



UPPER SHORE Regional Council

EXECUTIVE BOARD MEETING MINUTES

September 18, 2019

Chestertown Visitor's Center Conference Room

Council Members in Attendance:

Bob Meffley, Cecil County Councilman

Ron Fithian, Kent County Commissioner

Via Conference Call:

Chris Corchiarino, Queen Anne's County Commissioner

Jack Wilson, Queen Anne's County Commissioner

Jackie Gregory, Cecil County Councilwoman

Guests:

Jim Massey, Cecil County Council Manager

Staff:

Susan O'Neill, USRC Executive Director

Janice Palmer, USRC Executive Assistant

WELCOME AND CALL TO ORDER

Chairman Meffley called the meeting to order at 4:02pm. He welcomed everyone and declared a quorum.

REVIEW OF MINUTES

The Board reviewed the minutes of the August 16, 2019 Full Council Meeting. Minutes were not approved. Proper protocol declares that Full Council Meeting Minutes should be approved by the full council. The next full council meeting is scheduled for December 2019 at the Winter MACo Conference.

NEW BUSINESS

FY20 Scope of Work: Susan reviewed the FY20 Scope of Work, Goals and Operational Budget submitted to RMPIF. While at a September 17th meeting with the Rural Maryland Council Susan was asked to resubmit the operational budget with salaries being drawn from Commerce money and not RMPIF money. The budget was reworked and resubmitted to RMPIF on September 18, 2019. An example of both the September 3, 2019 budget and the September 17, 2019 budget were included in the BOD books for review.

Commissioner Jack Wilson motioned to put forth the FY20 budget and scope of work. Prior to the request for a second, all voted in favor.

Staff Contracts: Susan and Janice were asked to leave the room so that the board could review and vote on contracts for each of them. Jim Massey recorded the minutes of the closed session and vote.

Speaker at next Executive Board Meeting: The next Executive Board meeting is scheduled for November 20, 2019. Susan asked if the board was still interested in hearing from Kendrick Gordon regarding broadband on the eastern shore. All agreed that the Route 301 traffic issue had become more of a concern that they would like to address, and suggested we request Ken Fender, SHA District 2 Engineer, to attend the meeting. Chair Meffley and Susan will make the request.

Winter MACo Conference: MACo staff reached out to regional councils' staff to ask approval of changing the Joint Council luncheon to Wednesday (opening day) of the winter MACo conference rather than Thursday or Friday where there has been a conflict for elected officials. Janice asked if the board members would be able to attend a Full Council meeting prior to the luncheon or should we look at finding another time. Janice was directed to find a time that did not conflict with Academy Classes, typically scheduled for Wednesday.

OLD BUSINESS

- **Staff Report:** A key of acronym's has been added and will accompany each Staff Report.
- **Thank you letter:** USRC received a thank you letter from the Fair Hill CCI5* board of directors thanking us for our support.
- **Ethics Commission:** USRC board members are required to file ethics forms with the state. The commission has reached out to USRC to help keep our board members in compliance. We will send reminders to our board members when each filing is due.

- **Financials:**

- Susan and Janice have been working with Joni Peebles of Weyrich Cronin and Sorra to align our QuickBooks database with our scope of work and grant funding requirements. Examples of a report prior to the recategorization and the new report are enclosed for comparison.
- The need for an audit has come up several times with the state. Upon more research, Susan has learned that USRC can request an Independent Financial Statement from our accountant that should fulfill the need. Susan will be asking for the statement as soon as all accounts are aligned and reconciled.

- **County Updates:**

- Jack Wilson reported that he is looking forward to the Project Bright Future event on September 25, 2019, an informational event for parents, students, teachers and the business community to learn about career opportunities through programs such as Youth Apprenticeship and dual enrollment and participation in Career Technology Education courses.
- Bob Meffley reported that a large mixed-use development is underway in Elkton. The influx of businesses and residents will have an impact on school districting, with hopes of enough to turn the Cecil County School of Tech into a full time High School.
- Jackie Gregory requested information from Kent or QA's regarding firehouse reimbursement for false alarms or repeat offenders.

- **ADJOURNMENT**

With no further discussion, Ron Fithian made a motion for adjournment. Commissioner Jack Wilson seconded. The meeting was adjourned at 4:52 pm.

Respectfully submitted,

Janice Palmer

USRC Executive Assistant