



**CALVERT COUNTY
ECONOMIC DEVELOPMENT AUTHORITY**

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Board of Commissioners
Kelly D. McConkey, President
Mike Hart, Vice President
Earl F. Hance
Thomas E. Hutchins
Steven R. Weems

**MINUTES
Virtual Meeting Via Zoom
February 8, 2021**

MEMBERS PRESENT: Dawn Balinski, Terry Burka, Earl Hance, Dana Jones, Warren Rice, Terri Wolfley

MEMBERS ABSENT: Mike Benton, Theresa Kuhns*, Scott Russey

STAFF PRESENT: Kelly Slagle, Danita Boonchaisri, Kathy MacAdams, Tammy Bowen

I. Call to Order

The meeting was called to order at 8:31 a.m., by Terri Wolfley, Chair.

II. Call for Agenda Revisions and Approval of Agenda

With a call for agenda revisions being made by Wolfley, and none being received, a **motion** was made by Dawn Balinski to approve the agenda as submitted. The motion was seconded by Warren Rice, and carried. (All in favor, none opposed)

III. Approval of Minutes from the December 14, 2020, Regular Meeting and Closed Session Meeting

On a **motion** by Balinski, seconded by Rice, and carried, the Regular Minutes and the Closed Session Minutes from the December 14, 2020, meeting were approved as submitted. (6 in favor, 0 opposed)

IV. Recess, subject to Motion of Privilege for Closed Meeting

On a **motion** by Dana Jones, seconded by Balinski, and carried, (all in favor, none opposed) the Economic Development Authority (EDA) recessed into closed session at 8:32 a.m., pursuant to General Provisions Article 3-305 of the Annotated Code of Maryland, to discuss two (2) items:
Business Matters – [3-305(b)(4)] - The EDA will discuss two (2) matters that concern the proposal for a business or industrial organization to locate, expand or remain in the state.
Closed Session adjourned at 9:31 a.m.

V. New Business

A. Introduction of New Member, Terry Burka

Wolfley welcomed new member Terry Burka to the EDA.

B. Grant for Hotels

Kathy MacAdams reported that the initial 25 percent loss in revenue requirement for this grant precluded eligibility for several Calvert County hotels. As a result, Kelly Robertson-Slagle sent an email to Secretary of Commerce Kelly Schulz asking that COVID-19 PPE expenses be allowed to be deducted

from gross revenue. The request was approved and resulted in all 11 of Calvert County's hotels being eligible to receive funding from this \$295,000 grant.

C. ACT Work Ready Communities

MacAdams announced that Economic Development is partnering with the College of Southern Maryland on this initiative. The goal is to determine skill gaps in the workforce and then address them by providing training certification opportunities.

D. Economic Development's "Confidently" Campaign

MacAdams reported on Economic Development's "confidently" campaign that featured 16 Calvert County businesses through a series of four videos. The purpose was to encourage residents to feel safe when shopping and supporting local businesses. They were posted on Economic Development's website and Facebook page and were very well received. MacAdams shared one of the videos with the EDA.

E. Financial Disclosure Forms

Danita Boonchaisri reminded the EDA that their Financial Disclosure forms are due to the Board of County Commissioners' office by March 31, 2021.

F. Upcoming Meetings

Boonchaisri reported the Department of Economic Development foresees a substantial increase in the number of items requiring the EDA's input and guidance in the future. After discussion, it was decided the EDA would plan to meet the second Monday of each month moving forward. These monthly meetings will be held on an as-needed basis.

VI. Old Business

A. Restaurant Grant Round 2

MacAdams updated the EDA on the Restaurant Grant. There were 73 grants awarded to restaurants in the first round and 28 in the second round.

B. Update on EDA Online Loan Portal

MacAdams reported the portal on Zendesk is now being utilized. She asked for feedback on the latest loan she presented and stated t she believes this software will greatly streamline the process.

C. County and Departmental Operating Status

Robertson-Slagle updated the EDA on departmental operating status. Economic Development's office space at Courthouse Square will be occupied by Health Department staff being relocated from the County Services Plaza during demolition and building of a new County Services Building. Economic Development staff will continue to work virtually until a newly constructed county office building is ready for occupancy. There is office space allocated at the Calvert Industrial Park for Economic Development's inventory and includes two telework stations and a conference table.

