



TRI-COUNTY COUNCIL  
for SOUTHERN MARYLAND

## TRI-COUNTY COUNCIL FOR SOUTHERN MARYLAND-(COUNCIL)

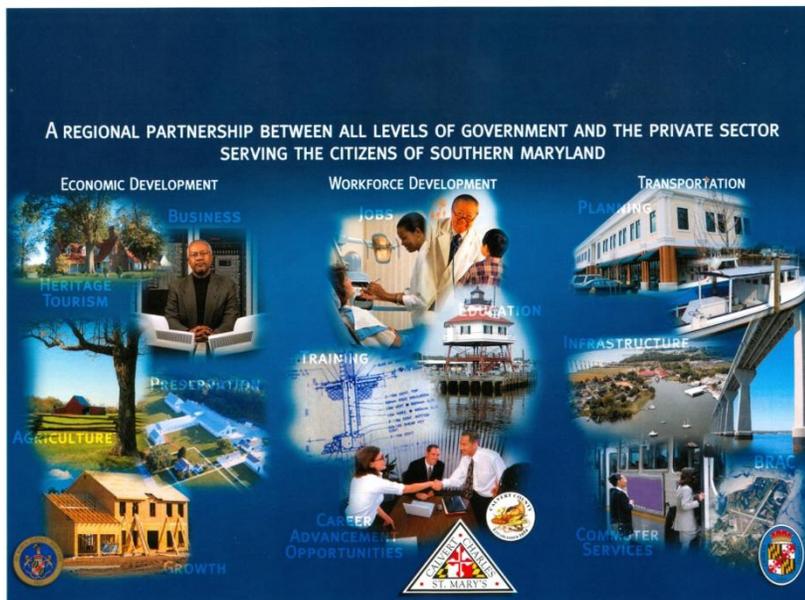
END OF YEAR REPORT – FY 2012

JULY OF 2011 TO JUNE OF 2012

BY WAYNE E. CLARK, EXECUTIVE DIRECTOR

The 48<sup>th</sup> year of operation for the Council witnessed the expansion of grant funding for transportation services, workforce services, broadband infrastructure planning and installation, community-based veteran services, environmental planning associated with the watershed implementation plan, and a web-based smart tool for minority, woman-owned and small businesses. Our partner programs of the Southern Maryland Agricultural Development Commission (SMADC) and the Southern Maryland Heritage Area Consortium continued to provide excellent program services for the farming and tourism sectors of the regional economy. With all three counties in Southern Maryland making the national top 15 highest per capita family income list in 2012, and being recognized as the fastest growing region of Maryland, the Council serves as a lens to combine and focus efforts of the staff, elected leaders and partnering agencies to meet today’s challenges while planning a secure future for all Southern Marylanders.

**Vision:** Southern Maryland is a dynamic, competitive, high performance, economic region. The Tri-County Council is committed to the steady enhancement of the region’s quality of life and prosperity, successfully balancing the development of high quality job opportunities with a commitment to preserve the region’s extraordinary environmental, natural and cultural resources and historic identity.



# TRI-COUNTY COUNCIL FOR SOUTHERN MARYLAND

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## 2011- 2012 Council Officers

Past Chairman, 2011: Commissioner Gerald Clark, Calvert County  
Current Co-Chairman, 2012: Commissioner Todd Morgan, St. Mary's County  
Mary Lynn Stone, Member at Large, St. Mary's County  
First Vice Chairman: - Commissioner Candice Quinn Kelly, Charles County  
Second Vice Chairman: Delegate Mark Fisher, Calvert County  
Third Vice Chairman: Delegate John Bohanan, St. Mary's County

## Executive Board

Commissioner Candice Quinn Kelly, Charles County  
Delegate Mark Fisher, Calvert County  
Delegate John Bohanan, St. Mary's County  
Delegate C.T. Wilson, Charles County  
Commissioner Todd Morgan, St. Mary's County  
Commissioner Gerald Clark, Calvert County  
Wilson Parran, Member at Large, Calvert County  
Harold Ray Mertz, Member at Large, Charles County  
Mary Lynn Stone, Member at Large, St. Mary's County

