 2018 Executive Committee 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 Matt Tefteau, and all were in favor. The minutes from the January 16, 2018 Executive Committee Meeting were accepted unanimously.

The Board reviewed the minutes from the January 26, 2018 Winter Quarterly Executive Board Meeting and Legislative Luncheon. No comments or suggestions for revisions were made. A motion was made by Matt Tefteau to accept the minutes. The motion was seconded by Mike Pennington, and all were in favor. The minutes from the January 26, 2018 Winter Quarterly Executive Board Meeting and Legislative Luncheon were accepted unanimously.

### **Financials – FY18 Budget**

Charlotte Davis presented the FY2018 Budget as of March 23, 2018. The Rural Maryland Council has total operating available revenue of \$273,701.82, and total grant expenditures of \$3,097,046.50. The Upper Shore Regional Council grant agreement was shared with the Committee. Once a signed and executed grant agreement has been received the remainder of the grant funds (\$211,133.00) will be dispersed. The Rural Maryland Council is expected to have a balance of 50% leftover for the remainder of FY2018. Suggestions were made to encumber funds for the RuralStat project, and to spend remaining funds for a Farm and Harvest sponsorship, tickets for the Tawes Festival, broadband mapping project, and sponsorships to the Maryland Agricultural Education Foundation and Rural Maryland Foundation. The Committee will schedule a conference call in May to review and approve a list of items to spend the remaining funds, and to approve the FY2019 budget. A motion was made by Scott Warner to accept the financials report. The motion was seconded by Mike Pennington. All were in favor, and the financials report was unanimously accepted.

The FY2019 budget was also shared with the Committee. The Rural Maryland Council has budgeted for a fourth full-time staff member at \$40,000.00, and a 2% pay increase for staff. The Rural Maryland Council

is expected to receive \$6,167,000.00 in General Revenue Funds for FY2019. A copy of two formulas for allocating the Rural Maryland Prosperity Investment Fund (RMPIF) for FY2019 grants was shared. The traditional formula allocates \$400,000.00 to each regional council, and \$1,000,000.00 to each category of RMPIF. An alternative formula allocates \$411,133.00 to each regional council, and \$513,917.00 to each category of RMPIF. A motion was made by Mike Thielke to select the alternative formula for RMPIF allocation for FY2019. The motion was seconded by Erroll Mattox. All were in favor, and the alternative formula for RMPIF allocation was unanimously selected.

### **Health Care Committee**

Lara Wilson, Co-Chair, provided an update for the Health Care Committee. The Rural Health Plan interactive website has been launched. The next stage of the project is the implementation phase. Co-Chair Wilson has also started outreach to former members of the RMC Health Care Committee for further involvement in Committee meetings.

### **RMPIF**

Chair Scott Warner provided an update for RMPIF. Copies of the updated guidelines and criteria for the Maryland Agricultural Education and Rural Development Assistance Fund (MAERDAF) and RMPIF were shared. Chair Warner requested changes and suggestions for revisions. A suggestion was made to revise the cash match requirement for RMPIF grants, excluding Infrastructure, to include a 2:1 or 50% cash match for the Entrepreneurship and Health Care categories; a higher match would result in a stronger score for the applicant. A motion was made by Lindsay Thompson to accept the revision. The motion was seconded by Mike Thielke. All were in favor, and the revision for the cash match requirement for the Entrepreneurship and Health Care RMPIF categories, excluding Infrastructure, was unanimously accepted.

A suggestion was also made to change the “should” in the RMPIF Entrepreneurship category guidelines to “must” for stronger language. A motion was made by Mike Thielke to accept the change, the motion was seconded by Mike Pennington. All were in favor, and the revision for the language revision for the eligibility section of the RMPIF Entrepreneurship category guidelines was unanimously approved.

A suggestion was made to include language encouraging rural and urban partnerships in the RMPIF Entrepreneurship guidelines. A motion was made by Mike Thielke to accept the revision, the motion was seconded by Lindsay Thompson. All were in favor, and the language to encourage rural and urban partnerships in the RMPIF Entrepreneurship guidelines was approved.

Copies of Performance Measures tracking sheets, and notification of an Agriculture Education Report were shared with the Committee. The Rural Maryland Council will continue to work on program evaluation for the grant programs. The Agriculture Education Report was shared for informational purposes, it requires a narrative of agriculture education projects funded by MAERDAF. The report is due in September 2018.

### **Legislative Committee**

Lindsay Thompson, Co-Chair of the Legislative Committee, provided an update. Copies of the legislative tracking, past meeting minutes, and testimonies were shared with the Committee. A suggestion was made for the Legislative Committee to offer legislative tours to urban and freshman legislators of rural areas. Legislative Tours will be discussed and included on the agenda for the next Legislative Committee

meeting on April 2, 2018.

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

Dan Rider, President of the Rural Maryland Foundation, was unavailable to provide an update. The update was provided by Charlotte Davis. The RMF's next Transfer of Wealth Study (TOW) meeting will be held April 20, 2018, this will be the last meeting and will discuss strategy implementation. The Foundation will also be producing a second Rural Aspirations film. The Foundation held a whiteboard meeting to discuss interview questions for the film on March 15th, and notes from the meeting were available for the Committee. Filming for the project is set for the week of April 16<sup>th</sup> -20<sup>th</sup>, 2018.

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

Charlotte Davis shared a copy of the Agriculture Committee draft work plan, and requested changes and suggestions. The Ag Committee is scheduled to meet sometime in the Fall 2018. Mike Thielke requested to be added to the Ag Committee member roster.

Charlotte Davis shared that the Rural Maryland Council has partnered with USDA Rural Development to host a Small Business Lending Forum in Salisbury on May 10<sup>th</sup>. The Council is also preparing to revise and update the 2006 RMPIF report, plan the Partners for Rural America (PRA) Annual Conference in Utah, and co-host broadband roundtable discussions. A draft proposal of the RuralStat Request for Proposals was also shared. A suggestion was made for Charlotte to reach out to Dr. Michael Scott with the Eastern Shore GIS Cooperative to create an agreement to revise and update RuralStat for \$45,000.00 and to exempt the RuralStat project from the Rural Maryland Council procurement policy due to the urgency of time and leverage of existing activities; if Dr. Scott's agreement is not amendable, the Rural Maryland Council would proceed with the Request for Proposal. A motion was made by Lindsay Thompson to authorize the exemption of the RuralStat project from procurement policy pending an amendable conversation with Dr. Scott. The motion was seconded by Mike Thielke. All were in favor, and the authorization for exemption for the RuralStat project from the procurement policy was unanimously accepted.

### **New Business**

#### **April 6, 2018 Spring Quarterly and Executive Board Meeting Agenda:**

Charlotte Davis shared a draft agenda for the April 6<sup>th</sup> Executive Board meeting. Proposals for Southern Maryland venues for the September Executive Board meeting were shared. The Committee agreed to select the Rod 'N' Reel in Chesapeake Beach as the next Executive Board meeting location.

### **Adjournment**

With no other business to discuss, Chair Hastings asked for a motion to adjourn the meeting. A motion was made by Erroll Mattox, and seconded by Mike Thielke. The motion to adjourn was unanimously approved. The meeting adjourned at 2:10 pm. The next RMC Executive Committee meeting is scheduled for Tuesday, September 18, 2018, Location TBD.