

# UPPER SHORE REGIONAL COUNCIL



Cecil County  
Kent County  
Queen Anne's County

## Executive Board

Robert Buckey  
Chair  
Queen Anne's  
Commissioner

Ron Fithian  
1<sup>st</sup> Vice Chair  
Kent County  
Commissioner

Joyce A. Bowsbey  
2<sup>nd</sup> Vice Chair  
Cecil County  
Councilwoman

Jack Wilson  
3<sup>rd</sup> Vice Chair  
Queen Anne's County  
Commissioner

William W. Pickrum  
Treasurer  
Kent County  
Commissioner

George Patchell  
Secretary  
Cecil County  
Councilman

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, August 4, 2016; 1:30-3:30 p.m.

### Location:

USRC Office, 122 N. Cross Street, Chestertown, MD 21620

### Participants:

Robert Buckey, Chair, Queen Anne's County Commissioner; Joyce Bowsbey, 2nd Vice Chair, Cecil County Council; William W. Pickrum, Treasurer, President, Kent County Commissioners; James Massey, Cecil County Council Manager (proxy for George Patchell); Jack Wilson, Queen Anne's County Commissioner; Shelley Heller, Kent County Administrator (proxy for Ron Fithian), Joe Zang, Mayor of Cecilton, and Doris Mason, Executive Director

### Welcome/Review of Meeting Purpose

Chairman Buckey called the meeting to order at 1:40 p.m. and determined that there was a quorum of the Executive Board.

The Board reviewed the proposed FY 2017 budget as prepared by Ms. Mason. Chairman Buckey recommended that Ms. Mason's contract be renewed for an additional year and her salary be increased to a base salary of \$90,000 and payroll taxes and FICA of 7.65% or \$12,400. He also recommended that her health benefits should be funded at \$3,600. He also stated that the Board must provide Ms. Mason with more direction regarding the goals and objectives of the USRC.

There was discussion regarding Ms. Mason's retirement contributions. In order for Ms. Mason to be under the Maryland Employee Retirement System, she requested her eligibility to be retroactive for 4.5 years (the beginning of her service with the organization, since her contract has always included this benefit and the State requires the retroactivity in order to join their system). The State system requires a 7% contribution. According to the USRC bylaws, there is a limit of a 3% contribution.

Chairman Buckey made a motion to approve Ms. Mason's salary annual of \$90,000 and health benefits of \$3,600. The motion was seconded by Mr. Pickrum and approved unanimously.

There was discussion regarding the request for an administrative assistant position. Ms. Mason explained the needs for this position. Chairman Buckey made a motion to table this issue until the next meeting. The motion was seconded by Mr. Pickrum and approved unanimously.

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By tabling the administrative assistant position, the Board agreed by consensus to put \$49,000 into the contract budget line item (from the salary line item) for an adjusted total of \$210,633.

Ms. Mason requested that the budget line for Internships for FY 2017 be increased from \$2,000 to \$4,000. The Board approved this request by consensus.

Mr. Wilson made a motion to approve the changes to the USRC budget. The motion was seconded by Mr. Pickrum and approved unanimously. In summary, the following changes were adopted:

Contracts	\$208,633
Internships	\$4,000
Salary	\$90,000
Tax/FICA	\$12,400
Health benefits	\$3,600

Chairman Buckey signed the contract for Ms. Mason under the terms as described with the normal expiration date for the contract as June 30, 2017.

Ms. Mason reported that the final quarterly report and scope of work have been filed with the MD Dept of Commerce meeting the proscribed timeframe. She asked the Board if the first draw down of \$50,000 could be requested, as is the norm. The Board agreed by consensus to authorize Ms. Mason to go forward with the first draw down of FY 2017 funds. Mr. Pickrum signed the paperwork, which Ms. Mason had prepared. As is typical, the funds will be mailed to Mr. Pickrum, Treasurer, at the Kent County Commissioners' office. Mr. Pickrum will ask Ms. Mason to deposit the funds.

The Board discussed the need for a quarterly reconciliation audit. Ms. Mason suggested the use of Radcliffe Corporate Services in Chestertown, since they process payroll for the organization, presently. Ms. Bowsbey made a motion to hire Radcliffe to conduct these quarterly reconciliation audits. The audits will consist of reconciliation the bank statements with expenditures and receipts for the quarter. The motion was seconded by Mr. Pickrum and approved unanimously.

The Board discussed the procedure regarding check writing. The Board agreed by consensus to require checks to be co-signed by any two of the following: Executive Director, Treasurer, or Chair. The Board also agreed that a signature stamp may be used as long as proper notice is given to the co-signer. Ms. Mason reminded the Board of the USRC's Fiscal Policy manual and the group recommended that the fiscal policy be amended to reflect this change. The Board also discussed the use of QuickBooks to sign checks online. Ms. Mason is scheduled to attend QuickBooks training on Tuesday, August 8, 2016.

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Ms. Mason reported on a meeting to discuss the feasibility of a regional business incubator. Chairman Buckey asked that Ms. Bowsbey provide the Council with Cecil County's incubator proposal. Ms. Bowsbey agreed.

Ms. Mason discussed the grant applications that are due on August 15, which are to be awarded to projects that expand infrastructure, health and high speed Internet. She also discussed State grant programs that could be used to support incubator proposals.

Ms. Mason reported on the progress of the new Eastern Shore Harvest Directory, which was supported by a USDA grant (\$21,400). Two workshops designed to train the businesses regarding how to maximize the use of social media in their marketing efforts are being planned for August 15, and August 22, 2016. A press release regarding the workshops was shared in the meeting packets.

The Board discussed county interest in hiring a federal and state lobbyist. There are two lobbying entities that are affiliated through Washington College.

Mr. Zang addressed the Board about his concern (regarding pedestrian safety, etc.) for the increase in large truck traffic through Cecilton and along Route 213. He added that SHA needs to enforce the weight restrictions. He plans to set a meeting with Secretary Rahn during MACo and invited county representation.

The USRC Council will meet on Friday, August 19, 2016 during MACo conference for lunch at noon for a joint Regional Council meeting, which will involve all five of the Regional Councils in Maryland.

The meeting was adjourned by 3:05 p.m.

Respectfully submitted;

James Massey