## Full Council Members

### Calvert County

Commissioner, Gerald Clark,  
President  
Commissioner, Susan Shaw  
Commissioner, Steven Weems  
Commissioner, Evan Slaughenhaupt  
Commissioner, Pat Nutter  
Wilson Parran, Member at Large

### Charles County

Commissioner, Candice Quinn Kelly,  
President  
Commissioner, Reuben Collins  
Commissioner, Ken Robinson  
Commissioner, Debra Davis  
Commissioner, Bobby Rucci  
Harold Ray Mertz, Member at Large

### St. Mary's County

Commissioner, Jack Russell,  
President  
Commissioner, Todd Morgan  
Commissioner, Cynthia Jones  
Commissioner, Daniel Morris  
Commissioner, Lawrence Jarboe  
Mary Lynn Stone, Member at Large

### District 27

Senator Mike Miller Jr.,  
President, Maryland Senate

### District 27A

Delegate James Proctor  
Delegate Joseph Vallario

### District 27B

Delegate Mark Fisher

### District 28

Senator T. M. Middleton  
Delegate Sally Jameson  
Delegate Peter Murphy  
Delegate C.T. Wilson

### District 29

Senator Roy Dyson

### District 29A

Delegate John Wood

### District 29B

Delegate John Bohanan

### District 29C

Delegate Tony O'Donnell

## TRI-COUNTY COUNCIL FOR SOUTHERN MARYLAND

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### Staff

Wayne E. Clark - Executive Director  
Daryl Rosenbaum- Director Regional Workforce & Business Development  
Vacant – Director of Regional Planning  
George Clark – Ridesharing Coordinator  
Elaine Lancaster – Transit Coordinator  
Rhonda Crawley- Mobility Management Coordinator  
Melinda Bowling – Finance Manager  
Arlene Weaver- Administrative Accounting Assistant  
Sharon Meyer –Director of Human Resources/  
Executive Board Coordinator  
Katrina Matthews- WIA Program Coordinator  
Helen Fassel – Secretary  
Ruth Davis- Lead Business Service Representative  
Barbara DeHenzel – Business Service Representative  
Belinda Capuano- Business Service Representative  
Eric Hernandez- Client Services Manager  
Janet Hanke- Client Services Manager  
Doris Barron- Client Services Manager  
Pam Wilkerson- Youth Program Manager  
Julie Ashby- Youth Client Services Manager  
Kimberly Donis- Youth Client Services Manager  
Kelly Bell- Youth Client Services Manager  
Norma Booze- TANF Program Manager  
Lisa Lupis- TANF Program Manager  
Carly Morasch- Green Job Navigator/Case Manager

### Southern Maryland Agriculture Development Commission Staff:

Christine Bergmark, PhD – Director  
Susan McQuilkin – Marketing Executive  
Cia Morey – Administrator  
Shelly Lancaster – Administrative Assistant  
Mark Datillo – Temporary

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## **LEADERSHIP LETTER**

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### **COMMISSIONER TODD MORGAN AND MARY LYNN STONE, CO-CHAIRMEN**

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Our vision for the future of Southern Maryland is a dynamic, competitive high performance economic region, a Mid-Atlantic Center of Excellence committed to the steady enhancement of our quality of life and prosperity, which successfully balances the development of high quality job opportunities with a commitment to preserve the Region's extraordinary environmental and natural resources, historical identity, and spirit of place. These words were extracted from the Tri-County Councils Regional Strategy dated 1998. The Council was formed in 1966 as part of an overall regional development effort to promote what was then the poorest region in the State.

Today Southern Maryland enjoys one of the highest economic success rates in Maryland. It is the fastest growing region in the State and boasts some of the State's highest household incomes. Southern Maryland should be proud of its accomplishments.

As we look to the future we must not lose focus of the vision of why the Council was established. Three firm cornerstones must continue to be expanded and developed to keep our region strong. These are economic development, continued pursuit of education at all levels and regional transportation priorities. It is our goal to ensure that this focus is maintained and expanded as our region continues to grow and expand as we face the difficult challenges of the 21<sup>st</sup> Century.

