



UPPER SHORE Regional Council

EXECUTIVE BOARD MEETING MINUTES

June 17, 2020

Virtual “Go To Meeting” from Cecil County Administration Bldg.

Council Members in Attendance: Bob Meffley (Chairman), Cecil County Councilman

Via Conference Call: Jack Wilson (1st Vice Chair), Queen Anne’s County Commissioner
Chris Corchiarino (Secretary), Queen Anne’s County Commissioner
Jackie Gregory (3rd Vice Chair), Cecil County Councilwoman
Tom Mason (2nd Vice Chair), Kent County Commissioner

Guests: Jim Massey, Cecil County Council Manager

Staff: Susan O’Neill, USRC Executive Director
Janice Palmer, USRC Executive Assistant

I. WELCOME AND CALL TO ORDER

Chairman Meffley called the meeting to order at 4:10 pm. He welcomed everyone and declared a quorum. Prior to the start of the meeting board members were provided with a packet of information. The packet included the following: Agenda, February 19, 2020 Executive Board Minutes, FY21 Budget and Scope of Work, Third Quarter Commerce Report, March 1 – June 15, 2020 Financial Statement, and February – June Staff Report.

II. REVIEW OF MINUTES

The Board reviewed the minutes of the February 19, 2020 Executive Board Meeting. Jackie Gregory motioned for the minutes to be approved, Tom Mason seconded the motion. All in favor.

III. NEW BUSINESS

A. FY21 Budget and Scope of Work

Susan presented the FY21 proposed budget and reviewed the projects slated to receive money next year. USRC has been notified by the Rural Maryland Council that next year's RMPIF grant will be cut by \$3,000. This is prior to any COVID 19 cuts that may impact their budgets.

The FY21 Proposed Budget and Scope of Work were distributed to the executive board prior to the meeting.

Projects were reviewed and approved with minor changes made to the GIS Circuit Rider program and support of the 4H clubs. There was discussion regarding the county 4H clubs and lack of funding due to the cancellation of the County Fairs due to COVID 19. Also discussed was the GIS Circuit Rider Project. Jack Wilson reported that Queen Anne's County already has a GIS staffer who works with their municipalities. Therefore, he suggested that the proposed allocation of \$30,000 be cut to \$15,000 and that \$15,000 be allocated to the 4H Clubs to support not only the students, but some of the 4H buildings located on fairgrounds.

Chair Meffley asked for a motion on the acceptance of the FY21 Budget and Scope of Work. Motion was made by Jack Wilson and seconded by Tom Mason. All in Favor.

B. Next Full Council Meeting:

The next Full Council Meeting was scheduled to take place at the MACO Summer Conference. The Conference has been cancelled due to COVID 19. The board reviewed several options and declared they would prefer a full meeting to take place at a location to be determined and to take place in August. Susan and Janice are to plan accordingly.

Chair Meffley asked for a motion. A motion to hold the Full Council Meeting in August, at a location to be determined was made by Jack Wilson. Jackie Gregory seconded. All in Favor.

IV. OLD BUSINESS

- A. Susan reminded the board that the Third Quarter Commerce Report was in their packets and to reach out to her should there be any questions.

V. FINANCIALS

A profit and loss statement for the FY20 period of March 1- June 15, 2020 was also included in the packet. USRC received a letter from Commerce Secretary Schulz notifying us of a onetime grant modification of \$20,000 for the remainder of FY20. The board will set it aside to see how it should be used best.

VI. **Staff Reports:** Staff reports were also included in the packet.

VII. **County Updates:**

Each of the counties discussed the roll-out of COVID 19 grants in each of the counties.

VIII. ADJOURNMENT

With no further discussion, Chris Corchiarino made a motion for adjournment. Jackie Gregory seconded. The meeting was adjourned at 5:29 pm.

Respectfully submitted,

Janice Palmer

USRC Executive Assistant