



**CALVERT COUNTY
ECONOMIC DEVELOPMENT AUTHORITY**

Courthouse, 175 Main Street
Prince Frederick, Maryland 20678
410-535-4583

**MINUTES
Virtual Meeting Via Zoom
May 18, 2020**

MEMBERS PRESENT: Dawn Balinski, Mike Benton, Dana Jones, Theresa Kuhns, Scott Russey, Terri Wolfley

MEMBERS ABSENT: Commissioner Earl "Buddy" Hance, Warren Rice

STAFF PRESENT: Kelly Slagle, Danita Boonchaisri, Kathy MacAdams, Sandy Bentley

I. Call to Order

The meeting was called to order at 8:40 a.m. by Terri Wolfley, Chair.

II. Call for Agenda Revisions and Approval of Agenda

A call was made by Wolfley for approval of the agenda. Due to the risk of losing a quorum, a **motion** was made by Scott Russey to approve the agenda, with one revision, that being to move the Closed Session item before New Business on the agenda. The motion was seconded by Theresa Kuhns, and carried.

III. Approval of Minutes From the Feb. 24, 2020, Regular Meeting and Closed Session Meeting

On a **motion** by Kuhns, seconded by Russey, and carried, the minutes from the Feb. 24, 2020, meeting were approved as submitted. (All in favor, none opposed.)

On a **motion** by Russey, seconded by Mike Benton, and carried, the **Closed Session** minutes from the Feb. 24, 2020, meeting were approved as submitted. (All in favor, none opposed.)

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

On a **motion** by Russey, seconded by Kuhns, and carried, the Economic Development Authority (EDA) recessed into closed session at 8:44 a.m., pursuant to General Provisions Article 3-305 of the Annotated Code of Maryland, to discuss four items:

Business Matters – [3-305(b)(4)] - The EDA will discuss four matters that concern the proposal for a business or industrial organization to locate, expand or remain in the state.

Closed Session adjourned at 9:45 a.m.

V. New Business

A. Membership

Membership terms for Mike Benton and Warren Rice are due to expire. Kelly Slagle advised that recommendation letters for reappointment of both were approved by Wolfley and sent to the Board of County Commissioners (BOCC) for action.

B. County and Departmental Operating Status

Slagle provided brief updates on the operational status of both Calvert County Government and the Department of Economic Development (DED) due to the COVID-19 pandemic. Slagle stated all DED

staff are teleworking regular hours. Calvert County Government is now open for employees but office buildings remain closed to the public. All departments are open virtually to the public via phone and email. It is unknown at this time when county offices will reopen to the public.

C. COVID-19 Response and Economic Overview

Slagle described how DED staff is responding to the needs of county businesses and citizens during the COVID-19 pandemic. Staff continues to stay up to date on the various Executive Orders issued by Governor Hogan, reviewing them to decipher how each order affects our local businesses and getting the information out as quickly as possible via the county's website. Slagle will continue to provide emails to the EDA with updated information on the department's response efforts, outreach and programs. Staff is also working closely with Dr. Polsky of the Health Department and the State Police to assist businesses with compliance to the Executive Orders. Members discussed the long-term effect of this pandemic and how it will impact the local economy.

D. COVID-19 Recovery Plans

Slagle advised DED staff is scheduled to give a presentation to the BOCC on May 19, 2020, to present the department's recovery plan. This will include information on where we are now and provide recommendations for moving forward. Additional updates will be provided to the BOCC as needed. Slagle will email a copy of the Recovery Plan to EDA members for review.

Slagle noted the DED's business response team is very active, working in coordination with the Small Business Development Center, Chamber of Commerce, and local representatives from both the Maryland Department of Labor and Department of Commerce to assist businesses in any way possible. She added that as we transition from a response to a recovery phase, navigation teams will be created to provide assistance to our local businesses. Slagle will send an email to the EDA explaining the EDA's role in these navigation teams.

E. CARES Act Funding and Proposed Loan Program

Slagle provided information regarding an allocation of funds received by Calvert County from the State of Maryland through the Coronavirus Relief Fund, created under the Federal CARES Act. She explained a portion of these funds will be used to provide grants to local small businesses and nonprofit organizations. DED staff, in cooperation with the Department of Community Resources, is working on the logistics of setting up the grant program and the requirements for receipt of the funds. In addition, staff is researching the possibility of setting up a COVID-specific low-interest loan program for businesses that can show a negative economic impact due to COVID. Funding will be through the Federal Department of Commerce. Slagle will keep the EDA informed on this grant application to the Federal EDA.

VI. Public Comment

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

VII. Old Business

A. Hallowing Point Park 2nd Entrance

As a follow up to discussion at the last meeting, Slagle stated the Department of Public Works was notified of the EDA's approval to support the second entrance at Hallowing Point Park. DPW is moving forward with the construction of the second entrance and was very appreciative of the EDA's support.

VIII. Announcements

At the Feb. 24, 2020, meeting, four items were discussed in closed session.

IX. Next Meeting

The next EDA meeting is tentatively scheduled for Monday, August 10, 2020.

X. Adjournment

There being no further business for the EDA, a **motion** to adjourn was made by Jones at 10:21 a.m. The motion was seconded by Russey, and carried. (All in favor, none opposed.)

ECONOMIC DEVELOPMENT AUTHORITY

Written Statement for Closing a Meeting under the Open Meetings Act

Date: May 18, 2020 Time: 8:44 a.m. Location: VIRTUAL Meeting via ZOOM

Motion to close meeting by: Scott Russey

Seconded By: Theresa Kuhns

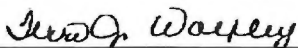
STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article, §3-305(b) (check all that apply):

- (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 re new CEDLF loan application; payment deferrals for two CEDLF loans; and provided status update on existing CEDLF loan.

§3-305(b) () _____

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

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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 05/18/20 OPEN SESSION MINUTES FOR LIST OF ATTENDEES

TOPICS ACTUALLY DISCUSSED: CONFIDENTIAL INFORMATION REGARDING LOAN PROCESSING AND BUSINESS EXPANSION

ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES:
DEFERRED ACTION ON NEW CEDLF LOAN APPLICATION.
VOTED TO RATIFY PREVIOUS APPROVAL TO DEFER LOAN PAYMENTS FOR TWO CEDLF LOANS (ALL IN FAVOR, NO OPPOSED)

TIME CLOSED SESSION ADJOURNED: 9:45 A.M. PLACE OF CLOSED SESSION VIRTUAL MEETING VIA ZOOM

PURPOSE OF CLOSED SESSION: DISCUSS CONFIDENTIAL INFORMATION REGARDING CEDLF LOANS _____

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

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