RMC Quarterly Executive Board
Meeting and Legislative Luncheon
January 27, 2023, 12:00 pm – 2:00pm
Location: Calvert House, 58 State Circle, Annapolis, Maryland 21401

Agenda

Participants: RMC Executive Board Members, RMC Staff, and Guests

A. Welcome and Agenda Overview — Susan O'Neill, Chair
   1) Sponsor Recognition - Forever Maryland
B. Guest Speaker: MDA Secretary-Designate Kevin Atticks
C. 2023 Legislative Session Overview — Lindsay Thompson and Chris Benzing, Co-Chairs
   1) 2023 Legislative Priorities
   2) Save the Date - RMC Legislative Events
      a) Rural Maryland Day, Thursday, February 9, 2023
      b) Maryland Day, Friday, March 24, 2023
D. Approval of December 1, 2022 meeting minutes (pgs. 2-3)
E. Board and Committee Reports
   1) Financial Report — Charlotte Davis
      a. FY2023 Budget (pgs.4-5)
   2) Rural Maryland Prosperity Investment Fund (RMPIF) Committee — Scott Warner, Chair
      a. FY2024 Budget
   3) Joint Planning and Development Committee — Mike Thielke, Chair
      a. 2023 Rural Issues Survey - University of Maryland Institute of Governmental Services & Research Institute Proposal (pgs. 6-10)
   4) Rural Maryland Foundation — Dan Rider, President
      a. Rural Research Project (pgs. 11-12)
   5) Health Committee — Sara Seitz, Chair
      a. Human and Health Services Roundtable Report
      b. Next Meeting – February 22, 2023, 10:00am to 11:00am (Zoom)
   6) Executive Director's Report — Charlotte Davis
      a. Staff Activity Reports (pgs. 13-20)
G. New Business
   1) 2023 Rural Summit
   2) Electric Vehicle Symposium, February 13, 2023
   3) Broadband Symposium, May 10, 2023
H. Adjourn

Meeting Generously Sponsored by Forever Maryland

Next Meeting: Friday, March 31, 2023, 12 pm – 2pm, Location, TBD

RMC Annual Meeting and Awards Dinner
Date & Time: December 1, 2022, 6:00 pm - 8:00 pm
Location: Kent Island Resort, 500 Kent Manor Drive, Stevensville, Maryland 21666

Participants: Brandon Rosario, Lucille Walker, Rebecca Ruppert, Cynthia Bambara, Jeff Kirk, Dawn Luedtke, The Honorable Addie Eckardt, Bill Valentine, Kurt Hoffman, Cesante Alrey, Alice Settle-Raskin, Chris Benzing, Cassie Shirk, Steve McHenry, The Honorable Mike McKay, Dave Wilson, Scott Evans, Sara Seitz, Chris Kaselemis, Mel Litter, Grayson Middleton, Lisa Challenger, Andrea Vernot, Ann Hillyer, David Baker, Heather Tinelli, Connie Dean, Anne Hairston-Strang, Leslie Hart, Selene Wilkes, Roger Manno, Nancy LaJoice, Lettie Wilkes, Roxanne Wolf, Debbie Bowden, Nan Mann, Virginia Albers, Pamela Meredith, Rebecca Hamilton, Sarah Kilmon, Deena Kilmon, Genevieve Croker, Janine Liz, Letitia Nichols, Jamie Williams, Kimberly Kratovil, Melissa Kelly, Claudia Cunningham, John Hartline, Susan O'Neill, John Hickman, Carmella Watkins, Arin Bonner, Beth Brewster, Scott Warner, Santo Grande, Joe Bartenfelder, Carol D'Agostino, Caroline Trossbach, Maria Mougridis, Steve McHenry, Matthew Teffeau, Charlotte Davis, Megan D'Arcy, Amanda Clevenger

Chair John Hartline welcomed everyone and convened the meeting at 6:15pm. Chair Hartline introduced the Nominating Committee Chair Chris Benzing to give the nominations for the 2022/2023 RMC Executive Board and Officers. Chair Benzing thanked Mr. Darius Johnson and Ms. Elizabeth Carven for their service on the Board and welcomed the new members that agreed to join the Board, Mr. Dawson Hunter and Ms. Lori Ratzburg. Chair Benzing reviewed the changes on the slate from last year to this year. Chair Benzing thanked Executive Board Chair John Hartline for his service and stated that he will stay on the Executive Committee as immediate and past chair. Chair Benzing announced that Mr. Scott Warner will be chair of the RMPIF Committee and Ms. Susan O'Neill will be the new Chair of the RMC Executive Board. **Mr. Steve McHenry moved that the slate be accepted in its entirety as recommended by the Committee, Mr. Scott Warner seconded the motion. The motion to accept the board slate in its entirety as recommended by the Committee was unanimously approved.**

