

**Maryland Food Center Authority
Board of Directors Zoom Meeting
7801 Oceano Avenue
Jessup, MD 20794
November 19, 2020**

Present:

Steve Fanaroff, Chair
Gail Yeiser
Irina Falletta
Carlton Brown
Ryan Phillips
Susan Summers
Kelly Greer

Jerome Klasmeier, for The Honorable Peter Franchot, Comptroller

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

Mark Powell, Agriculture Marketing Specialist, Maryland's Best, for Joseph Bartenfelder, Secretary, Department of Agriculture

Dr. Darren Jarboe, for Dr. Craig Beyrouthy, Dean and Director, University of Maryland, College of Agriculture and Natural Resources

Mark Petrauskas, Assistant Attorney General

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

Meeting Convened

Dr. Don Darnall called Members of the Board of Directors of the Maryland Food Center Authority (MFCA) to order at 9:00 a.m. on November 19, 2020.

I. Regular Session

A. Approval of Minutes from the June 4, 2020 and July 29, 2020

- A motion was made by Mr. Jerry Klasmeier to accept the Minutes from the June 4, 2020 and July 29, 2020 Authority Meetings seconded by Ms. Gail Yeiser and unanimously approved.

Exhibit: Minutes of the June 4, 2020 and July 29, 2020 Authority Meetings

B. MFCA Updates

- Dr. Don Darnall, for the benefit of the new Board members, reviewed the MFCA mission and the properties that are currently owned by the MFCA. He also reviewed our work with Senator Hester and Delegate Charkoudian on the Maryland Food for Maryland Farmers legislation. Don then explained our auditing process, including both the audit that independent auditors complete each year, as well as the Legislative Audit, which is performed every three years.

- Mr. Gary Decker explained to the Board the steps that the MFCA has taken to prevent transmission of Covid19 including, but not limited to, staff with symptoms being screened before going to work and a fog machine to clean after a suspected case in any of our buildings and to provide regular decontamination of our facilities.

C. Presentation of Audited Financial Statements for Year Ending June 30, 2020

- Ms. Angela Hopkins reviewed the Financial Statements and Independent Public Accountant's Report for June 30, 2020.

D. Presentation of Proposed Fiscal Year Revised 2021 Budget Estimates and Fiscal Year 2022 Budget Estimates

1. Operating Budget

Ms. Angela Hopkins discussed FY 21 and FY 22 Operating Budgets attached as Exhibit 1.

2. Capital Improvements, Maintenance and Development Budget

Ms. Angela Hopkins discussed the proposed MFCA Capital Improvements projects for FY 21 and FY 22 attached as Exhibit 2. Ms. Kerry Greer made a motion to approve the FY 20 Audited Financial Statements, the revised FY 21 Operating and Capital Improvement Budgets, and the FY 22 Operating and Capital Improvement Budgets. Included in these budgets is a 1% COLA increase on January 1, 2021 for the Executive Director, and a 4% merit and 2% COLA increase for FY 22. The FY 22 increase will only be given if the State of Maryland authorizes increases for all State Agencies. Seconded by Dr. Darren Jarboe and unanimously approved.

E. Statement of Revenue and Expenses affecting private tenants and users of Authority Projects for August 2020 for Maryland Wholesale Produce Market and Maryland Market Center

- Statements of Revenue and Expenses for August 2020 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. After

discussion, a motion was made by Mrs. Gail Yeiser to accept the R & D's and was seconded by Mr. Ryan Phillips, with all in agreement.

F. Tentatively Scheduled Dates for Calendar Year 2021 Authority Meetings –

The Board was provided with the tentative dates for the 2021 Authority Meetings.

II. Executive Session Dr. Don Darnall requested a motion to close the Open Session. The motion was made by Ms. Gail Yeiser and seconded by Mr. Jerry Klasmeier, with all in agreement.

Motion to adjourn the meeting was made by Mrs. Susan Summers, seconded by Ms. Gail Yeiser and unanimously approved.