## **BROADBAND PLANNING AND INFRASTRUCTURE**

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### **OPPORTUNITIES**

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In 1999 the Council's Southern Maryland Regional Strategy identified the growing gap of last mile broadband services to our region as compared to the well-connected urban areas of Maryland, and seized the opportunity to seek last mile service to our public, private and residential communities.

The three counties funded a Council's study in 2005 to document the opportunities for expanded services. This study recommended the creation of a broadband cooperative. Legislation passed in 2006 creating the Maryland Broadband Cooperative to promote middle-mile fiber services and resource sharing among members of all the rural counties of the State. Federal and state funding were secured and so began the installation of that network for continued expansion of coverage in our region.

### **SOLUTIONS**

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Federal and State funding are making it possible to fiber optically connect Wallops Island to Naval Air Station Patuxent River. By 2012, additional support from other grant sources has allowed for the completion of the middle-mile broadband network on the Eastern Shore, the running of fiber across the Gov. Harry W. Nice Memorial Bridge in Southern Maryland, and fiber installation for directly connecting the military facilities.

In 2010, after two competing grants from urban and rural Maryland failed to result in federal funding, the Council members and staff played a leadership role in crafting a compromise proposal entitled the *One Maryland Broadband Network* which received \$115 million in federal funds and \$40 million in state/county funds to build a statewide public/private sector broadband network.

Funding was also awarded to the Maryland Broadband Cooperative (Cooperative) to update information about regional broadband coverage across the state, to produce three rural regional broadband plans, and to complete the first statewide broadband plan.

The Council received a grant to complete by 2012 the regional broadband plan. The Maryland Broadband Cooperative has expanded to include over 70 members, fulfilling the top recommendation of the 2005 Southern Maryland Regional Broadband Plan. All three Southern Maryland Counties are Cooperative members.

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## **PROGRESS**

The Maryland Department of Information Technology (DOIT), as administrator of the One Maryland Broadband Network grant, secured all environmental permits and federal grant approvals in 2011 to allow installation of fiber to commence in 2012.

During the spring and summer of 2012, conduit is being installed throughout Southern Maryland to connect over 92 public sector anchor institutions and to make available to the Cooperative 96 strands of fiber for the private sector businesses and residential areas through internet service provider members of the Cooperative.

The Cooperative has secured six locations in Southern Maryland to serve as hubs for operations of the fiber network. A four fiber resource share agreement has been signed between DOIT and the Cooperative making available four strands of existing DOIT fiber for use for Cooperative members along the Route 301 corridor in Charles County. The Cooperative has resource share agreements with member institutions for connecting rural Maryland to the Washington, Baltimore, Virginia and Delaware networks and beyond.

The Regional Planning Study has advanced due to the efforts of the Council's Regional Broadband/IT Planning Committee. The Committee members represent planners from county IT and economic development offices, the military bases, regional technology groups and libraries. The 1999 and 2005 Council's plans allowed Southern Maryland to lead the development efforts resulting in a draft plan completed in FY 2012.

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## **NEXT YEAR'S PLANS**

DOIT will complete the One Maryland Broadband Network by Fall 2013 and turn over the 96 strands of private sector fiber to the Cooperative for management. The public sector anchor institutions will be connected.

The Cooperative is planning to expand membership services next year, working in conjunction with the Council staff. The final draft of the 2012 regional IT/Broadband plan will be presented to the Council for adoption at the October 2012 meeting, which will inform completion of a state IT/Broadband plan in 2014. The plans will help guide members of the Cooperative, DOIT and other partners to pursue business plans and seek state and federal grants and resource share agreements to expand services to the remaining underserved areas of our region.

# SMART BUSINESS TOOL FOR SMALL AND MINORITY-OWNED BUSINESSES

## OPPORTUNITIES

In 2007, the Council formed the Minority Business Opportunity Task Force (MBOT). In bringing to the table the Calvert County Minority Alliance, Charles County Minority Business Advisory Council and St. Mary's Minority Business Alliance, MBOT has been instrumental in developing economic cooperation across the region.

Membership and mission have expanded to include women and small business representatives. MBOT has met monthly to identify resources, develop best practices and to combine efforts to assist small businesses, and minority and woman-owned businesses to build capacity in the Southern Maryland region.