Chair Hartline invited participants to enjoy the buffet dinner before the awards ceremony and the business meeting. The awards ceremony started at 6:45pm. Chair John Hartline presented the Rural Legacy Award to Governor Larry Hogan, Jr. and Secretary Joe Bartenfelder accepted the award on the Governor's behalf. Mr. Matt Teffeau presented the Outstanding Rural Community Volunteer award to Ms. Selena Wilkes. Ms. Debbie Bowden presented the Outstanding Rural Community Development award to the Benedictine School. Mr. Bill Valentine presented the Outstanding Rural Economic award to Western Maryland Works. Ms. Charlotte Davis and Mr. Scott Warner presented the Rural Leadership Award to Senator Addie Eckardt. Chair Hartline presented and accepted the Rural Champion award to Senator Michael Jackson. Ms. Charlotte Davis and Ms. Susan O'Neill presented a special thank you gift to Chair John Hartline for his service to the RMC.

Chair Hartline started the business meeting at 7:45pm. **Chair Hartline asked for a motion to approve the September 23, 2022 meeting minutes. Ms. Susan O'Neill made the motion, Mr. Scott Warner seconded the motion. The 9/23/2022 meeting minutes were unanimously approved.**

Ms. Charlotte Davis provided the financial report and stated that the grant agreements were sent to the grantees and that the Council plans to get all the grant funds out by the end of the calendar year. **Mr. Steve**

McHenry made the motion to accept the financial report, Mr. Matt Teffeau seconded it. The financial report was unanimously approved.

Ms. Charlotte Davis reported on the RMPIF Committee and shared the Council asked $9 million in the FY2024 budget. Ms. Davis reported on the Legislative Committee and stated that the Council is proposing draft legislation called the Rural Communities Improvement Act and provided an overview of the legislation. Ms. Davis reported on the upcoming legislative events that will include the Welcome Breakfast on January 13, Legislative Lunch on January 27, Rural Maryland Day, 2/9 and Maryland Day on 3/24.

Chair of the Agriculture Committee Mr. Matt Teffeau reported the Committee will continue to monitor the livestock processing proposal and the agricultural use assessment. Ms. Charlotte Davis reported on the Joint Planning and Development Committee reviewed the 2022 Rural Issues Report with the Board and provided an update on the Membership Campaign. Health Committee Chair Sara Seitz reported on the health and human services transporation roundtables that were held in the fall. Ms. Charlotte Davis provided the Executive Director's Report which included the 2023 RMC calendar, the draft annual report, staff activity reports and the upcoming electric vehicle symposium on February 13.

Chair Hartline asked for a motion to adjourn the meeting. Mr. Steve McHenry made the motion to adjourn the meeting, Mr. Matt Teffeau seconded the motion. The meeting adjourned at 8:05pm.

