



# UPPER SHORE Regional Council

## EXECUTIVE BOARD MEETING MINUTES

December 9, 2020

Virtual “Go to Meeting”

Council Members in Attendance: Bob Meffley (Chairman), Cecil County Councilman  
Chris Corchiarino (Secretary), Queen Anne’s County Commissioner

Council Members Virtual Attendance: Jack Wilson (1<sup>st</sup> Vice Chair), Queen Anne’s County Commissioner  
Jackie Gregory (3<sup>rd</sup> Vice Chair), Cecil County Councilwoman  
Mike Griffith – Delegate, District 35B

Guests: Jim Massey, Cecil County Council Manager  
Jamie Williams – Economic Development Kent County  
Heather Tinelli – Economic Development Queen Anne’s County  
Brigitte Peters – Business Development Rep., Commerce  
Melissa Kelly – Representative of Senator Van Hollen’s Office  
Nancy LaJoice – Sr. Business Development Rep., Commerce  
Ryan Snow – Governor’s Office  
Kim Kratovil- Representative of Senator Ben Cardin’s Office

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

### **I. WELCOME AND INTRODUCTIONS**

Chairman Meffley called the meeting to order at 4:11 pm. He welcomed everyone and asked that each attendee introduce themselves. Prior to the start of the meeting board members were provided with a packet of information. The packet included the following: Agenda, September 16, 2020 Full Council Minutes, Election Ballot, Treasurer’s Report, and a Staff Report.

### **II. MEETING MINUTES**

The minutes of September 16, 2020 Full Council Meeting were reviewed. Minutes will be voted for and ratified at the next Full Council meeting.

### III. ELECTION OF 2021 EXECUTIVE BOARD

Chair Meffley reviewed the ballot and asked if there were any nominations from the floor. Jack Wilson motioned for the ballot/slate of officers be accepted as presented. Jackie Gregory seconded. All in Favor. The new 2021 Officers are:

Chair: Chris Corchiarino

First Vice Chair: Tom Mason

2<sup>nd</sup> Vice Chair: Jackie Gregory

3<sup>rd</sup> Vice Chair: Jack Wilson

Treasurer: Bob Meffley

Secretary: Ron Fithian

### IV. NEW BUSINESS

#### A. Cecil Election Update:

Jackie Gregory reported that Cecil County held a virtual Inauguration Ceremony on Monday, December 7, 2020. County Executive Danielle Hornberger, Councilman Bob Meffley and herself were sworn in for a new term. The Council approved 7 new Directors at their Legislative meeting on Tuesday.

#### B. Small Business RLF Committee:

Susan asked for two volunteers (preferably from the Financial field) for a committee to assist in the creation of a micro loan program for small businesses in the region. Jamie Williams suggested Rob Thomas from Chesapeake Trust and Jack Wilson suggested reaching out to Bill Stoops of Shore United Bank. Susan requested an introduction be made via email.

2021 Meeting Dates: *(attached)*

Board Members were asked to review the Meeting Dates for 2021. Jack Wilson motioned that the dates be accepted as presented. Jackie Gregory seconded. All in Favor.

### V. OLD BUSINESS

#### A. Regional Trade Liaison:

Heather Tinelli reported that she has been meeting with the Queen Anne's County Board of Ed and together they are working on the job description and educational requirements for a Trade Liaison to be hired soon. USRC has supported this program through workforce development and is excited to see the program coming to fruition.

#### B. Regional Transportation:

Susan reviewed the timeline and history of the need for regional transportation and was happy to announce that a Housing and Transportation Coordinator, Dawson Hunter has been hired by Kent County under the Local Management Board. USRC has recently signed a contract with Eleventh House to assist Dawson in identifying partners as well as grant management.

#### C. RMPIF Log Heat Treatment:

Susan reported that the RMPIF grant USRC sponsored was accepted and funding has been received. She is in the process of signing an agreement with VA Tech to conduct the feasibility study. This has been in the works for a while now and is beginning to move

forward quickly. The equipment is being readied for shipment, logs are being identified, and “exemptions” for shipment of the logs is also moving forward. Bridgette Peters thanked Susan for her help and noted that USRC was the catalyst to a what can be a very successful program for the State of Maryland.

## **VI. FINANCIAL/TREASURER’S REPORT**

Susan presented a new Treasurer’s Report reflecting this year’s budget expenditures. The change to the Treasurer’s Report form clarifies the expenditures for our projects and budget versus what is in our bank account. Jack Wilson requested a change in the report to reflect last year’s budget as well, so that comparison’s may be made. Bob Meffley requested a motion to accept the Treasurer’s Report, Jack Wilson seconded. All were in favor.

## **VII. COUNTY UPDATES**

**Cecil:** Jackie and Bob reported that the newly appointed Economic Development Director is Steve Overbay and that they are excited to begin working with him. Jackie is looking forward to working with MACO in the upcoming session.

**Kent:** Jamie Williams is excited to begin working with USRC on the new Ag Micro Grants, a true regional grant. She also commended Cecil County Agriculture Business representative, Maureen O’Shea for spear heading the idea. Jamie also reviewed the merger of Kent Economic Development and the Kent Tourism office.

**Queen Anne’s:** Heather Tinelli reported on a very successful Crab Basket Event which raised \$10,000 for the revitalization and advocacy of the Watermen Community.

Bridgette Peters (via chat) reminded everyone that DNR’s COVID-19 relief grant applications were still available.

Jack Wilson suggested that the upcoming Legislative Session would be difficult due to the COVID restrictions placed on the Legislators and Lobbyists. He reported that legislators were reminded that if legislation were not vital, that it could wait until next year.

Susan O’Neill thanked outgoing Chair Bob Meffley for his guidance and invaluable support over the last two years!

## **VIII. ADJOURNMENT**

With no further discussion, Bob Meffley made a motion for adjournment. Jack Wilson seconded. The meeting was adjourned at 4:45 pm.

Respectfully submitted,  
Janice Palmer  
USRC Executive Assistant



## 2021 MEETING DATES

### Executive Board Meetings

*All meetings are scheduled for the 3<sup>rd</sup> Wednesday of the month at 4pm in the 2<sup>nd</sup> floor conference room of Kent County Visitors' Center located at 122 North Cross Street Chestertown. Link will be provided to participate virtually.*

**February 17, 2021 @ 4:00**

**May 19, 2021 @ 4:00**

**Additional meetings will be on as needed basis.**

### Full Council Meetings

**March 17, 2021 @ 4:00 pm** – Virtual

**June 16, 2021 @ 11:30 am** - Working lunch location to be decided. Presentation of FY 2022 workplan.

**August 2021** - MACo Summer Conference

**December 9, 2021** Annual Meeting at MACo Winter Conference; Nominations & **VOTE** USRC Officers for 2022 (**quorum needed**)

**OED Officers** *All meetings are scheduled for the 2<sup>nd</sup> Monday of the month at 3pm. Meeting locations will rotate between the 3 counties. Link will be provided to participate virtually.*

All meetings to take place at 3:00

February 8, 2021 Location TBD

May 3, 2021 Location TBD

August 2021 Breakfast meeting at MACo Summer Conference

November 1, 2021 Location TBD

### **Ethics Forms must be filed by April 30, 2021**

<https://ethics.maryland.gov/boards-commissions/financial-disclosure/>