

**Maryland Food Center Authority
Board of Directors Meeting Minutes**

7801 Oceano Avenue
Jessup, Maryland 20794
December 1, 2022

Present:

Steve Fanaroff, Chair
Gail Yeiser, Vice-Chair
April Richardson
Susan Summers
Ryan Phillips
Kerry Greer

Emily Gontrum, for the Honorable Peter Franchot, Comptroller

Wendy Scott-Scott Napier, for Ellington Churchill, Secretary, Department of General Services

Mark Petrauskas, Assistant Attorney General

Dr. Donald J. Darnall, Executive Director, MFCA
Angela Hopkins, Senior Director of Real Estate and Finance, MFCA
Gary Decker, Director of Market Operations, MFCA
Trevett Freeman, Senior Accountant, MFCA
Peggy Torre, Executive Projects Coordinator, MFCA

Meeting Convened

Mr. Steven Fanaroff called Members of the Board of Directors of the Maryland Food Center Authority (MFCA) to order at 9:00 a.m. on December 1, 2022.

I. Regular Session

A. Approval of Minutes

- A motion was made by Ms. Gail Yeiser to accept the Minutes from the September 15, 2022 meeting. Seconded by Ms. Wendy Scott-Napier and unanimously approved. (Exhibit 1)

B. MFCA Updates

- Dr. Donald Darnall gave an update to the Board on the Produce Market Expansion. The Engineers are now meeting with the Architect. They are almost done with the schematics, and we hope to go out for bid later this year.

- Mrs. Angela Hopkins reviewed this year's tenant survey with the Board. The results were not as good as last year, but still very good, in the "moderately satisfied" range. Last year they were excellent, but at the time that we distributed the surveys last year, we had just informed them that due to Covid the MFCA would be paying service expense reimbursement normally paid by the tenants, as well the MFCA not increasing the rent via a CPI that is built into the leases. We were able to identify the other two main causes of less satisfaction from the prior year and we have taken steps to rectify these issues. The information was provided to the State in the Managing for Results report.

C. Presentation of Audited Financial Statements for the Year Ending June 30, 2022

- Ms. Angela Hopkins reviewed the Audited Financial Statements for the Year Ending June 30, 2022.

D. Presentation of Proposed Fiscal Year Revised 2023 Operating Budget Estimates and Fiscal Year 2024 Operating Budget Estimates and Fiscal Year 2023 and FY 2024 Capital Improvement Budget Estimates

- Ms. Angela Hopkins presented the Proposed Fiscal Year Revised 2023 Operating Budget Estimates and Fiscal Year 2024 Operating Budget Estimates and Fiscal Year 2023 and Fiscal Year 2024 Capital Improvement Budget Estimates in detail.

A motion was made by Ms. Kerry Greer, and seconded by Ms. Emily Gontrum to approve the FY 22 Audited Financial Statements. The motion was unanimously approved.

A motion was made by Ms. Gail Yeiser, seconded by Ms. Susan Summers to approve the revised FY 23 and FY 24 Capital Improvement Budgets in total.

A motion was made by Ms. Susan Summers and seconded by Ms. Gail Yeiser to approve the revised FY 23 Operating Budget and the FY 24 Operating Budget in total. Included in these budgets is a 4.5% COLA increase given to all state employees by the Governor on November 1, 2022, and a 2% COLA on January 1, 2023 for the Executive Director and a 4% merit and 2% COLA increase in FY 24. The FY 23 COLA on January 1, 2023 and the FY 24 increase will only be given if the State of Maryland authorizes increases for all State agencies. The motion was unanimously approved.

E. Statement of Revenue and Expenses affecting private tenants and users of

Authority Projects affecting private tenants and users of the Maryland Wholesale

Produce Market and the Maryland Market Center were reviewed by the Board. Both markets have been made aware of these statements. A motion was made by Mr. Gail Yeiser to accept the R & D's and was seconded by Ms. Wendy Scott-Napier, with all in agreement.

F. Tentatively Scheduled Dates for Calendar Year 2023 Authority Meetings

- March 16
- June 21
- September 21
- November 16

Motion to adjourn was made by Ms. Gail Yeiser, seconded by Mr. Ryan Phillips and unanimously approved.