



**ROCKVILLE ECONOMIC DEVELOPMENT, INC.**  
**INCENTIVE REVIEW COMMITTEE**  
**Open Meeting Minutes**  
July 2, 2024, 11:30 a.m.  
Hybrid

**Committee Attendees:** LaVonne Torrence Berner, Laurie Boyer Babb, Susan Prince,

**Absent:** Alton Henley

**Staff:** Richelle Wilson, Cindy Rivarde

- I. **Welcome and Introduction - Call to Order 11:35 AM**
  - a. Ms. Wilson notified the committee that we had lost two committee members and we needed to add more committee members. Everyone was advised to send suggestions to her.
- II. **Operational Items**
  - a. Operational Items:
    - i. Approval of Minutes:
    - ii. **ACTION: Ms. Prince motioned approval of the 1/29/24 minutes, which was seconded by Ms. Babb, and the vote was unanimously passed by the committee.**
- III. **Discuss Revised Meeting Minutes**
  - a. The committee discussed the revised minutes from the 5/31/23 meeting. It was decided that some changes still needed to be made, and Ms. Wilson was instructed to modify the document and provide the updated version to the committee at the next meeting.
    - i. **ACTION – Ms. Prince motioned for Ms. Wilson to provide the committee with a revised version of the minutes from 5/31/23, and Ms. Babb seconded it.**
- IV. **General Grant Discussion**
  - a. Ms. Wilson brought to the committee’s attention that since the program has grown and received another round of funding, the committee should discuss whether or not there should be a limit to the amount an applicant can receive. Ms. Wilson stated the goal is to help as many businesses as possible, so limiting the amount per business could help the committee achieve that goal. Ms. Jimenez mentioned that we could return to a tiered system. Ms. Berner suggested during the initial meeting process that Ms. Wilson could inform the businesses of the average amount businesses typically receive but stress the ultimate decision on the grant amount is up to the Incentive Review Committee.
- V. **Closed Session**
  - a. The Committee voted to go into closed session at 12:14 pm to protect individuals' privacy or reputation concerning a matter unrelated to public business under the provisions of Article Section 3-105(b)(2) of the Open Meetings Act to discuss with the

Incentive Review Committee the financial and proprietary information of two local businesses Eko House and Mastiha Bakery, who sought financial assistance in the form of incentives administered by REDI. The Committee returned to open session at 12:31 p.m.

VI. Meeting adjourned at 12:34 pm

**Next Meeting** -July 23, 2024