



**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
August 10, 2020**

- MEMBERS PRESENT:** Dawn Balinski, Dana Jones, Theresa Kuhns, Warren Rice, Scott Russey, Terri Wolfley
- MEMBERS ABSENT:** Commissioner Earl “Buddy” Hance, Mike Benton
- STAFF PRESENT:** Danita Boonchaisri, Kathy MacAdams, Tammy Bowen
- GUESTS:** Caleb Soptelean

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 Dana Jones to approve the agenda as submitted. The motion was seconded by Dawn Balinski, and carried. (All in favor, none opposed.)

III. Approval of Minutes from the July 2, 2020, Regular Meeting and Closed Session Meeting

On a **motion** by Balinski, seconded by Theresa Kuhns, and carried, the Regular Minutes from the July 2, 2020, meeting were approved as submitted. (All in favor, none opposed.) On a **motion** by Kuhns, seconded by Warren Rice, and carried, the Closed Session Minutes from the July 2, 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 Rice, seconded by Kuhns, and carried, (all in favor, none opposed) the Economic Development Authority (EDA) recessed into closed session at 8:34 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 8:56 a.m.

V. OLD BUSINESS

A. CARES Act Funding – Rounds 1 and 2

Kathy MacAdams reported that the first round of grant funds disbursed to Calvert County’s small businesses from CARES Act funding had been completed. She shared a PowerPoint presentation detailing how the grant amounts of \$1,500, \$5,000 and \$7,000 were awarded to Calvert County’s sole

proprietors, micro-businesses and small businesses, respectively. Despite an aggressive effort to communicate the availability of these grant funds to Calvert County's small businesses, there was still a large amount of funds available at the conclusion of round 1. As a result, a second round was launched with more relaxed restrictions in hopes of assisting more of Calvert County's small businesses in need. The deadline for receipt of applications in round 2 is August 19, 2020. MacAdams was pleased to report that 48 percent of the first round of funding went to women-owned businesses. In addition, 20 percent went to minority-owned businesses and 6 percent to veteran-owned businesses.

B. County and Departmental Operating Status

Danita Boonchaisri reported that Calvert County Government offices continue to be closed to the public. Economic Development staff members are teleworking but may be reached any time during normal county business hours to address any needs or concerns that may arise.

C. Patuxent Business Park Lot 11 Sale

Boonchaisri reported that the client for Patuxent Business Park Lot 11 had completed all paperwork required for the Agreement of Sale and it was approved by the Maryland Department of Commerce. The client is in due diligence phase and is currently working with an engineer and an architect to create a spec building consisting of approximately four suites.

VI. NEW BUSINESS

A. Creation of an Online EDA Loan Portal

MacAdams discussed the option of creating an online portal for processing EDA loans. Currently, the loan requests involve a very cumbersome paperwork process. A portal would greatly streamline this process at a cost of approximately \$6,720. MacAdams requested that EDA members let her know what documents they would like to have included in the portal. Wolfley requested that members email MacAdams their requirements for the proposed portal by October 9, 2020, for discussion at the November meeting. Members should also compile a list of required documents or any procedures they would like implemented for any future loan requests. Wolfley asked that a reminder be sent in September.

VII. Public Comment

A call for public comment was conducted. There were no public comments.

VIII. Announcements

1. At the July 2, 2020, meeting, three (3) items were discussed in closed session.

IX. Next Meeting

The next EDA meeting is scheduled for Monday, November 9, 2020.

X. Adjournment

There being no further business for the EDA, a **motion** to adjourn was made by Balinski at 9:37 a.m. The motion was seconded by Jones, and carried. (All in favor, none opposed.)

ECONOMIC DEVELOPMENT AUTHORITY

Written Statement for Closing a Meeting under the Open Meetings Act

Date: August 10, 2020 Time: 8:34 a.m. Location: VIRTUAL Meeting via ZOOM

Motion to close meeting by: **Warren Rice**

Seconded By: **Theresa Kuhns**

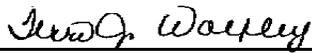
STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article, §3-305(b) (check all that apply):

- (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 regarding status update on existing CEDLF loan; continued discussion about new CEDLF loan request.

§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 8/10/2020 OPEN SESSION MINUTES FOR LIST OF ATTENDEES (EDA MEMBERS AND STAFF ONLY – NO GUESTS IN ATTENDANCE)

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

ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES: VOTED TO APPROVE LOAN AGREEMENT, WITH REQUIREMENTS (ALL IN FAVOR, NO OPPOSED)

TIME CLOSED SESSION ADJOURNED: 8:56 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 THERESA KUHNS. (ALL IN FAVOR, NO OPPOSED)