## SOLUTIONS

With the support of MBOT members, the Council secured two USDA grants to study the overall nature and needs of small businesses, including those owned by women and minorities in all three Southern Maryland Counties.

Profiles of over 350 cooperating businesses were developed in detail with the goal of creating a regional website to connect the businesses with customers. Through a competitive bid process, the Council selected the firm of InQbation to design and make operational a Smart Business Tool website for the Council.

<http://smartbiztool.tccsmd.org/>

The screenshot shows the homepage of the Smart Business Tool website. At the top, there is a navigation menu with links for HOME, ABOUT TCCSMD, REGIONAL INFORMATION, BUSINESS DEVELOPMENT, TRANSPORTATION, AGRICULTURE, and NEWS. Below the menu, the breadcrumb trail reads "Home » Business Development » Smart Business Tool". The main header features the "SMART BUSINESS TOOL" logo and a "Login" button. A secondary navigation bar includes links for SBT HOME, ABOUT THE TOOL, HOW TO..., BUSINESS OPPORTUNITIES, BUSINESS DIRECTORY, DATA, and NEWS AND EVENTS. The main content area is divided into three sections: "What we do" with a "VIEW MORE" button, a large image of a smiling man in a suit, and "FEATURED RESOURCES" with a list of links: Business Registration & Licenses, Small Business Resources, Financing for Business Growth, Business Continuity Planning, Major Development Projects in Southern Maryland, and Featured Buyers of Your Products and Services. At the bottom, there is a row of logos for MB A, TIPS Group, MBAC, and others. The footer contains a grid of links organized by category: ABOUT (About TCC, Mission Statement, Membership), REGIONAL INFORMATION (About the Region, Regional Data Center, Regional Strategy), BUSINESS DEVELOPMENT (Regional Economic Development Contacts, Broadband), TRANSPORTATION (Transportation, Regional Transportation Planning), and AGRICULTURE (Southern Maryland Agricultural Development Commission).

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## **PROGRESS**

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The Council staff and volunteers from MBOT dedicated hundreds of hours working with InQbation in 2011 to complete the Smart Business Tool for the Council's website. The website came to life at a special event at the College of Southern Maryland in October of 2011.

The website offers one stop service for all small businesses in our region looking to connect with buyers, to access economic development tools in the county, state and federal governments and to receive answers to frequently asked questions concerning new and growing businesses.

The website started out with profiles on the 350 businesses documented in the regional study and allows other businesses and buyers to join the business tool. SMECO represents one of the large regional buyers using the site to post bids for small and minority contracts.

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## **NEXT YEAR'S PLANS**

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Buyers and businesses will continue to be added to the Smart Business Tool. The MBOT is working with the Job Source program of the Council's Workforce Investment Board to support Job Fairs and to develop procurement training and other business networking opportunities.

As grant funding is secured, the Smart Business tool will be refined and the rest of the Council's website redesigned to meet the look and utility of the Smart Business Tool.

## **SOUTHERN MARYLAND WORKFORCE INVESTMENT BOARD (WIB)**

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### **CORE SERVICES**

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#### **OPPORTUNITIES**

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Only regions with a WIB qualify for grants to support workforce service opportunities. In 2008 the Council and the three Counties' Boards agreed to reform the WIB as a new program of the Council whose goals include:

- Acting as a conveyer of local workforce and economic development efforts,
- Providing job-training services to adults, dislocated workers and youth,
- Assisting businesses with workforce services, and
- Locating One Stop offices in each of the three Counties to deliver community based educational and human resource programs.

The WIB is a 33 member board comprised of a majority membership of business leaders. It has 3 standing committees:

- Executive,
- Program Oversight and
- Youth Council.

Core program funding provided by Maryland Department of Labor, Licensing and Registration (DLLR) allows for hiring of staff to provide program services and training dollars for participants.

## SOLUTIONS

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The unemployment rate in Southern Maryland has remained one of the lowest in the state, a factor due in part to the majority of the workforce in Charles and Calvert Counties commuting to jobs in the Washington metropolitan area.

