

Business Meeting Minutes for June 24th, 2020

L. Call to Order and Determination of Quorum:

The business meeting session was called to order by Chairman, Jesse Parks at 9:06a.m. Due to COVID-19 social distancing restrictions, attendees were given the option to attend in person at the Chesapeake Heritage Visitor Center or attend via Zoom application that was displayed on laptop in the Barrett Room meeting space.

The following Board Members were present and represented a quorum:

Jesse Parks, Chairman
Helen Bennett, Secretary (via Zoom)
Royce Herman, Treasurer
Kathy Deoudes
Mike Rosendale
John Anderes
Jeremy Reynolds
Rob Marsh
Brian Demoss
Lee Bridgman (via Zoom)
Heather Bacher (via Zoom)
Hazen Arnold (via Zoom)
Ed Beres

Not present:

Steve Donovan
Jon Cook

Staff Present:

Heather Tinelli, Director, Economic & Tourism Development
Lisa Gallow, Office Coordinator, Economic & Tourism Development

Others Present:

Dave Harper, VP of Programs, Chesapeake College- (via Zoom)
Mike Arntz, Community Liaison, Congressman Andy Harris
Paige Tilghman, Economic Development Manager, Town of Centreville
Carol D'Agostino, Manager, Centreville Mainstreet
Gigi Windley, Director, Kent Narrows Development Foundation
Linda Friday, President, Queen Anne's County Chamber of Commerce
Jody Schulz, Kent Narrows Development Foundation Board Member
Jack Wilson, Queen Anne's County Commissioner

II. Approval of Agenda and Minutes:

On a motion made by Kathy Deoudes and seconded by John Anderes, June meeting agenda was approved by a unanimous vote of all members present.

On a motion made by Rob Marsh and seconded by Royce Herman, the minutes from the May 27th meeting was approved by unanimous vote of all members present.

III. Treasurers Report: Mr. Herman reported that the balance of the account managed by Chesapeake Charities is currently \$3900.00.

IV. Commissioner's Report: County Commissioner, Jack Wilson, updated the Economic Development Commission.

V. Department Report:

A. Economic & Tourism Development Director, Heather Tinelli, shared both Economic Development and Tourism Department updates with the EDC Board. Department primarily focused on the Small Business Assistance and Recovery fund Grant program. Currently the Director has been handling the renovation of the visitor's center, tourism activities, grant administration and business outreach. The department has had weekly Zoom meetings with stakeholders in the County which have been beneficial in sharing information during the shut down and providing up to date information on programs available for businesses.

VI. Liaison Reports:

A. Chesapeake College: Dave Harper, VP of Programs, shared upcoming plans and updates regarding Chesapeake College.

Though the campus remains closed to the public, as of June 10th, Chesapeake College is now welcoming back some students at a limited capacity. This includes Health Professions lab instruction in the HPAC building: Rad Tech, Nursing, Adult Basic Education, EMS & Police Officer Training. We anticipate Trades courses beginning in August and Chesapeake is offering online programming for summer, with a spike in enrollment, the highest in almost 10 years. In the fall, most classes will be online, though we will welcome students to campus for labs in Health Professions, Trades, and perhaps some sciences. In October The College anticipates delivering FTF classes normally for our accelerated III mini-mester, which begins on 10/15. Details will depend upon State guidelines at that time.

Chesapeake College has developed a Workforce '25 plan, which includes 8 programming initiatives in support of the Strategic Plan—needs we've heard from the community while talking with business, industry, K-12, etc.—and this presentation shows how The College is adjusting to be nimble and responsive. Some initiatives of Workforce '25 are Business Innovation Center on campus, Trades Expansion & Work Ready programming, Leadership Development & Culinary Industry support and expansion of online instruction & student supports

The President is convening a summer leadership retreat to consider issues of increasing student access to education and equity in achievement and our institution's response to the current social movement

B. Chamber of Commerce: Linda Friday, Chamber President, provided and update on behalf of the Queen Anne's County Chamber of Commerce.

- C. **Kent Narrows Development Foundation:** Director of KNDF, Gigi Windley, shared new information and details regarding the Kent Narrows region.

VII. Old Business:

- A. **QAC Small Business Assistance and Recovery Fund:** Heather Tinelli, Director of Economic and Tourism Development, share the current status and progress of the grant fund. To date the program has awarded \$537,000 in grant funds with the average grant award being around \$10,000. The department has over 100 applications in process. Many of the packages are incomplete upon submittal as they do not include a personal financial statement and some of our businesses were unable to produce mid-year financial statements. The board recommended that the grant review committee consider reducing paperwork requirements for grant requests \$10,000 and under and eliminate the requirement for personal financial statements and balance sheets for any grant request under that threshold. The grant program was also extended through 7/31/2020.
- B. **Visitors Center Renovation Update:** Ms. Tinelli shared the latest updates and details pertaining to the current remodel project for the Visitors Center. The visitors center is currently under construction with the removal of current furniture and fixtures and covering walls. Working with ION design for design and install of a new desk and visuals for the center. It is expected to be installed by 8/31/2020. The Department plans to host a grand re-opening and ribbon cutting once the project is complete. The Visitors center is currently closed due to Covid-19.

VIII. New Business:

- A. **MOU with WIB:** The County Commissioners signed an MOU with the Upper Shore Workforce Investment Board. QACETD developed an Employment Assistance Program as part of a two-phased plan to address the effects of the COVID-19 pandemic on businesses within the county. This program was developed to address the high underemployment and unemployment in the County due to Covid-19. QAC will partner with Upper Shore Workforce Investment Board at Chesapeake College and Maryland Department of Labor to pair those from industries most affected by COVID-19 layoffs with Queen Anne's County Businesses looking to hire. We would offer grant funding for on the job training (OJT) to those businesses willing to hire and train currently laid off QA residents. This program would focus on low income eligible workers and pair them with local businesses that have the ability to train employees in-house for higher wage jobs. The program was funding with \$200,000 of CDBG funds.
- B. **Overview of Tourism Function, Committee and Strategic Plan:** Heather Tinelli, Director of QACETD addressed the current Tourism vacancy in the department and the need to consider how to address this vacancy due to the current hiring freeze as well as a comprehensive look at what the new position should look like and the skill-set necessary. The department wants to address the need for marketing as a whole and would like to integrate this need into the job description for the future position. It was requested that the board set up a Tourism subcommittee to address and outline the Tourism function and assist in development of the job description for the new position. It was agreed by the board consensus to move forward with this project.

- IX. Adjournment:** On a motion made by John Anderes and seconded by Rob Marsh, the board unanimously approved the adjournment of the meeting at 11:09 a.m.