FY2023 BUDGET - Rural Maryland Council					
	Obj	***FY 2022 Actual***	***FY 2023 Budget***	***FY 2023 Actual***	***FY 2024 Budget***
Fund PCA		*11/8/2021*	*9/6/2022*	*9/6/2022*	*3/23/2022*
General Fund Revenues	38101	**$ 6,000,000.00**	**$ 9,001,144.00**	**$ 9,001,144.00**	**$ 9,001,144.00**
Special Fund Carry Over	38109				
Special Funds - Racing Revenue	38103				
RMPIF Breakdown					
RMC Operating		$ 500,000.00	$ 750,000.00	$ 750,000.00	$ 750,000.00
Regional Councils		$ 2,000,000.00	$ 3,000,000.00	$ 3,000,000.00	$ 3,000,000.00
Infrastructure		$ 1,000,000.00	$ 1,500,000.00	$ 1,500,000.00	$ 1,500,000.00
Entrepreneurship		$ 1,000,000.00	$ 1,500,000.00	$ 1,500,000.00	$ 1,500,000.00
Health Care		$ 1,000,000.00	$ 1,500,000.00	$ 1,500,000.00	$ 1,500,000.00
MAERDAF		$ 5,000,000.00	$ 751,144.00	$ 751,144.00	$ 750,000.00
MAERDAF Line item	39101	$ 118,485.00	$ 118,485.00	$ 118,485.00	$ 118,485.00
TOTAL Revenue		**$ 6,118,485.00**	**$ 9,119,629.00**	**$ 9,119,629.00**	**$ 9,119,629.00**
Expenses	***Obj***	***FY 2022 Actual***	***FY 2023 Budget***	***FY 2023 Actual***	***FY 2024 Budget***
Fund PCA	*Obj*	*9/6/2022*	*3/23/2022*	*1/10/2023*	*3/23/2022*
Salaries	0101	$ 257,468.67	**$ 300,000.00**	**$ 132,555.55**	**$ 306,000.00**
Social Security	0151	**$ 19,016.27**	**$ 19,100.00**	**$ 8,555.68**	**$ 19,100.00**
Health Insurance	0152	**$ 44,144.81**	**$ 45,000.00**	**$ 20,459.09**	**$ 45,000.00**
Retiree Health Insurance	0154	**$ 26,178.34**	**$ 26,200.00**	**$ 13,427.58**	**$ 26,200.00**
Employee Pension	0162	**$ 44,764.20**	**$ 45,000.00**	**$ 23,846.61**	**$ 46,500.00**
Unemployment	0174	**$ 721.27**	**$ 1,000.00**	**$ 313.19**	**$ 1,200.00**
Professional Development		**$ 4,600.00**	**$ 4,600.00**	**$ -**	**$ 7,500.00**
Total Personnel Expenses		**$ 396,893.56**	**$ 440,900.00**	**$ 199,157.70**	**$ 451,500.00**
Other Operations					
Postage	0301	$ 1,108.66	$ 1,200.00	$ 11.53	$ 1,200.00
Telephone (Desk Calls)	0302		$ 750.00		$ 750.00
Cellular	0306	$ 931.54	$ 1,600.00	$ 176.09	$ 1,600.00
Grants Management Software		$ 10,000.00	$ 10,000.00		
Instate Routine Ops	0401	$ 4,762.43	$ 14,000.00	$ 10,030.87	$ 13,415.00
In State/Conf./Training (Board Meetings)	0402	$ 4,802.18	$ 15,450.00	$ 6,083.48	$ 14,600.00
Motor Pool mileage	0706	$ 1,320.55	$ 3,500.00	$ 682.85	$ 3,500.00
Out of State	0404	$ 1,039.40	$ 5,000.00	$ 995.55	$ 3,000.00
Printing and Reproduction	0804	$ 5,324.65	$ 15,000.00	$ 7,798.83	$ 15,000.00
Constant Contact/Zoom	0862				
Xerox	0838	$ 528.02	$ 1,500.00	$ 270.87	$ 2,500.00
Office Supplies	0902	$ 3,033.37	$ 3,000.00	$ 497.83	$ 5,035.00
Audio/Visual	0903	$ 13,700.00	$ 8,000.00		$ 15,000.00
Subscriptions	1304	$ 1,499.50	$ 1,500.00	$ 2,017.47	$ 1,750.00
Association Dues	1305	$ 3,645.00	$ 3,600.00	$ 220.00	$ 3,600.00
Insurance	0704				
Legislative Committee - Issue Forums outreach			$ 10,000.00		$ 10,000.00
Health Care Committee			$ 30,000.00		$ 15,000.00
Board Development		$ 1,222.00	$ 10,000.00	$ 6,570.00	$ 15,000.00
Marketing and Promotion		$ 6,864.21	$ 25,000.00	$ 5,290.09	$ 35,000.00
Grants, Contributions and Constituent Outreach			$ 35,000.00	$ 35,000.00	$ 30,000.00
MAERDAF Grants					
RMPIF Grants					
Conf. Sponsorships (RRTs, MRHA)	**0840**	$ 18,400.00	$ 40,000.00	$ 23,600.00	$ 40,000.00
Statewide event/Broadand Symposium		$ 17,031.93	$ 30,000.00		$ 15,000.00
National conference - PRA			$ 5,000.00		$ 5,000.00
Mis. Contract Services (Rural Stat)	**0899**		$ 10,000.00		$ 20,000.00
Board Retreat - Strategic Planning					$ 2,500.00
Research - TOW/Think Tank		$ 15,000.00	$ 30,000.00		$ 30,000.00
Broadband Task Force survey					

Total Other Operations		**$ 507,107.00**	**$ 750,000.00**	**$ 298,403.16**	**$ 749,950.00**	
Total RMC Operating Available Revenue		**$ (7,107.00)**				
Grant Expenditures						
Regional Councils		$ 2,000,000.00	$ 3,000,000.00	$ 2,400,000.00	$ 3,000,000.00	
Infrastructure		$ 1,125,000.00	$ 1,500,000.00	$ 980,558.00	$ 1,500,000.00	
Entrepreneurship		$ 647,763.00	$ 1,500,000.00	$ 850,000.00	$ 1,500,000.00	
Health Care		$ 913,949.00	$ 1,500,000.00	$ 1,391,120.00	$ 1,500,000.00	
MAERDAF		$ 792,788.00	$ 750,000.00	$ 771,068.00	$ 750,000.00	
MAERDAF Line item	39101	$ 118,000.00	$ 118,485.00	$ 89,970.00	$ 118,485.00	
TOTAL Grant Expenditures		$ 5,597,500.00	$ 8,368,485.00	$ 6,482,716.00	$ 8,368,485.00	
TOTAL RMC/GRANT EXPENDITURES		$ 6,104,607.00	$ 9,118,485.00	$ 6,781,119.16	$ 9,118,435.00	
				Regional Councils		
				TCC Western MD (W9 - moved) - $600,000		
				RMPIF Infrastructure		
				Enterprise Community ($500,000)		
				RMPIF Entrepreneur		
				Frostburg ($143,500), Howard Co Econ Dev ($65,248), UMES ($86,000)		
				RMPIF Health		
				For All Seasons ($150,000)		
				MAERDAF		
				Delmarva Chicken ($25,000), MD Horse Found ($45,000), Steam Onward ($17,500)		
				Aaron's Place ($36,000), Alph Gamma Rho ($1,000), Habitat for Susquehanna ($45,000)		
				The Ranch ($30,000), Furnace Town ($5,000), Lower Shore Land Trust ($21,000)		
				Delmarva Chicken ($25,000), MD Horse Found ($45,000), Steam Onward ($17,500)		
				Delmarva Community Services ($8,950), Off Street Sports ($12,265)		

