



ROCKVILLE ECONOMIC DEVELOPMENT, INC.
FINANCE COMMITTEE
MINUTES

November 14, 2023, 5:30 p.m.
Hybrid Meeting – REDI office/Zoom

Committee Attendees: Todd Pearson, Nancy Regelin, Bridget Donnell Newton, Susan Prince, Bei Ma

Absent: Angela Chaney

Staff: Cindy Rivarde, Richelle Wilson, Rhonda Devan, Danette Nguyen

1. CEO/CFO/Treasurer report
 - a. Review of First Quarter Financials. Cash is \$1.769 Million with an average monthly spend of \$195,000. There are 8 months in operational expenses available (unrestricted) and 46% of revenue is received or earned. We are tracking well with actuals to budget, as 25% of budgeted expenditures have been made.
 - b. Investment Policy. The Committee reviewed the draft Investment Policy and asked staff to make some adjustments to language. There should be no more than a 10% variance (or \$25,000) more in any account over the insured FDIC amount of \$250,000. The Capital Bank MD accounts are enrolled in a sweep ICS program, so they meet this criteria, but currently the Wesbanco Money Market account is \$10,000 over. At the point additional reserves are added, we will explore asking for an ICS account or open an account with another bank. (It is noted that Capital Bank MD excludes Wesbanco from the participating banks in the sweep). Staff will revise and bring the policy back to the Finance Committee in January.
 - c. Benefit Costs.
 - i. Health - Health Insurance costs are increasing by 10.81% and the deductible increased by \$200 – for a total deductible of \$1800. REDI will fund the HRA to cover the increased deductible. The high deductible plan saves REDI premiums. In the event that an employee who elects health coverage does not use the entire \$1800, the remainder stays with REDI. Currently employees who elect health coverage pay \$27.63 per pay period towards the premium for the employee portion, which is approximately 7-8%. The Committee noted that REDI is very generous in providing this split in cost. The City is 80/20 and other area companies are 75%/25%. Employees who add family members pay 100% of the cost to add additional covered persons beyond the employee. The Committee agreed to increase the employee contribution by 10.81% to retain the current ratio.

- ii. Dental/Vision – the overall increase to dental was \$287 for the year, so REDI will absorb this. There was no increase for vision.
 - iii. Life Insurance – REDI has increased life insurance coverage for employees to more closely match the benefit for city staff. This is an increase to 1.5x salary capped at \$150,000. This was a premium increase of \$2,500 for the year.
- d. Pending Grant Applications.
- i. The Montgomery County Community Grant – submitting and awaiting result.
 - ii. Nasdaq submitted on November 11 for \$100,000 proposing funding to cover development of training curriculum for Shop Local that could be copyrighted and sold. In addition, we would like to launch an e-commerce component of Shop Local.
 - iii. Based on feedback from the bank, will submit to Truist Foundation in 2024 when more funding is available.
 - iv. FY24 SBA Grant Applications have been submitted and awarded. As a reminder the BSU match for this year is \$75,000.
 - v. A \$20,000 request for FY24 has been made to Frederick County.
 - vi. The grant application for laptops for clients made to the Maryland Department of Housing and Community Development for \$20,425 was submitted.
 - vii. A non-departmental grant request for \$75,000 was made to Prince George’s County for current operations, and a Community Partnership Grant for \$100,000 has also been submitted with a request to convert our part time business consultant position to full time.
 - viii. We have submitted the information about hiring Francisco Cartagena to Worksource Montgomery and should receive \$5,000 for hiring a Montgomery County resident.
 - ix. Applications in process:
 - 1. Proposal to the City of Frederick for \$20,000 for FY25
 - 2. Proposal to the Third for Shop Local for \$10,000 for FY24
 - 3. Proposal to the Montgomery County Biz Center for \$25,000 for training development
 - 4. Proposal for State match for the 4 WBC’s is being developed.
- e. SBA FY 2019 and FY2022 audit – all requested materials were submitted, and we are waiting for a response. The delays appear to be due to SBA staffing
- f. 990 – the 990 will be prepared in the spring.

2. Other Business

The December meeting is cancelled.

Next Meeting: January 9, 2024, 5:30 p.m. Hybrid REDI Office/Zoom