Many challenges remain for certain economic sectors of the populace, including acquiring skills needed by employers and job seekers. The WIB will adopt in July 2012 a five year strategic plan (2012-2017) to address the workforce needs of the region, copies of which are available at the Council by request through [kmatthews@tccsmd.org](mailto:kmatthews@tccsmd.org).

Our economic sector focus will be to match the needs of the Federal government by providing services in registered apprenticeships, critical postsecondary education, training, and employment options. We are committed to working in partnership with the College of Southern Maryland for aligning training programs with business needs. Our youth programs are expanding their services from the three public high schools in the pilot program to all high schools in the tri-county area.

## PROGRESS

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All three One Stop offices are fully operational. The physical settings have been improved in FY 2012 to better serve our citizens. In the first three quarters, our dislocated worker, youth and adult programs have served 21,539 citizens and placed 16,456 in jobs. A detailed chart follows which summarizes the clients served in each of our three counties.

The Council and College of Southern Maryland signed a Memo of Understanding for sharing the resources and operations of the Mobile Career Center (MCC). It can travel to businesses in the process of downsizing. It can be deployed as needed throughout the region to provide workforce training and registration. The MCC has already been positioned to assist emergency response agencies in St. Mary's and Calvert County in the aftermath of Tropical Storm Irene.

The Department of Labor, Licensing and Regulations (DLLR) annually conducts a financial and program review. In FY 2011 they provided us with a clean and complimentary report. In FY 2012 the Council worked with DLLR One Stop staff to adopt and implement a universal design customer access model to ensure cooperation between programs. DLLR has since adopted our model as the standard for other WIB's.

The youth program has continued to expand from the pilot high schools to all high schools, increasing the number of youth served.

The statistical report which follows provides the third quarter details for the three counties.