D. Meeting Time Change

Due to conflicting schedules, it was agreed to move the start time for the EDA from 8:30 a.m. to 8 a.m. to allow for more members to participate for the duration of the meeting.

E. Patuxent Business Park

Boonchaisri announced that an extensive marketing campaign for the PBP was undertaken with CoStar/LoopNet. Statistics through January indicate there have been 139,000 unique prospect views with an average of 27 minutes being spent on the page. 2J Enterprises is in the second round of site plan approval. Additionally, a biotech firm is showing genuine interest in purchasing a lot, with a potential first right of refusal for the adjoining lot. There is also a service company that may be interested in two lots as well as a site selector who has shown interest.

VII. Public Comment

With no one from the public being present, a call for public comment was not conducted.

VIII. Announcements

1. At the December 14, 2020, meeting, four (4) items were discussed in closed session.

IX. Next Meeting

The next EDA meeting is tentatively scheduled for Monday, March 8, 2021, at 8 a.m.

X. Adjournment

There being no further business for the EDA, a **motion** to adjourn was made by Jones at 10:06 a.m. The motion was seconded by Balinski, and carried. (All in favor, none opposed.)

ECONOMIC DEVELOPMENT AUTHORITY

Written Statement for Closing a Meeting under the Open Meetings Act

Date: February 8, 2021 Time: 8:32 a.m. Location: VIRTUAL Meeting via ZOOM

Motion to close meeting by: **Dana Jones**

Seconded By: **Dawn Balinski**

STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article, §3-305(b) (check all that apply):

- (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals;
- (2) To protect the privacy or reputation of individuals concerning a matter not related to public business;
- (3) To consider the acquisition of real property for a public purpose and matters directly related thereto;
- (4) To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- (5) To consider the investment of public funds;
- (6) To consider the marketing of public securities;
- (7) To consult with counsel to obtain legal advice on a legal matter;
- (8) To consult with staff, consultants, or other individuals about pending or potential litigation;
- (9) To conduct collective bargaining negotiations or consider matters that relate to the negotiations;
- (10) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans;
- (11) To prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- (12) To conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- (14) Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:

§3-305(b) (4) **Confidential information discussed regarding status update on existing CEDLF loans; discussion on confidential business matters concerning three businesses.**

§3-305(b) () _____

This statement is made by: **Terri Wolfley, Chair**, Presiding Officer: *Terri Wolfley*
SIGNATURE

WORKSHEET FOR USE IN CLOSED SESSION (CHECKLIST OF DISCLOSURES TO BE MADE IN MINUTES OF NEXT REGULAR MEETING- NOT A PART OF THE CLOSING STATEMENT)

PERSONS ATTENDING CLOSED SESSION: **SEE EDA 2/08/21 OPEN SESSION MINUTES FOR LIST OF ATTENDEES**

TOPICS ACTUALLY DISCUSSED: **CONFIDENTIAL INFORMATION REGARDING EXISTING CEDLF LOANS; CONFIDENTIAL DISCUSSION ON MATTERS CONCERNING ONE NEW BUSINESS LOAN.**

ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES: **DISCUSSED MATTERS PERTAINING TO ONE NEW BUSINESS LOAN AND STATUS OF EXISTING LOANS. NO VOTES WERE CONDUCTED.**

TIME CLOSED SESSION ADJOURNED: 9:31 A.M. PLACE OF CLOSED SESSION VIRTUAL MEETING VIA ZOOM

PURPOSE OF CLOSED SESSION: **DISCUSSED CONFIDENTIAL INFORMATION REGARDING EXISTING CEDLF LOANS. DISCUSSED CONFIDENTIAL MATTERS CONCERNING ONE NEW BUSINESS LOAN.**

STATUTORY AUTHORITY FOR THE CLOSED SESSION: **§3-305(b) (4); () ; ()**

MEMBERS WHO VOTED TO CLOSE: **MOTION TO CLOSE BY DANA JONES, SECONDED BY EARL HANCE. (ALL IN FAVOR, NO OPPOSED)**