INSTITUTE FOR GOVERNMENTAL SERVICE AND RESEARCH

University of Maryland Institute for Governmental Service and Research (IGSR)
DRAFT PROPOSAL to the Rural Maryland Council
For the Rural Maryland Council Survey Project

Overview:
The vision of Rural Maryland Council (RMC) is a future where all Rural Maryland is prosperous with thriving resources, vibrant economies, and healthy connected communities. With that in mind, the RMC has engaged the Institute for Governmental Service and Research (IGSR) for work to conduct a survey that includes past and current performance of RMC, as well as assesses needs and opportunities in the 18-county areas defined as rural Maryland. RMC would also utilize the results to set priorities for the next legislative session.

Project Objectives:
- Engage private community entities in research to determine needs to insure continued support of rural Maryland;
- Develop survey methods for connecting with rural Maryland communities to identify needs of communities relative to agriculture, infrastructure, economic development, health, and community development;
- Summarize research data to share with RMC for future use and inform decision making process for organizational funding priorities;

Scope of Work:
- Conceptual Framework
  - A collaborative framework integrating a participatory approach involving RMC staff, board members, and committees will be used to broaden the survey reach and craft relevant survey questions.

- Review of questionnaire; redesign for more defined issue targets, and utilize electronic data collection options for maximum participation.
  - Change current questionnaire design to allow for collection of usable qualitative data as well as use of existing resources to create more analyzable quantitative data (e.g., drop-down list for occupation rather than free text; satisfaction scales with options for text responses);
  - Utilize Qualtrics to capture data electronically including surveys submitted to email lists allowing for tracking of completion, and automatic reminders to complete survey; as well as creation of a QR code to use in print and other materials to encourage completion of survey;
  - Develop paper version of survey to be completed by participants who are reluctant to use the electronic survey option;
  - Add demographic questions (e.g., age, race, ethnicity, gender, household income) which mirror available census data to allow for comparison of respondents to the population;

- Reformat survey questions using simple language that can be comprehended by individuals at all levels; create Spanish language version; and if possible, make survey accessible to those with limited eyesight.
- RMC Committees (Legislative, Agriculture, Joint Planning & Development, Housing, Youth Engagement, Technology, Health, and Executive) will submit questions for inclusion in the survey. There will be one or two open-ended questions.

- Project Design –Survey Dissemination/Targeted audiences
  - Engage RMC District Board Members to gather insights to broaden the survey reach;
  - Identify regions of the state to focus on during data collection time;
  - Expand survey to reach and engage diverse rural communities and individuals;
  - Determine ways to reach and engage the private sector in identified regions of the state;
  - Utilize social media to expand response population; and
  - Apply for Institutional Review Board (IRB) approval to ensure research is conducted to protect human subjects.

- Methods for Survey Collection
  - Submit survey to RMC membership;
  - RMC to promote survey on social media (IGSR to provide QR code and survey links);
  - Utilize RMC Board members and RMC events for data collection;
  - Explore in-person options to collect information (e.g., main libraries, state and local events); and
  - Connect with University of Maryland Extension (UME) and other grass roots organizations (Social Services, Food Banks, Community Action Councils, Goodwill, etc.) as access points for data collection.

- Data Collection Platform and Analysis of data
  - Utilize the Qualtrics platform to create the survey, capture responses, and download resulting data for analysis;
  - Enter paper surveys; and
  - Utilize summarizing capabilities of Qualtrics as well as extract the data to conduct additional analysis that may include looking at specific sub-sample of the population (e.g., by county, by gender, by occupation etc.).

- Deliverables:
  - Revised survey questionnaire;
  - Summary report based on available survey data;
  - Final report including a review of greatest needs in the state and study methodology;
  - Deidentified data from surveys;
  - Presentation of report to RMC full Board.

