

# Montgomery County Economic Development Corporation

## Board Meeting

September 11, 2017

MCEDC  
1801 Rockville Pike; Suite 320  
Rockville, MD 20852

### Meeting Minutes

The following Directors were present:

Bob Buchanan, Partner, Buchanan Partners (Chair)  
Robby Brewer, Principal, Lerch, Early & Brewer  
Angela Graham, President & CEO, Quality Biological  
Gene Smith, Legislative Analyst, Montgomery County Council (Ex-officio) – Departed at 9:36 am  
James Brady, Vice President, Finance, MedImmune – Via Phone, Joined at 9:03 am  
Terry Forde, CEO, Adventist Healthcare (Vice Chair)  
Ronald Paul, CEO, EagleBank  
Lily Qi, Assistant CAO, Montgomery County (Ex-officio) – Departed at 10:08 am  
Tien Wong, CEO, Lore Systems, Tech 2000, Opus8, Inc.  
Ola Sage, CEO, e-Management, CyberRx (Secretary)  
Sanjay Rai, SVP for Academic Affairs, Montgomery College (Treasurer) – Joined at 8:49 am  
Ellie Giles, CEO, WorkSource Montgomery – Joined at 9:12 am

The following Directors were absent:

Ben Wu, Deputy Secretary of Commerce, State of Maryland (Designee of Mike Gill, Ex-officio)

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 8:33 a.m. Meaghann Diez, MCEDC staff, was designated to take minutes.

### Item 1 – General Announcements

The Board Chair made the following announcements:

- Introduction of Carmen Larsen, Board Member
- Metro, Transportation, Child readiness, Housing

A moment of silence was recognized at 8:42 am for remembrance of September 11<sup>th</sup>

### Item 2 – Approval of Minutes

A motion was made and seconded to approve the Board Meeting minutes from June 12, 2017. The motion was unanimously approved.

Comment – Remove Robby Brewer as Vice Chair, add Terry Forde as Vice Chair effective July 1, 2017

**Item 3 – Treasure’s Report**

Discussion and review of the report - Ron Paul called to remove Eagle Bank service charges

*No action taken*

**Item 4 - CEO Report & Departmental Updates**

- Introduction of new staff members
- Business Development (Project Overview and Significant Projects, Business Retention – Expiring Leases Discussion
- Marketing – Montgomery 365, Marketing Overview
- Operations – Staffing and Audit
- Strategic Initiatives – NIST Smart Cities Tour

*No action taken.*

**Item 6 – Summer R.I.S.E Program Update (Ellie Giles)**

*No action taken.*

**Item 5 – Year in Review Presentation**

Review and Discussion of MCEDC Strategic Plan and Accomplishments

*No action taken.*

**Item 7 – Board Member Roundtable**

- Transportation, Development, Planning, Bio-Health Industry, Workforce, Cyber Security
- County Assets – Board Meeting Locations
- Governance/Leadership – New Board Member Working Group Member Identification

*No action taken.*

**Item 8 – CEO Performance Evaluation and Process – Terry Forde****Item 9 – Closed Session for Personnel Discussion – at 10:53**

A motion was moved by Robby Brewer and seconded by Jim Brady

The meeting was adjourned at 11:10 am

Minutes submitted by Meaghann Diez.

**PRESIDING OFFICER’S WRITTEN STATEMENT FOR CLOSING A MEETING (“CLOSING STATEMENT”)  
UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)**

**Instructions to presiding officer:** The closing statement sets the agenda for the closed session by disclosing the topics that will be discussed, telling the public why the members are voting to exclude them from the discussion, and citing the statutory authority for closing the meeting. The closing statement must be available for public inspection at the time the meeting is closed and may not be changed later.

To meet in a closed session that is subject to the Act, the public body must first meet in an open session, after notice, and take steps to close that session. Make sure that the open session is attended by a member designated to receive open meetings training. If a designated member cannot attend, complete the Compliance Checklist.<sup>1</sup>

This model form has two sides. In the open session, complete items 1 through 4 on this form or in any writing that gives that information. If someone pre-prepared the form for you, confirm that it reflects the public body’s intended discussion and the reason(s) for closing the meeting. Also in the open session, conduct a recorded vote on a member’s motion to close. In the closed session, it is helpful to use a copy of the closing statement as the agenda. If the public body might return to open session afterwards, be sure to tell the public that.

The public body must disclose the events of the closed session in its next open-session minutes. The worksheet that appears below item 4 provides a checklist of the required disclosures. The worksheet is not part of the closing statement.

**1. Recorded vote to close the meeting:**

Date: 9/11/17 Time: 11:10 am

Location: MCEDC, 1801 Rockville Pike, Ste. 320

Motion to close meeting made by: Ron Paul Seconded by Sanjay Rai

Vote to Close Session:

	AYE	NAY	ABSTAIN	ABSENT
Board Member Brady				
Board Member Brewer				
Board Member Buchanan				
Board Member Forde				
Board Member Giles				
Board Member Graham				
Board Member Larsen				
Board Member Paul				
Board Member Rai				
Board Member Sage				
Board Member Wong				

Other persons present for closed session: \_\_\_\_\_

Actions taken: \_\_\_\_\_

\_\_\_\_\_

**2. Statutory authority to close session (check all provisions that apply):**

**This meeting will be closed under General Provisions Art. § 3-305(b) only:**

(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; 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”; (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.”

**3. For each provision checked above, disclosure of the topic to be discussed and the public body’s reason for discussing that topic in closed session.**

Citation (insert # from above)	Topic	Reason for closed-session discussion of topic
§ 3-305(b) ( )		Personnel discussion
§ 3-305(b) ( )		
§ 3-305(b) ( )		
§ 3-305(b) ( )		
§ 3-305(b) ( )		

**4. This statement is made by Bob Buchanan, Presiding Officer.**