



# UPPER SHORE Regional Council

## EXECUTIVE BOARD MEETING MINUTES

June 16, 2021  
Fisherman's Inn  
4 pm

Council Members in Attendance:

Chris Corchiarino (Chairman), Q.A.'s County Commissioner  
Bob Meffley (Treasurer) Cecil County Councilman  
Jack Wilson (3<sup>rd</sup> Vice Chair) Queen Anne's Commissioner  
Tom Mason (1<sup>st</sup> Vice Chair) Kent County Commissioner  
Ron Fithian (Secretary) Kent County Commissioner

Guests:

Jim Massey, Cecil Council Manager

Staff:

Susan O'Neill, USRC Executive Director  
Janice Palmer, USRC Executive Assistant

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

Board Chairman Chris Corchiarino welcomed everyone and opened the meeting at 4:36 pm. Each board member received a packet containing the Meeting Agenda, May 17, 2021 Minutes, Treasurer's Report, FY22 Proposed Budget and FY22 Proposed Scope of Work.

### **II. APPROVAL OF MINUTES**

Chair Corchiarino requested a motion for the approval of the May 17, 2021, Executive Board Meeting Minutes. Jack Wilson motioned approval; Bob Meffley seconded. All were in favor.

### **III. PRESENTATION OF PROPOSED FY22 BUDGET/SCOPE OF WORK**

Director Susan O'Neill expects that RIMPIF, and Commerce will fully fund the FY22 Budget. She explained that because of COVID 19, the Proposed FY22 budget will contain carryover funds from the FY21 Budget. Each line item is detailed in the budget and scope of work. Explanations of the following were detailed:

- **OPERATIONAL: TRAVEL:** was decreased by \$3,000, as conferences and meetings are still ramping up from last year's cancellations. This also explains the decrease in

meeting expenses. The IT budget was increased by \$2,000 for unexpected problems and updates.

#### SUBCONTRACTS:

- **OYSTER ROTATION PROGRAM:** We received word today that 1/3 of the purchased oyster spat was planted this morning. DNR Director, Shellfish Division, Chris Judy has been very helpful, and we are expecting to meet with our partners Chucky White (Kent Oyster Committee Chair) and Troy Wilkins (QA's Oyster Committee Chair) in the fall to discuss plans going forward. The board members were happy to see that the spat was natural and not hatched spat. Board member Jack Wilson encouraged Susan to take advantage of an invitation to join the next planting excursion.
- **EMSI:** As requested, the Cecil, Kent and Queen Anne's County Economic Development Departments will all receive a year of access to the Mapdash Database.
- **MICRO AG GRANTS:** Following last year's success, we are hoping to grow this program. Each county will receive \$25,000 to market and encourage the Buy Local movement, improve access to fresh food, and open doors to resource sharing.
- **WORKFORCE DEVELOPMENT KENT & QUEEN ANNE'S COUNTY: USRC** will continue to work with Chesapeake College to develop a regional entrepreneurial program. The new Career Trade Liaison has been hired. Jack Wilson would like to hold a reception for the community to meet Connie Dean and follow with a media blitz, highlighting the trade program. He is also hoping to form an advisory committee made up of local businesses. A Signing Ceremony for graduating seniors was also discussed.
- **WORKFORCE DEVELOPMENT – CTE GRANTS:** A new program to assist graduating high school students with providing CTE students with necessary tools of their chosen trade so that they may begin work on day one. A Day One Tool Bucket was discussed.
- **WORKFORCE DEVELOPMENT – CCPL MOBILE TECH LAB:** This will provide job, career and business resources to those in geographically underserved areas, or tech deserts.
- **WORKFORCE DEVELOPMENT – CECIL COUNTY -** Partner with Susquehanna Workforce Network to address the lack of transportation options for the workforce, train low skill residents for warehouse distribution jobs and increase training in CDL and Nursing Assistant programs.
- **AG DEVELOPMENT/AG EDUCATION –** Assists with the development and support of an internship program for Ag Science seniors.
- **EASTERN SHORE REGIONAL GIS COOPERATIVE AND CIRCUIT RIDER:** Assist's jurisdictions with a need for GIS-related data and data analysis.
- **TRANSPORTATION –** Assist with addressing transportation issues in Kent County to include marketing, creation of a strategic plan and intercounty transportation.
- **REGIONAL HOUSING –** support the strategic, coordinated effort to align housing rehabilitation efforts across Cecil, Kent and Queen Anne's counties.

- GRANT ASSISTANCE – provide municipal staff access to grant workshops and professional grant writers to assist with maximizing grant opportunities.

**IV. NEW BUSINESS**

USRC will need a five-year strategic plan and will begin putting one together this year. Jim Massey suggested looking into the University of Maryland who has a program for local organizations.

**V. OLD BUSINESS**

The next Full Council Meeting will take place at the MACo Summer Conference on Friday, August 16, 2021.

**VI. TREASURERS REPORT**

Susan summarized the treasurer's report and asked for a motion to pass. Jack Wilson motioned, and Bob Meffley seconded. All were in favor.

**VII. UPDATES**

No updates given.

**VIII. ADJOURN**

With no further discussion, Chris Corchiarion requested a motion for adjournment. Jack Wilson motioned, and Ron Fithian seconded. The meeting was adjourned at 5:23 pm.

Respectfully submitted,  
Janice Palmer  
USRC Executive Assistant