

Montgomery County Economic Development Corporation
Executive Committee Meeting

MCEDC
1801 Rockville Pike; Suite 320
Rockville, MD 20852
November 8, 2016

Meeting Minutes

The following directors were present:

Robby Brewer, Principal, Lerch, Early & Brewer (Vice Chair)
Bob Buchanan, Partner, Buchanan Partners (Chair)
Sanjay Rai, SVP for Academic Affairs, Montgomery College (Treasurer)
Ola Sage, CEO, e-Management, CyberRx (Secretary)

Chair Bob Buchanan called the meeting to order at 4:43pm. Joyce Fuhrmann, MCEDC staff, was designated to take minutes.

Item 1 – General Announcements

There were no general announcements for this meeting.

Item 2 - Review Lease for 1801 Rockville Pike

Robby Brewer reviewed the lease process and lease terms under consideration. A motion was made and seconded to recommend approval of the lease. The motion was approved unanimously.

Item 3 - Review Employee Handbook

Robby Brewer and Joyce Fuhrmann presented the employee handbook to the Executive Committee. Joyce Fuhrmann also summarized the benefits package under development. With concurrence from David Petr, the Committee requested that the policy on sick and safe leave be revised to allow employees to accrue and use leave during the introductory period of employment. A motion was made and seconded to recommend approval of the manual as amended to the full Board. The motion passed unanimously.

Item 4 - Treasurer's Report

The Committee reviewed the FY16 Audit Report, FY17 YTD Financial Statements and the FY18 Draft Budget. The Committee requested additional information on the FY18 Draft Budget before sending it to the full Board.

No action taken.

Item 5 - CEO's Report

David Petr presented the CEO's report to the Executive Committee and included updates on his meetings throughout the county, MCEDC staffing, strategic planning and marketing.

No action taken.

The meeting was adjourned at 5:56pm.

Minutes submitted by Joyce Fuhrmann.