Timeline:

- February - March, 2023 – Survey development, project design
- April - June, 2023 – Pilot test survey, finalize survey, project design and implementation plan
- June - September, 2023 – Implementation/data collection
- September, 2023 - Summary Report due
- September – November, 2023 – Data analysis and report writing
- December 31, 2023 – Final Report due
- January 15, 2024 – RMC Full Board review and acceptance of IGSR report

Project Budget:

The fixed amount cost of this project is $49,994 as shown below with a timeframe of February 1, 2023 to January 15, 2024.

Personnel:	
Salaries	$ 37,722
Benefits	$ 10,595
Total Personnel	$ 48,317
Operating:	
Travel	
Local travel for in-person data collection	$ 1,183
Contractual Services	
Survey translation into Spanish	$ 125
Other	
Stata University License	$ 306
Stamps for Returning Survey	$ 63
Total Operating	$ 1,677
Total Direct:	$ 49,994
Total Indirect:	$ 0
Total Costs:	$ 49,994

Budget Justification:

The budget provides personnel and operating support over the course of the 11.5-month project. It reflects 7.4% of full-time effort of the Co-Principal Investigator, Dr. Shawn M. Flower, 11.50% full-time effort of the Co-Principal Investigator, Dr. Sharon Gibbs Cooper, 5.75% full-time effort of Principal Agent Associate, Mary Ellen Waltemire, and 4% full-time effort for Graduate Assistant, Alexandra Smith. Fringe benefits are calculated at the University of Maryland's federally negotiated rates as of June 23, 2022, of 29.9% for faculty and 27.0% for

contractual faculty and graduate assistants. The budget reflects operating costs that include travel expenses incurred for survey administration, Stata software license fees, and stamps for returning surveys. Indirect costs are being waived based on the University's policy for IGSR projects that that do not exceed $50,000 in direct costs.

Project Team:

The project will be composed of a multidisciplinary research team:

The Co-Principal Investigator and Project Manager, **Dr. Shawn M. Flower,** will oversee all research protocols, development of survey instrument, project design and implementation plan, and conduct data analysis and report writing, as well as submit the summary and final reports. As Senior Research Associate at the Institute, she led the multi-year *Project Safe Neighborhoods* project that included a community poll on crime and safety in Prince George's County. She has also led evaluations for the Maryland Department of Labor, Licensing and Regulation through a state grant from the Governor's Office of Crime Prevention, Youth, and Victim Services to assess the *Safe Streets* initiative, which monitored and supported recently released offenders. Employing rigorous methodologies and statistical analysis, Dr. Flower has been a program evaluator in the field of criminal justice and public policy research since 2002. She has a solid foundation working with program administrators, direct service providers, and funding agencies. In addition to her role at the Institute, Dr. Flower was a lecturer for the Department of Criminology and Criminal Justice at the University of Maryland, College Park, where she received her doctorate.

The Co-Principal Investigator, **Dr. Sharon Gibbs Cooper,** will oversee data collection efforts, collaborate on the development of the survey instrument, project design and implementation plan, data collection, analysis, and report writing. As Senior Faculty Specialist at the Institute, Dr. Cooper leads the Institute's organization and analysis of client data from Maryland's evidence-based problem-solving courts and several substance use disorder treatment agencies to measure efficacy and to introduce process improvement strategies designed to optimize outcomes. Her extensive health services administration experience includes Federal and state compliance, talent development and training, quality process improvement, and patient advocacy, and her public service career encompasses advancing health equity and social justice at the community and state levels. Dr. Cooper received her doctorate in Health Care Quality and Analytics from Capella University.

Mary Ellen Waltemire will assist in the development of the survey instrument, project design and implementation plan, conduct data collection, and report writing. As Principal Agent Associate at the Institute, Ms. Waltemire applies her extensive experience from leading regional extension offices over her long career in the College of Agriculture and Natural Resources to community engagement projects. She is a trained facilitator and certified as a professional coach by both the Institute for Professional Excellence in Coaching (iPEC) and the International Coach Federation (ICF). Mary Ellen holds an M.B.A. from Frostburg University, an M.A. in Counseling and Guidance from Hood College, and B.S. in Family Consumer Sciences from Shepherd University.

Alexandra Smith will assist the Institute's research team as a graduate assistant, supporting development of the instrument and program evaluation-related activities. She has a background in quantitative research, econometrics, psychometrics; and has experience in survey administration for the State of Maryland Judiciary Administrative Office of the Courts. Alexandra holds a B.S. in Criminal Justice from the University of New Haven and is a currently a master's degree candidate in the Department of Criminology and Criminal Justice at the University of Maryland, College Park.

Rural Maryland Foundation

To: Rural Maryland Council Executive Committee
From: Dan Rider, President, Rural Maryland Foundation
Date: January 11, 2023
Re: Grant Request to Support Rural Issue Research

The Rural Maryland Foundation would like to request a grant from the Rural Maryland Council in the amount of Fifty Thousand Dollars and 00/100 ($50,000.00) to provide support for the creation of a Rural Issues and Research Initiative for Fiscal Year 2023.

