

Montgomery County Economic Development Corporation

Board Meeting

November 14, 2016

MCEDC

1801 Rockville Pike; Suite 320

Rockville, MD 20852

Meeting Minutes

The following Directors were present:

James Brady, Vice President, Finance, MedImmune; *attended until 11:03am*
Robby Brewer, Principal, Lerch, Early & Brewer (Vice Chair)
Bob Buchanan, Partner, Buchanan Partners (Chair); *attended until 10:41am*
Ellie Giles, CEO, WorkSource Montgomery
Angela Graham, President & CEO, Quality Biological
Cidalia Luis-Akbar, CEO, M. Luis Construction
Lily Qi, Assistant CAO, Montgomery County (Ex-officio);
Ola Sage, CEO, e-Management, CyberRx (Secretary)
Tien Wong, CEO, Lore Systems, Tech 2000, Opus8, Inc.
Ben Wu, Deputy Secretary of Commerce, State of Maryland (Designee of Mike Gill, Ex-officio)

The following Directors were absent:

Terry Forde, CEO, Adventist Healthcare
Ronald Paul, CEO, EagleBank
Sanjay Rai, SVP for Academic Affairs, Montgomery College (Treasurer)

Other attendees were present, consistent with the requirements of the Open Meetings Act and in accordance with the Corporation's Bylaws.

Chair Bob Buchanan called the meeting to order at 9:08am. Joyce Fuhrmann, MCEDC staff, was designated to take minutes.

Item 1 – General Announcements

Bob Buchanan made the following announcements:

- The Comprehensive Strategic Plan was adopted by the County Council.
- The Executive Committee has reviewed an initial program budget for FY18 and will continue to work with the CEO to refine it prior to sending it to the full Board for consideration.
- Bob Buchanan and David Petr have been meeting with key individuals and organizations including:
 - Connecting with a resource at University of Maryland, Baltimore,
 - Attending an event at BioHealth Innovation (during which they were concerned to learn about challenges in funding for life sciences companies),
 - The Board Chair attending a Chinese Town Hall Community Meeting at Lily Qi's invitation.

Item 2 – Approval of Minutes

A motion was made and seconded to approve the Board Meeting minutes from October 10, 2016 and Executive Committee Meeting minutes from November 8, 2016. Minutes were unanimously accepted.

Item 3 – Presentation ultraMontgomery

Joy Nurmi, Special Assistant to the County Executive and Mitsuko Herrera, Policy, Planning & Special Projects at the Montgomery County Department of Technology Services provided the Board with a presentation on UltraMontgomery and the initiative the county is undertaking to improve broadband access. The Board Chair requested that David Petr follow-up with Mitsuko Herrera to coordinate ongoing activities between MCEDC and DTS.

No action taken.

Item 5 – Legislation to extend Board Member terms

Jacob Sesker provided an update to the Board. The County Executive has sent legislation to the County Council to extend initial Board Member terms by six months.

No action taken.

Item 6 – Lease for permanent office space

Robby Brewer presented the draft lease for permanent office space at 1801 Rockville Pike for Board review. A motion was made and seconded to approve the lease as presented to the Board. The motion was unanimously approved.

Item 7 – Employee Handbook

Robby Brewer presented the MCEDC Employee Handbook for the Board's review. The following changes were accepted without objection:

- In the 'Complaint Procedures' section, '... consistent with applicable law, may maintain confidentiality to the extent practicable...' will be replaced with '... consistent with applicable law, will maintain confidentiality to the extent practicable...'
- In the Drug and Alcohol Free Workplace section, '... (except for MCEDC related functions as approved by the CEO)...' will be replaced with '... (except for alcohol use at MCEDC related functions as approved by the CEO)...'
- In the 'Compensation' section, '... consistent with applicable law, may maintain confidentiality to the extent practicable...' will be replaced with '... consistent with applicable law, will maintain confidentiality to the extent practicable...'
- 'Sick and Safe Leave, Eligibility and Accrual' was revised to reflect policies for full-time and part-time workers as follows: 'Full-time employees accrue up to sixty-four (64) hours a year and such employees may use up to eighty (80) hours of earned sick and safe leave in a calendar year. Part-time employees who regularly work more than eight (8) hours a week will accrue one (1) hour of sick and safe leave for every 30 hours worked. Employees who regularly work eight (8) hours or less per week are not eligible for sick and safe leave.'
- In the 'Overtime' section, the policy was clarified to state that 'Non-exempt employees must receive authorization by a supervisor prior to working overtime.'
- The travel policy was revised to add the statement that 'Company credit cards should be used for travel expenses whenever possible.'
- A social media policy will be developed and included as an addendum.

A motion was made and seconded to approve the Employee Handbook with the recommended changes. The motion was unanimously approved.

Item 4 – Treasurer’s Report

Bob Buchanan presented the FY16 Audit on Sanjay Rai’s behalf. Joyce Fuhrmann informed the Board that the in-kind contributions reflected in the audit were legal services contributed by Lerch, Early and Brewer; IT services contributed by e-Management; and meeting facilitation services provided by Montgomery College.

No action taken.

Item 8 – Sponsorships

The Board reviewed the draft Membership, Sponsorship and Partnership Strategy and provided comments to the staff.

No action taken.

(Robby Brewer assumed the Chair in Bob Buchanan’s absence at 10:41am.)

Tien Wong presented background information on the CONNECTpreneur series of events and subsequently recused himself from the discussion of the sponsorship opportunity. The Board discussed the opportunity and deferred action until staff has had more time to evaluate options.

Item 9 – CEO’s Report

David Petr introduced new staff member Richelle Wilson, Research Manager. He also distributed the ‘CEO Report’ handout to the Board which covered issues such as: Team Building and Organizational Structure, Office Space, the Cybersecurity Working Group, Presentations and Meetings, Business Development and Strategy Highlights. The Board discussed the progress of MCEDC and asked questions about the on-going work.

In response to an issue raised during the October MCEDC Board meeting, Lily Qi distributed a handout ‘who’s doing what in economic development?’ to highlight functions and personnel throughout county government who support economic development.

No action taken.

Item 10 – Update on WorkSource Montgomery

Ellie Giles presented an update on activities from WorkSource Montgomery.

No action taken.

The Meeting was adjourned at 11:25am.

Minutes submitted by Joyce Fuhrmann.