

## **Business Meeting Minutes for August 22, 2022**

### **I. Call to Order and Determination of Quorum**

The business meeting was called to order by Chairman Mike Whitehill at 9:06 am. The following board members were present and represented a quorum:

Mike Whitehill, Chairman  
Bill Walmsley (via Zoom)  
Tom Glen (via Zoom)  
Patrick Perry

Staff Present:

○Rebecca Lepter, Economic Development Coordinator

### **II. Approval of Agenda**

Commission members reviewed the agenda. On a motion made by Patrick Perry to approve the agenda submitted and seconded by Bill Walmsley, the motion was approved by a unanimous vote of the members present.

### **III. Approval of Minutes:**

Commission members reviewed a draft of the July meeting minutes. On a motion made to approve the minutes as submitted by Mr. Perry and seconded Mr. Walmsley, the motion was approved by a unanimous vote of the members present.

### **IV. Department Update**

Ms. Lepter gave an update of the following for EDIF Commission Members:

- An overview was given of the 11 projects Queen Anne's County submitted as part of Upper Shore Regional Council's application to the Department of Commerce's Rural Investment Fund.

### **V. Old Business:**

- A. Sigtex** – Representatives from Sigtex proposed a reduction in positions in the original agreement—from 14 to 7 and an extension of the agreement through 2024. On a motion made by Mr. Perry and seconded by Mr. Glen, the Commission unanimously approved the proposed changes with the caveat that the agreement would be reviewed at the midpoint.

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If, at that time, the employment numbers were not on track and a sufficient number of positions had not been created, the conditional loan would be considered in default.

- B. Authentik** – Authentik Solution has not made a payment since April 2022. The County attorney sent a letter to Mr. Cirra on August 1 notifying him that the company is in default of the settlement agreement and that the balance of the loan is now due.
- C. SRR Holdings** – The County attorney sent the owners a letter on August 16<sup>th</sup> notifying them they were in default. Members discussed and agreed that a lien should be filed.

VI. **New Business**

- a. **Fox Acupuncture Application** – Dr. Lindsay Fox of Fox Acupuncture and Wellness, LLC presented her project to the Commission. EDIF funds would be used to contribute to the purchase of furniture and equipment for the expansion of the wellness practice, allowing Fox Acupuncture and Wellness, Inc. to meet the critical needs of their patients, promote job creation, and make health care services more accessible to Queen Anne's County residents. After review of the materials and discussion with Dr. Fox about allowable expenses, Bill Walmsley made a motion to approve a loan of \$30,000 for the needed furniture and equipment. The motion was seconded by Tom Glen. A vote was taken and unanimously approved by the Commission. Personal guarantees will be required. Terms of the agreement will incorporate the creation of two full-time and one part-time position over the next three years as a result of the project.
- b. **Chesapeake Chef Service** – Presentation will be re-scheduled for September.

- VII. **Adjournment:** On a motion made by Mr. Glen and seconded by Mr. Perry, the regular Commission meeting was adjourned at 9:50 a.m.