

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

**7801 Oceano Avenue
Jessup, Maryland 20794
November 16, 2023**

Present:

Gail Yeiser, Chair
Gerardo Martinez
Susan Summers
Ryan Phillips
Kerry Greer
Carlton Brown

Ben Siegel, for the Honorable Brooke Lierman, Comptroller

Wendy Scott-Scott Napier, for Atif Chaudry, Secretary, Department of General Services

Kevin Atticks, 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
Myriem Seabron, 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

Ms. Gail Yeiser called Members of the Board of Directors of the Maryland Food Center Authority (MFCA) to order at 9:00 a.m. on November 16, 2023.

I. Regular Session

A. Approval of Minutes

- A motion was made by Ms. Susan Summers to accept the Minutes from the September 21, 2023 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 Stream Restoration Project.
- Ms. Angela Hopkins reviewed this year's tenant survey with the Board. We started conducting the surveys in 2006. The results were not as good as last year, but still very good, in the "moderately satisfied" range. Last year the results were excellent, but at the time that we distributed the surveys last year, the MFCA had just informed the tenants that due to Covid the MFCA would be paying service expense reimbursement costs normally paid by the tenants, and the MFCA did not increase the rent based on the CPI change that is built into the leases. This year, we did increase the rent and the tenants were responsible for their own service expenses. The main cause of decreased satisfaction this year from the prior year was specific to Security. Software for our access system (at both the Maryland Market Center and the Wholesale Produce Market Guard gates) was unavailable for an extended period. The MFCA was unable to fix the software issue and had to procure a new system. This was a huge project, which also included replacing all the

security cards for the tenants and their employees. All the information obtained in our survey was provided to the State in the Managing for Results report.

- Ms. Angela Hopkins updated the Board regarding MFCA’s intention to replace the auditors who are contracted to perform our annual Independent Audit. The previous auditors did not meet the terms of their contract with the MFCA, therefore we are terminating the contract and will be awarding the contract to second-lowest bidder, assuming they can still meet the terms of their original bid, as per our Procurement Policy.

- Dr. Donald Darnall announced that going forward Myriem Seabron will be taking over for Mark Petrauskas as the Assistant Attorney General for the MFCA.

C. Presentation of Audited Financial Statements for the Year Ending June 30, 2023

- Ms. Angela Hopkins reviewed the Audited Financial Statements for the year ending June 30, 2023.

D. Presentation of Proposed Fiscal Year Revised 2024 Operating Budget Estimates and Fiscal Year 2025 Operating Budget Estimates and Fiscal Year 2024 and FY 2025 Capital Improvement Budget Estimates

- Ms. Angela Hopkins presented the Proposed Fiscal Year Revised 2024 Operating Budget Estimates and Fiscal Year 2025 Operating Budget Estimates and Fiscal Year 2024 and Fiscal Year 2025 Capital Improvement Budget Estimates in detail.

A motion was made by Ms. Kerry Greer to restrict \$2.5M of our existing cash for use in the Produce Market Expansion project and seconded by Dr. Darren Jarboe. The motion passed unanimously.

A motion was made by Ms. Susan Summers and seconded by Ms. Wendy Scott-Napier to approve the FY 23 Audited Financial Statements. The motion was unanimously approved.

A motion was made by Ms. Wendy Scott-Napier, seconded by Dr. Darren Jarboe to approve the revised FY 24 and FY 25 Capital Improvement Budgets in total. The motion was unanimously approved.

A motion was made by Ms. Kerry Greer and seconded by Mr. Gerardo Martinez to approve the revised FY 24 Operating Budget and the FY 25 Operating Budget in total. Included in these budgets is a 2% COLA increase on January 1, 2024 for all MFCA Employees including the Executive Director, and a 4% merit and 2% COLA increase in FY 25 for all MFCA Employees including the Executive Director. The FY 24 COLA on January 1, 2024 and the FY 25 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 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. Ryan Phillips to accept the R & D's and was seconded by Ms. Kerry Greer, with all in agreement.

F. Tentatively Scheduled Dates for Calendar Year 2024 Authority Meetings

- March 14
- June 20
- September 19
- November 14

Motion to adjourn was made by Dr. Darren Jarboe, seconded by Ms. Susan Summers and unanimously approved.