In Fiscal Year 2022, the Council provided support to the Rural Maryland Foundation to undertake a strategic planning process to develop an action matrix and an organizational plan. The Foundation Board of Trustees adopted the Organizational Action Plan for Rural Maryland Foundation on March 9, 2022. These efforts are supported by the Rural Maryland Council Strategic Plan 2021-2024 https://rural.maryland.gov/wp-content/uploads/sites/4/2020/11/RMC-Strategic-Plan-2021-2024-and-Action-Plan.pdf Goal Five: Gather and analyze data on rural issues to identify trends and needs and specifically 5.4 Create a formal repository for the collected data and analyses.

The proposed Rural Issues and Research Initiative will research emerging issues that impact rural Maryland and that hold the potential for innovative problem-solving. The Initiative will periodically gather a group of interdisciplinary scholars to perform research around particular policies, issues or ideas. The work will include conducting scholarly research, creating space for debate, generating ideas, monitoring public policy and providing intellectual resources to RMC Members, government agencies, legislators and the general public. The objective is to combine the knowledge and policy-making impacts of future policy processes in Maryland. It will work for the common good of Rural Maryland and the education of public policy makers and the public surrounding rural issues. By collecting the expertise of professionals within related fields, the Initiative will strive to legitimize their findings and share them through means of publications, conferences and seminars.

Fiscal Year 2023 Rural Maryland Foundation Rural Issue and Research Initiative Goals:

- Clearly define the Initiative's purpose and priorities
- Create a business or strategic plan to ensure success and develop standard operating procedures
- Develop and solicit research request for proposals for Fiscal Year 2023

The Foundation's Board of Trustees meets quarterly and approves topics for research. All projects must show a clear relationship to one or more of the Foundation's research areas to possibly include the following:

Post Office Box 1544, Annapolis, Maryland 21404 (410) 934-7631 ruralmdfound@gmail.com

Rural Maryland Foundation

- Rural people and communities
- Economic development
- Local government finance and administration
- Community services
- Natural resources and the environment
- Rural values and social change
- Educational outreach
- Agriculture
- Health and welfare concerns

Rural Maryland is changing, and change brings opportunity and challenge. The Rural Maryland Foundation will serve as a change agent-supporting innovative solutions and partnering with individuals and agencies to tackle the economic and social needs in Rural Maryland. The Foundation seeks to engage residents of all backgrounds to achieve a greater understanding and appreciation of how supporting and preserving rural Maryland communities benefit everyone.

Sincerely,

Daniel R. Rider

Daniel Rider, President, Rural Maryland Foundation

Post Office Box 1544, Annapolis, Maryland 21404 (410) 934-7631 ruralmdfound@gmail.com

RMC Executive Director
Activity Report
November 2022-January 2023

Daily: Staff continue to meet daily via Zoom to discuss tasks and activities
RMC ED was on vacation between Dec 22 and Jan 3

Legislative

- Hosted Committee meetings on Nov 21 and Jan 9 via zoom
- Drafted 2023 Legislative priorities
- Welcome Breakfast
    - Sent out emails to potential sponsors. Breakfast sponsors include: MRHA, CDN, MCAP and MFB
    - Reviewed and edited flyer/eblast
- Attended Forever MD's Legislative Preview virtual meeting on Jan 9

RMPIF/MAERDAF

- Executed grant agreements/follow up zoom meetings as necessary
- Met with Bill Murphy and Josh Marks with Friends of Disabled Veterans of Carroll County at MDA in Annapolis on Dec 13
- Met with Erin Williamson and Ricky Pollitt with Junior Achievement of the Eastern Shore via zoom on Dec 19
- Met with Matthew Scales and Catherine Showalter with Harford County Tourism via zoom on Dec 20
- Participated in check presentation at FITCI in Frederick on Jan 9

Health Committee

- Drafted Letter to the Editor in support of Rural Health Day on Nov 17. LTE appeared in StarDem
- Co-hosted 3rd Health Transportation Roundtable at MDA in Annapolis on Nov 17 (34 participants)
    - Hosted planning and follow up meetings on Nov 18 and Dec 9 via zoom
    - Drafted potential legislation
- Met with Sara Seitz and Jonathan Dayton to discuss 2023 Rural Health Plan Update on Dec 2 via zoom

Agriculture Committee

- Attended Grow&Fortify Value-Added Agriculture Summit on December 1st at Chesapeake Bay Beach Club in Kent Island.
    - Moderated BuyLocal panel

Jt Planning and Development

- Hosted Committee meeting via zoom on Nov 15
- Met with UMD Institute of Government Research and Studies on Nov 28 and Dec 7 via zoom
- Met with APG virtually on Dec 13 to discuss membership campaign and updates

