



**CALVERT COUNTY
ECONOMIC DEVELOPMENT AUTHORITY**

175 Main Street
Prince Frederick, Maryland 20678
410-535-4583
www.calvertcountymd.gov

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
July 2, 2020**

MEMBERS PRESENT: Dawn Balinski, Mike Benton, Dana Jones, Theresa Kuhns, Warren Rice, Terri Wolfley

MEMBERS ABSENT: Commissioner Earl "Buddy" Hance, Scott Russey

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

I. Call to Order

The meeting was called to order at 8:30 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 Mike Benton to approve the agenda as submitted. The motion was seconded by Dana Jones, and carried. (All in favor, none opposed)

III. Approval of Minutes From the May 18, 2020, Regular Meeting and Closed Session Meeting

On a **motion** by Jones, seconded by Benton, and carried, the Regular Minutes and the Closed Session Minutes from the May 18, 2020, meeting were approved as submitted. Warren Rice abstained from voting, as he did not attend the May 18, 2020, meeting. (5 in favor, 0 opposed, 1 abstained)

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

On a **motion** by Benton, seconded by Rice, and carried, (all in favor, none opposed) the Economic Development Authority (EDA) recessed into closed session at 8:33 a.m., pursuant to General Provisions Article 3-305 of the Annotated Code of Maryland, to discuss three (3) items:
Business Matters – [3-305(b)(4)] - The EDA will discuss three (3) matters that concern the proposal for a business or industrial organization to locate, expand or remain in the state.
Closed Session adjourned at 9:50 a.m.

V. Old Business

A. CARES Act Funding and Proposed Loan Program

Kelly Slagle provided updated information on the COVID-19 Small Business and Nonprofit Relief Fund grant program currently underway. Economic Development received approximately 258 applications from businesses. These applications are now being vetted to determine approval. Slagle provided brief information on the grant approval process. For those businesses unable to apply during the first phase, a second phase of the grant program is anticipated to begin in late July. The Department of Community

Resources is also accepting grant applications from nonprofit organizations.

B. COVID-19 Response and Economic Overview

Slagle advised staff is making every effort to keep all business resource partners up to date on the status of the department's recovery response. Staff is actively working with local businesses that need assistance with reopening plans due to the COVID-19 pandemic. Staff continues to update the website with information to assist businesses as well. Slagle encouraged members to reach out to staff if they have any questions regarding the recovery phase of this crisis. Danita Boonchaisri provided unemployment numbers for the month of May.

C. County and Departmental Operating Status

Slagle stated county government operations are moving toward possibly reopening in late July. When that occurs, Economic Development will rotate staff on a weekly basis, with several staff members reporting to the office, while others telework. The office will be open to the public by appointment only.

D. Patuxent Business Park Lot Sale - Update

As a follow up to discussions from an earlier meeting, Slagle provided updated information on the possible sale of Lot 11 at the Patuxent Business Park. Slagle will keep the EDA up to date on this potential sale.

VI. Public Comment

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

VII. Announcements

1. At the May 18, 2020, meeting, four (4) items were discussed in closed session.
2. A copy of a press release announcing the opening of the second entrance at Hallowing Point Park was sent to EDA members via email.
3. Sandy Bentley, Executive Administrative Assistant with the Dept. of Economic Development, will retire at the end of July. Tammy Bowen, Business Retention Assistant, will provide assistance on EDA matters and oversee the transcription of minutes.

VIII. Next Meeting

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

IX. Adjournment

There being no further business for the EDA, a **motion** to adjourn was made by Rice at 10:07 a.m. The motion was seconded by Benton, and carried. (All in favor, none opposed.)

ECONOMIC DEVELOPMENT AUTHORITY

Written Statement for Closing a Meeting under the Open Meetings Act

Date: July 2, 2020 Time: 8:33 a.m. Location: VIRTUAL Meeting via ZOOM

Motion to close meeting by: **Mike Benton**

Seconded By: **Warren Rice**

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 loan; continued discussion about new CEDLF loan request; discussion about new CEDLF loan application.**

§3-305(b) () _____

This statement is made by: **Terri Wolfley, Chair**, Presiding Officer: 
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 7/2/2020 OPEN SESSION MINUTES FOR LIST OF ATTENDEES

TOPICS ACTUALLY DISCUSSED: CONFIDENTIAL INFORMATION REGARDING NEW/EXISTING CEDLF LOANS

ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES: NO ACTION TAKEN

TIME CLOSED SESSION ADJOURNED: 9:50 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)