



**Montgomery County Economic Development Corporation**  
Executive Committee Meeting  
November 6, 2023  
via Zoom

The following Committee members were present:

Kevin Beverly, Chair  
Elana Fine, Vice Chair - VWG Wealth Management  
Mukesh Kumar, Secretary - Akan Biosciences  
Jennifer Hsin, Treasurer

The following attendees were present, consistent with the requirements of the Open Meetings Act and in accordance with the Corporation's Bylaws:

Bill Tompkins, President & CEO  
Brad Stewart, SVP of Economic Development  
Michael Mitchell, VP of Marketing & Communications  
Stacey Hardy, VP & Chief Administrative Officer  
Sandra Magwood, Executive Administrator & Human Resources Coordinator

*Mr. Beverly called the meeting to order at 4:05 pm. A quorum of the Committee members was present. Ms. Magwood was designated to take minutes.*

### **Approval of Minutes**

Ms. Fine moved to approve the session minutes from the October 15, 2023, meeting as presented; Ms. Hsin seconded the motion. The motion passed unanimously.

### **Special Board Meeting Planning**

The Committee engaged in a comprehensive discussion to plan the upcoming meeting with Secretary of Commerce Kevin Anderson, focusing on fostering a productive dialogue regarding Economic Development Priorities from the State's Perspective and identifying opportunities for stronger alignment with county goals. The discussion included:

- **Meeting Objectives:** Clearly defining the overarching goals and key takeaways expected from the meeting.
- **Meeting Agenda/Format:** Establishing a well-structured agenda that effectively guides the discussion and facilitates a productive exchange of ideas.
- **Invited Guests:** Identifying and confirming the attendance of key individuals who can contribute valuable insights and expertise to the meeting.  
Mr. Tompkins offered to circulate a list of key people to invite and requested that the committee suggest guests as well.
- **Meeting Materials/Pre-Reads**
- **Discussion Questions:** Formulating thought-provoking questions to stimulate focused discussions and uncover areas of potential collaboration and alignment.

## **Draft November Board Meeting Agenda**

The Committee reviewed the proposed agenda for the upcoming November 15th Board meeting. During the review, Mr. Tompkins suggested an opportunity for the Board to actively engage in addressing two critical issues: improving the permitting/planning process and strategies for reducing office vacancy rates.

Mr. Tompkins proposed that the Board engage in formulating policy recommendations on these timely and important topics for consideration by the ECON committee. To facilitate this engagement, the Board would be tasked with reviewing two comprehensive reports that provide valuable insights into these matters:

1. Development Review Workgroup-Final Report
2. ECON Memo on Office Market: potential strategies to address office vacancy rates

### **Closed Session to Discuss Personnel**

Pursuant to § 3-305 (1), The Executive Committee entered into closed session to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.

### **Adjourn**

The meeting adjourned at 5:05 pm.