



**Board of Directors Meeting  
January 27<sup>th</sup>, 2021 8:00 a.m.  
VIA Zoom**

**Board attendees:** Ahmed Ali, Richard Alvarez, Becky Briggs, Dale Cyr, Rob DiSpirito, Marji Graf, Jennifer Hester, Kimberly Kelley, Bei Ma, Carla Merritt, Bridget Donnell Newton, Todd Pearson, Susan Prince, Nancy Regelin, Morgan Sullivan, Bill Tompkins

**Absent:** Scot Browning, Angela Chaney, Suzanne Osborn,

**Other attendees:** Cindy Rivarde, Morgan Wortham, Alexis Castillo, Karen Kalantzis, David Levy (City of Rockville), Manish Tewari (City of Rockville), Mark Pierzchala (City Council) Judy Rudolph (resident), Staffan Sandberg (resident), Dan Mallon (potential board member), Kari Stoever (On Demand Pharmaceuticals), Corey Pitts (Montgomery County), Margaret Doan (GKA), and Sarah Crisafulli (GKA).

**1. Call to Order, Welcome and Remarks – Susan Prince 8:00 am**

- a. Ms. Prince noted Jose Ochoa has stepped down from the REDI Board since the last meeting. She stated he was an incredible addition to the board and thanked him his time served.
- b. Ms. Prince then introduced Dan Mallon. Mr. Mallon attended the November Board of Directors meeting and expressed interest in joining the Board. Mr. Mallon’s resume was circulated to the Board and next meeting there will be a vote to add Dan Mallon to REDI’s Board of Directors.

**2. Operational Items**

- a. Approval of November Minutes – Susan Prince  
**Dale Cyr moved to accept minutes, and Nancy Regelin seconded. The minutes were approved unanimously.**
- b. Treasurer’s Report – Scot Browning was not present. Ms. Rivarde stated staff is working with the SBA to release grant funds, which have been delayed due to workload and administration change. The Association of Women’s Business Centers is now lobbying for the release of SBA funding. MWBC is waiting for the funds from FY20 last two quarters, the second payment for CARES Act, and the first two quarters of FY21.
- c. 2019 990 – The draft 2019 990 was circulated to the Board of Directors a few weeks ago and also was included in Board of Directors packet. The Finance Committee reviewed and found the return to be strait forward. Board Members had the opportunity to ask any questions or make comments to Keith Jennings at Snyder Cohn.

**Todd Pearson moved to accept 2019 990 for filing and Kimberly Kelley seconded. The motion was approved unanimously.**

### 3. Executive Director Report

#### a. Economic Development

1. Incentive Report - Ms. Rivarde presented slides showing grant payments from the FY2021 MOVE/Expansion funds to grantee businesses made in December 2020. This included Autonomous Therapeutics (headquarters from New York), Total Recon Auto (Expansion) and Integrated Pharma (manufacturing of PPE moved from Frederick). FY 2020 MOVE funds were dedicated to bringing the Aurinia headquarters to Rockville with up to 500 jobs. The MOVE/Expansion incentive program has been instrumental in bringing significant jobs and investment to Rockville, including numerous headquarters as well as businesses in the Rockville's target life sciences sector. Ms. Rivarde noted that all the FY2021 MOVE funds have been allocated and approximately, \$15,000 have been paid out of the \$50,000 is reserved for Aurinia, which will encumber some of the FY2022 funds. No cash flow issue is anticipated as Aurinia has not yet met requirements for either Phase 1 or Phase 2 payments. Applications received by April 30 for the next round will be held pending FY2022 funding. REDI in its budget request asked the City to increase funding to the successful and impactful MOVE/Expansion incentive program.

The FY 2020 Small Business Impact Fund awardee's include Cottage Monet, Dawson Market, Pour Vino n' Hops, and Peerless Rockville. Ms. Rivarde has connected with property owners in the Twin Brooks areas to advertise the Small Business Impact Fund, as businesses in that area are also eligible. Ms. Rivarde thanked the City for its support.

Ms. Rivarde noted that Jose Ochoa is no longer on the board of the incentive review committee. Mr. Mallon indicated he would be interested in joining.

2. E. Gude Area report/City discussion on districts – Ms. Rivarde reported that the January 4<sup>th</sup> discussion with Mayor and Council economic development tools resulted in a great discussion about creating an identity for various areas of the City, including moving forward with exploring the creation of an Arts & Entertainment District. GKA's presentation about the potential for branding the E. Gude area was also circulated to Mayor & Council prior to the meeting, and one of the brewery business owners testified. GKA has been hired by REDI to do a pilot branding project for the E. Gude area that will create an identity in collaboration with the City, MCEDC, County and local businesses to

highlight the craft beverages, restaurants, makers and other businesses in the area.

