



# UPPER SHORE REGIONAL COUNCIL

Cecil County  
Kent County  
Queen Anne's County

## Executive Board

Dr. Alan McCarthy  
Chair  
Cecil County Council  
Commissioner

Ronald H. Fithian  
1st Vice Chair  
Kent County  
Commissioner

Robert Buckey  
2nd Vice Chair  
Queen Anne's County  
Commissioner

Joyce Bowsbey  
Cecil County  
Councilwoman

James J. Moran  
Queen Anne's County  
Commissioner

William W. Pickrum  
Treasurer  
Kent County  
Commissioner

Representing the General  
Assembly:

Senator Stephen S. Hershey  
Delegate Jay A. Jacobs  
Delegate Steven J. Arentz  
Delegate Jeff Ghrist

Maryland General Assembly

Doris S. Mason  
Executive Director  
[dmason@kentgov.org](mailto:dmason@kentgov.org)  
[www.linkedin.com/in/dorismason](http://www.linkedin.com/in/dorismason)

## Executive Board Meeting Minutes

### Date and Time:

Thursday, September 24, 2015, 3:30-4:30 pm

### Location:

The Donaldson Brown Center  
200 Mt. Ararat Farm Road  
Port Deposit, Maryland 21904

### Participants:

Dr. Alan McCarthy, Councilman of Cecil County, Board Chair; Joyce Bowsbey, Cecil County Councilwoman; Jack Wilson, Queen Anne's County Commissioner, proxy for Jim Moran; Jamie Williams, Proxy for Commissioner William Pickrum of Kent County; William Short, Proxy for Commissioner Ron Fithian of Kent County; Doris S. Mason, MSW, Executive Director

### Welcome/Purpose of Meeting

Chairman McCarthy opened the Executive Board meeting at 3:35 PM.

#### *Review and Vote on June Executive Board Minutes*

Executive Director Mason presented June Executive Board Meeting Minutes . The minutes were unanimously voted to be accepted as presented.

A discussion of those absent from the meeting ensued. The group recommended that the By-laws be modified to address multiple absences with recommendation that a person be replaced if they miss two consecutive meetings. An earlier recommendation was that any member missing 25% of the meetings in any given year be replaced. That draft of the bylaws was presented in the June meeting and will be discussed once more in the November Exec. Bd. Meeting for their approval, so as to put them before the full council meeting for a vote. Ms. Mason agreed to incorporate the recommendations into the Bylaw changes.

Exec. Director Mason presented the group with hard copies of the new Draft Accounting Policies and Procedures Manual with copies in the meeting packets for consideration.

A discussion of the Executive Director's position ensued. Executive Director Mason addressed the group requesting a raise to \$88,000 along with a monthly reimbursable stipend (\$300.00) to for medical insurance benefits. She shared with the group that she conducted a salary analysis with her counterparts. Ms. Mason shared that her present salary more than \$10,000 below the lowest paid Regional Council Director and that all of the Directors have health insurance and retirement benefits as a part of their packages. She updated the group on her present status. The group discussed their belief that promotions should be based on merit and not on what those in comparable positions are being paid. One member also discussed the option to put the position "out for bid." Ms. Mason explained that that option is not among those which can be considered, as she is an *employee* of the organization and not an *independent contractor*. Ms. Mason, also presented the group with her latest self-evaluation (with a hard copy in the packet)

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conducted in August 2015, which discussed the merits of her request. The Executive Director's position job description was also in the packet. Additionally, she highlighted some of her successes during the past FY (referring the group to the website and social media, which carefully chronicles her work). She also added a discussion of how she has worked very hard to increase the budget of the Regional Council by over 300% since the first FY that she joined the organization, as the hiring board had committed to increase her salary as she increased the budget. Ms. Mason ended with a discussion of the heightened amount of work (and benefits) which will go into the CEDS planning process.

Ms. Mason was then asked by the Board to leave the meeting for the day, so that the Executive Board could discuss her requests in private.

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