RMC Admin

- Hosted Ad Hoc Executive Committee meeting via Zoom on Nov 16 to select awardees
- Met with incoming chair on Nov 22 in Catonsville
- Hosted RMC Annual Meeting and Impact Awards at Kent Island Resort on Dec 1
    - Reviewed and edited meeting materials
    - Picked up awards/ordered pen
    - Reviewed and edited press release on winners and RMC leadership
    - Sent welcome packets to new RMC Board members
- EV symposium planning
    - Stakeholders met on Nov 21 and Dec 20 via zoom
    - Recorded YouTube presentation with Preservation Maryland on Jan 5
- Placed job position on LinkedIn
    - Reviewed resumes
    - Interviewed Juwan Blocher on Dec 8 via zoom. He has decided to take a positions with KO Affairs
    - Interviewed Edlyn Rochon via zoom on Dec 19 and in person on Dec 21
        - Emailed references

Rural Maryland Foundation

- Attended Impact Investing webinar on Nov 16
- Hosted Transfer of Wealth webinar on Dec 9
- Hosted Board meeting via zoom on Dec 15

MDA

- Attended Program Managers meeting on Jan 9 virtually

Regional Councils

- Attended Tri-County Council for Western MD meeting on Nov 30 in Hagerstown
- Attended Mid Shore Regional Council meeting in Cambridge on Dec 8
- Attended Tri-County Council for Lower Eastern Shore meeting in Salisbury on Dec 14
- Attended Regional Council lunch on Jan 4 in Cambridge as a part of MACo
- Attended Upper Shore Regional Council meeting on Jan 4 as a part of MACo

MARBIDCO

- Attended MARBIDCO Monday on Dec 12 via zoom

PRA

- Participated in monthly Board meeting on Jan 10 2023.
    - Gave financial report

Partners for Open Space

- Presented awards to Del. Jim Gilchrist and Sen Addie Eckardt during MACo Awards banquet on Jan 4 in Cambridge
- Presented retirement present to Sue Simmons during Parks and Recreation Session Jan 5 at MACo
- Attended steering committee meeting on Dec 20

Keystone Development Center

- Attended in person Board retreat in Harrisburg PA on Friday Nov 14
    - Drafted meeting minutes
- Participated in Board/staff roundtable via zoom on Dec 7
- Drafted KDC RFP for strategic planning services on Dec 14

CDN

- Met with CDN and MCAP via zoom on Dec 8 to discuss session

Misc

- Spoke on agritourism panel at the Tourism Summit in Ocean City on Nov 15
- Reviewed MIPS applications and participated in conference call on Dec 1
- Attended Farm Bureau convention in Cambridge on Dec 5
- Attended Winter MACo conference in Cambridge Jan 3 through Jan 6
    - Spoke at Rural Counties lunch on Jan 5
- Met with Moore/Miller transition team's ag and rural development workgroup in Cambridge on Jan 3

RMC Program Administrator – Activity Log

Sep-Dec 2022

September

Meetings Attended/Presented via Teleconference

- RMC daily 9:00am staff call
- 9/1, RMC Joint Planning and Development Committee Meeting
- 9/9, RMC Executive Committee meeting
- 9/13 to 9/15, LEAD Talbot/Dorchester County
- 9/23, RMC Executive Board Meeting
- 9/26, IT Security Training

Health Committee

- 9/6, 9/23 and 9/29, Rural Health Transporation planning, outreach & coordination meetings and Roundtable #1, Cambridge, MD

Tawes Crab & Clam Bake

- Planning, coordinating for Tawes, held on 9/28

Grant Management

- Completed FY22 RMPIF and MAERDAF annual reports, electronically submitted to DLS
- Meeting with Natalie Shaw, Harford Community College to discuss FY22 grant project
- RMPIF Grant Agreements started

Administration

- Meeting preparation and note taking as needed
- Drafted Letter to the Governor re FY24 budget
- Completed revisions to the RMC Continuation Operations Plan
- Updated RMF MOU
- Program Coordinator Interview Outreach & Coordination

October

Meetings Attended/Presented via Teleconference

- RMC daily 9:00 staff calls
- 10/6, Rural Maryland Foundation meeting
- 10/7 AD Hoc Executive Committee Meeting
- 10/18 and 10/29 – EV symposium planning meeting
- 10/26, MET Land Committee Meeting

Grant Management

- RMPIF grant agreements sent to grantees for review and signing
- MAERDAF grant agreement text started

Health Committee

- 10/7 and 10/24, Rural Health Transporation planning meetings
- 10/26 Roundtable #2, Flintwood, MD

Administrative

- Meeting preparation and note taking as needed.
- Program Coordinator Interviews
- Broadband Symposium discussion
- Planning for PRA/NREDA conference
- Developed 2023 RMC Calendar