3. Business Survey RFP– The Business Survey that has been contemplated by the Board has been delayed due to COVID. It is proposed that this topic be discussed further at the Board working session in March to drill down on goals and desired outcomes.

b. MWBC

1. Retention of grant budget/planning and audit support services – Ms. Wortham reported that REDI has hired Andrea Dunathan to assist with Grant Management and Projections and Optimum Business Services to help with responding to SBA audits and requirements.
2. Staffing – Ms. Wortham reported that Lauren Cannon resigned, and Thomas Squire has joined as a part time Training & Events Manager for Special Projects and Bryan Thomas joined as a part time Senior Business Trainer.
3. Grants - The SBA extended the January 31 reporting deadline to the end of April. Montgomery County changed its procedure for this year and does not require an application. The County will review the previous year awardee’s for consideration of funds. Since MWBC is a prior awardee, we anticipate funding.

4. Presentations

- a. GKA – MWBC website – Margaret Doan and Sarah Crisafulli from GKA presented the new MWBC website. Ms. Doan and Ms. Crisafulli reviewed MWBC mission statement, vision statement, values, and presented the new logo. They shared the goal to make the new website easy to navigate and modern. Additionally, there is a new section of the website to highlight success stories. They thanked Staffan Sandberg for his great maintenance of the last website and his help with launching the new website. Ms. Doan and Ms. Crisafulli encouraged staff to visit the site when live, which is scheduled for just prior to Valentine’s Day.
- b. Meet On Demand Pharma – Kari Stoever, the Chief External Relations Officer from On Demand Pharma provided information to the Board about On Demand Pharma, which recently moved its rapidly growing headquarters to Rockville. On Demand has a unique solution to manufacture drugs in a small footprint that is easily cleaned and changed to a different drug run. They have already grown from 3 to 65 employees, and with their federal funding expect to continue their exponential growth. Rockville City staff was commended for their assistance in

getting On Demand up and running in their location quickly, and Mr. Tomkins noted that MCEDC has highlighted On Demand's success.

- c. Great Seneca Transit Improvements – Corey Pitts from Montgomery County Transit (MC DOT) presented staff's recommendation of how to move forward with certain project improvements in a cost effective and timely manner to support the rapid growth of life science and other businesses in our area. Mr. Pitts presented a PowerPoint proposing new bus routes that would enhance movement and connectivity. This project is also designed to reduce carbon emissions.

## **5. Strategic Items**

- a. Board Initiatives – Ms. Prince announced that Dan Mallon is interested in joining the Board. His resume is included in the Board packet. A vote to add him to the Board will be held at the next meeting. Ms. Prince encouraged Board members to connect with Mr. Mallon in the interim.
- b. Board Working Session – The Board will meet Saturday; March 20<sup>th</sup> from 8 am – noon for a working session on Zoom.
- c. Workforce Education Committee – Dr. Kelley announced that the next roundtable will be on February 10, Noon-2 p.m. Monica Escalante, the CFO/CCO for Montgomery Hospice will moderate a panel regarding mental health in the workplace that includes: Susan Webb, Director of Behavioral Health Crisis and Outpatient Services for Suburban Hospital; Merry Campbell, attorney at Shulman Rogers; Dr. Denise Dewhurst, Professor and Coordinator, Psychology at Montgomery College; Dr. Joann Bagshaw, Professor of Psychology at Montgomery College; and Kip Ingram, Director of Bereavement Care at Montgomery Hospice. Dr. Kelley encouraged Board members to attend. The next roundtable will be March 10<sup>th</sup> to discuss the COVID-19 vaccine and return to the workplace.

## **6. Brief Partner Updates:**

- a. City of Rockville - Bridget Newton/Rob DiSpirito  
The City report is in the Board packet. The Mayor highlighted the City and County requests for more Covid-19 Vaccines. She mentioned upcoming meetings to address community policing and the annual budget process.
- b. MCEDC – Bill Tompkins  
Mr. Tompkins reported that the County has distributed the initial restaurant relief funds, but expects that another 4.9 million dollars will available shortly.
- c. Maryland Department of Commerce – Carla Merritt

Ms. Merritt that Governor Hogan has proposed a direct stimulus aid to Maryland residents, and a repeal of certain state and local tax to support small businesses sales. Additionally, he wishes to extend unemployed tax relief for small businesses. Ms. Merritt encourages all to keep in touch with the news for there are many updates to come via the state level.

- d. Rockville Chamber of Commerce – Marji Graf  
Ms. Graf stated January 28<sup>th</sup> from 10-11:30 am the Chamber is hosting an in-depth SBA webinar sponsored by MWBC. Additionally, on February 4<sup>th</sup> there will be a webinar regarding the COVID-19 Vaccine with Flood Law from 12-1pm.

**Upcoming Important Dates:**

**Executive Committee Meeting**.....Tuesday, February 9, 4:30 pm

**Education/Workforce Roundtable** .....Wednesday, February 10, 12-2 p.m.

**Board Working Session** .....Saturday, March 20, 8 a.m.

**REDI Board Meeting** .....Wednesday, April 28, 8:00 am

