



UPPER SHORE Regional Council

EXECUTIVE BOARD OF DIRECTORS MEETING MINUTES

Chestertown Visitors Center and Virtual

May 15, 2024

Council Members in Attendance: Ron Fithian, (Chair) Kent County Commissioner

Virtual Attendance: Jackie Gregory (1st Vice Chair) Cecil County Councilwoman
Chris Corchiarino (Secretary) Q. A. County Commissioner

Partners & Guests: Jamie Williams, Director, Kent County Office of Economic Development (in person, proxy for Albert Nickerson)
Todd Mohn, Q.A.'s Administrator (virtual, proxy for Jack Wilson)
Heather Tinelli, Q.A.'s Director of Economic Development & Tourism (virtual)

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

I. WELCOME AND INTRODUCTIONS

Chair Fithian welcomed everyone, opening the meeting at 4:10 pm. Each board member received a packet containing the Meeting Agenda, February 21, 2023, Executive Board Meeting Minutes, Financial Report and Staff Report.

II. APPROVAL OF MINUTES

Chair Fithian requested a motion to approve the February 21, 2023, Executive Board Meeting Minutes. Jackie Gregory motioned approval Todd Mohn provided a second. All were in favor.

III. TREASURER'S REPORT

Director Susan O'Neill summarized the Treasurer's Report saying most programs are on track to zero out. Todd Mohn provided a motion to accept the Financial Report as presented. Chris Corchiarino provided a second. All were in favor.

IV. NEW BUSINESS

A. FY25 Budget

Susan reported that both RMPIF and Commerce funding is on track to be level funded for the FY25 fiscal year. Please bring any proposal for projects forward as planning for next year's budget is beginning to take shape.

B. PIA Request

USRC has received a PIA request from the state of Maryland. USRC Executive Director has been notified that it must remain confidential and has sought guidance from the appointed Attorney General and local counsel. USRC staff are gathering all required documentation.

C. Needs Assessment

D. Executive Director Review

Susan has reached out to Q.A.'s HR Director for help in obtaining forms used for employee reviews. She will have the documents ready for review with board chair Ron Fithian in preparation for a raise and next year's FY26 budget.

V. OLD BUSINESS

A. LGIT

Susan reported that Queen Anne's County Commissioners agreed and voted upon sponsoring USRC for Primary Liability Insurance through the Local Government Insurance Trust. The application has been submitted and we hope to hear from them prior to the new fiscal year.

B. Business Mentor Program

Susan reported that Q. A's and Kent OED's have been working diligently to get the Business Mentoring Program up and running. We have implemented a web page for applicants. Mentor MOUs are completed. USRC is looking into opening a zoom account for the Mentor's to use.

C. CTE Website

Susan reviewed the Project Bright Future program. Upon discussing the new CTE Website, it became apparent that the site should align itself with the USRC brand and an upgrade to the PBF logo is needed. Susan reached out to stakeholders to be sure that this was supported. It was agreed that the old logo and program had been dormant for several years and that this was the appropriate time to refresh the logo. A motion of support was made by Chris Corchiarino and seconded by Todd Mohn. All were in favor.

Todd Mohn, Ron Fithian and Jack Wilson would like to be invited to the next meeting regarding the branding of the website and the new logo.

D. Rural Maryland Economic Development Fund

Kent County has received official documentation from Commerce to reallocate funds from the Worton District to the Millington Infrastructure Project. An MOU has been sent to Frank Hodgetts of Home Partnership, LLC and we are awaiting his signature. Susan

O'Neill, Nancy LaJoice, Jamie Williams and Ron Fithian toured the site on Monday. The most recent quarterly report will be placed on the USRC website.

E. Newsletter

Susan showed the board where the Quarterly USRC Newsletter can be found on our website. One of the highlights of the newsletter was the recent Start Up Maryland Pitch Competition held at Washington College. Both Jamie Williams and Heather Tinelli worked well together to plan the event and are hopeful to hold it again next year. Susan asked for any input or suggestions on the newsletter. The newsletter is sent out to approximately 160 people.

VI. UPDATES

A. Staff Report

Susan asked if there were any questions regarding the staff reports. There were none.

B. County Updates

Queen Anne's County

Todd Mohn reported that they have received word that the Centreville Project will not be able to meet the documented timeline for their RMEDF grant. The Commissioners along with Heather are discussing the options prior to asking Commerce for either permission to reallocate funds or asking for an extension. They will notify USRC as soon as those options and decisions have been clarified and decided upon.

Kent County

Ron Fithian also reported that they may also need to reallocate funds from a second project, those decisions are also pending and will be fleshed out soon.

Cecil County

Jackie Gregory mentioned that the County is immersed in budget hearings. She also mentioned that the Cecil Extension Office held an Ag Day event for all 7th grade students in the county. It was highly successful, and they hope to hold the event again next year.

VII. ADJOURNMENT

With no further discussion, Ron Fithian requested a motion for adjournment. Jackie Gregory provided a motion, and Chris Corchiarino provided a second. All were in favor. The meeting was adjourned at 4:56 pm.

Respectfully submitted,
Janice Palmer
USRC Executive Assistant