November

Meetings Attended/Presented via Teleconference

- RMC daily 9:00am staff call
- 11/1-11/5, PRA and NREDA conference, Albuquerque, NM
- 11/7, MET Executive Committee and Board Meeting
- 11/9, RMC Executive Committee Meeting
- 11/15, RMC Joint Planning and Development Committee meeting
- 11/21, RMC Legislative Committee
- 11/21, EV Symposium Planning meeting

Health Committee

- Planning & implementation of final Health Transporation Roundtable, 11/17/2022

Grant Management

- Complete MAERDAF Grant Agreements/Work with Grantees for finalizing documents/ Process executed agreements and submit to MDA.
- Maces Lane Application – outreach to applicant and Dona Source, activated application in Foundant

Administrative

- Meeting preparation and note taking as needed.
- Assisted with final format and design of the Rural Issues Survey

December

Meetings Attended/Presented via Teleconference

- RMC daily 9:00am staff call
- 12/1, Attended Grow and Fortify Value Added Summit
- 12/1, Annual Meeting and Awards Dinner
- 12/8, UMD Institute of Government Research and Studies
- 12/9, Transfer of Wealth Meeting
- 12/12, MARBIDCO Monday
- 12/13, Friends of Disabled Veterans of Carroll County Meeting at MDA
- 12/15, Rural Maryland Foundation
- 12/19, Junior Achievement of the Eastern Shore meeting
- 12/20, EV Symposium Planning Meeting

Grant Management

- Worked with grantees to finalized FY23 grant processing/Process executed grant agreements and submitted to MDA

Administrative

- Meeting preparation and note taking as needed

- Created EV symposium flyer and assisted with distribution and outreach

January

Meetings Attended/Presented via Teleconference

- RMC daily 9:00am staff call
- 1/6, EV Symposium planning
- 1/9, Mid-Shore Regional Council CEDS meeting
- 1/9, Legislative Committee Meeting
- 1/13, Welcome Breakfast

Grant Management

- Complete Annual Report
- Work with FY23 grantees to complete outstanding grant agreements
- Updated interim and final reports in Grant database and assign to grantees

Legislative

- Assisted with 2023 legislative priorities (lp) handout; created lp postcard
- Assist with planning & implementing Welcome Legislator Breakfast

Administrative

- Meeting preparation and note taking as needed
- EV Symposium planning – site visit on 1/11
- 12/19, 12/21 - Interviewed Edlyn Rochon for Program Coordinator position

RMC Administrative Assistant Activity Log
November 9, 2022– January 12, 2023

November 9 – November 30

Meetings and Events

- Daily RMC 9 am Staff Meetings
- RMC Executive Committee Meeting (11/9)
- MDA General Staff Meeting (11/9)
- RMC Joint Planning and Development Committee Meeting (11/15)
- RMC Legislative Committee Meeting (11/21)
- Attended the Chesapeake Charities Awards Luncheon (11/14)

Tasks

- Assisted with the RMC Membership Campaign by sending follow up emails to new sign ups and sending them an RMC T-Shirt
- Completed the RMC Monthly Credit Card log for October
- Updated the RMC website with updated events
- Sent out email invites for the November Non-Emergency Health Transportation Roundtable
- Drafted agendas for the RMC Executive Committee and Join Planning and Development Committee meetings
- Maintained and updated the RMC Constant Contact list
- Sent out email notifications to the 2022 Maryland Rural Impact Award recipients
- Created name badges for the Grow and Fortify Summit and the RMC Annual meeting
- Created and sent out eblasts for the Grow and Fortify Summit, RMC Annual meeting, and Giving Tuesday

December

Meetings and Events

- Daily 9 am Staff Meetings
- RMC Annual Meeting (12/1)
- Transfer of Wealth Committee Meeting (12/9)
- MDA General Staff Meeting (12/14)
- Rural Maryland Foundation Meeting (12/15)

Tasks

- Assisted with the RMC Membership Campaign by sending follow up emails to new sign ups and sending them an RMC T-Shirt
- Updated the RMC Quarterly Newsletter
- Completed the RMC Monthly Credit Card log for November
- Updated the RMC Executive Board and working committees contact lists
- Sent out calendar invites for RMC meetings in 2023
- Drafted and sent out an eblast for upcoming RMC 2023 events
- Created a contact list for the upcoming EV Symposium event

January 1- January 12

Meetings and Events

- Daily 9 am Staff Meetings
- RMC Legislative Committee Meeting (1/9)
- Staffed the RMC exhibit table at the Maryland's Best Expo (1/10)
- MDA General Staff Meeting (1/11)

Tasks

- Assisted with the RMC Membership Campaign by sending follow up emails to new sign ups and sending them an RMC T-Shirt
- Updated the RMC Quarterly Newsletter
- Created and sent out an eblast for the Welcome Breakfast for Legislators
- Updated the RMC website with upcoming events and recent publications
- Completed the RMC Monthly Credit Card log for December
- Updated the RMC 2023 Maryland Legislators Contact List