<p align="center"><b>Prior 8 Months</b> <b>July 1, 2011 – Feb. 29, 2012</b></p>	<p align="center"><b>ONE STOP SUMMARY MARCH 2012</b> <b>Current Month</b> <b>Mar. 1, 2012 – Mar. 31, 2012</b></p>	<p align="center"><b>Program Year-to-date</b> <b>July 1, 2011 – Mar. 31, 2012</b></p>
<p align="center"><b>CORE SERVICES</b></p> <hr/> <ul style="list-style-type: none"> <li>▪ 19,177- One Stop Utilization</li> <li>▪ 4,578- New MWE Registrations</li> </ul> <p><b>1,597 Attended Orientation</b></p> <ul style="list-style-type: none"> <li>▪ 373- St. Mary's</li> <li>▪ 873- Charles</li> <li>▪ 351- Calvert</li> </ul> <p><b>Placements (01/01/11 – 12/31/11)</b></p> <ul style="list-style-type: none"> <li>▪ 16,456</li> </ul>	<p align="center"><b>CORE SERVICES</b></p> <hr/> <ul style="list-style-type: none"> <li>▪ 2,362- One Stop Utilization</li> <li>▪ 553- New MWE Registrations</li> </ul> <p><b>214 Attended Orientation</b></p> <ul style="list-style-type: none"> <li>▪ 54- St. Mary's</li> <li>▪ 120- Charles</li> <li>▪ 40- Calvert</li> </ul> <p><b>Placements (01/01/11 – 12/31/11)</b></p> <ul style="list-style-type: none"> <li>▪ 16,456</li> </ul>	<p align="center"><b>CORE SERVICES</b></p> <hr/> <ul style="list-style-type: none"> <li>▪ 21,539- One Stop Utilization</li> <li>▪ 5,131- New MWE Registrations</li> </ul> <p><b>1,811 Attended Orientation</b></p> <ul style="list-style-type: none"> <li>▪ 373- St. Mary's</li> <li>▪ 873- Charles</li> <li>▪ 351- Calvert</li> </ul> <p><b>Placements (01/01/11 – 12/31/11)</b></p> <ul style="list-style-type: none"> <li>▪ 16,456</li> </ul>
<p align="center"><b>WIA DISLOCATED WORKER</b></p> <hr/> <ul style="list-style-type: none"> <li>▪ 114 Carryover Participants</li> <li>▪ + <u>63</u> New Registrations</li> <li>▪ 177 Participants Served</li> <li>▪ - <u>67</u> Exits (40 employed)</li> <li>▪ <i>110 Active Participants</i></li> <li>▪ 61 Referred from Early Intervention Program</li> <li>▪ 19 Started training (19 WIA Funded)</li> <li>▪ 05 Credentials Obtained</li> </ul>	<p align="center"><b>WIA DISLOCATED WORKER</b></p> <hr/> <ul style="list-style-type: none"> <li>▪ 110 Carryover Participants</li> <li>▪ + <u>15</u> New Registrations</li> <li>▪ 125 Participants Served</li> <li>▪ - <u>02</u> Exits (2 employed)</li> <li>▪ <i>123 Active Participants</i></li> <li>▪ 15 Referred from Early Intervention Program</li> <li>▪ 00 Started training (0WIA Funded)</li> <li>▪ 01 Credentials Obtained</li> </ul>	<p align="center"><b>WIA DISLOCATED WORKER</b></p> <hr/> <ul style="list-style-type: none"> <li>▪ 114 Carryover Participants</li> <li>▪ + <u>78</u> New Registrations</li> <li>▪ 192 Participants Served</li> <li>▪ - <u>69</u> Exits (42 employed)</li> <li>▪ <i>123 Active Participants</i></li> <li>▪ 75 Referred from Early Intervention Program</li> <li>▪ 19 Started training (19 WIA Funded)</li> <li>▪ 06 Credentials Obtained</li> </ul>
<p align="center"><b>WIA YOUTH</b></p> <hr/> <ul style="list-style-type: none"> <li>▪ 64 Carryover Participants</li> <li>▪ + <u>41</u> New Registrations</li> <li>▪ 105 Participants Served</li> <li>▪ - <u>17</u> Exits</li> <li>▪ <i>88 Active Participants</i></li> <li>▪ 00 Credentials Obtained</li> <li>▪ 00 Diploma/Equivalent</li> </ul>	<p align="center"><b>WIA YOUTH</b></p> <hr/> <ul style="list-style-type: none"> <li>▪ 88 Carryover Participants</li> <li>▪ + <u>04</u> New Registrations</li> <li>▪ 92 Participants Served</li> <li>▪ - <u>00</u> Exits</li> <li>▪ <i>92 Active Participants</i></li> <li>▪ 00 Credentials Obtained</li> <li>▪ 00 Diploma/Equivalent</li> </ul>	<p align="center"><b>WIA YOUTH</b></p> <hr/> <ul style="list-style-type: none"> <li>▪ 64 Carryover Participants</li> <li>▪ + <u>45</u> New Registrations</li> <li>▪ 109 Participants Served</li> <li>▪ - <u>17</u> Exits</li> <li>▪ <i>92 Active Participants</i></li> <li>▪ 00 Credentials Obtained</li> <li>▪ 00 Diploma/Equivalent</li> </ul>
<p align="center"><b>WIA ADULT</b></p> <hr/> <ul style="list-style-type: none"> <li>▪ 63 Carryover Participants</li> <li>▪ + <u>38</u> New Registrations</li> <li>▪ 101 Participants Served</li> <li>▪ - <u>27</u> Exits (17 employed)</li> <li>▪ <i>74 Active Participants</i></li> <li>▪ 09 Started training (9 WIA Funded)</li> <li>▪ 00 Credentials Obtained</li> </ul>	<p align="center"><b>WIA ADULT</b></p> <hr/> <ul style="list-style-type: none"> <li>▪ 74 Carryover Participants</li> <li>▪ + <u>02</u> New Registrations</li> <li>▪ 76 Participants Served</li> <li>▪ - <u>00</u> Exits (0 employed)</li> <li>▪ <i>76 Active Participants</i></li> <li>▪ 01 Started training (1 WIA Funded)</li> <li>▪ 00 Credentials Obtained</li> </ul>	<p align="center"><b>WIA ADULT</b></p> <hr/> <ul style="list-style-type: none"> <li>▪ 63 Carryover Participants</li> <li>▪ + <u>40</u> New Registrations</li> <li>▪ 103 Participants Served</li> <li>▪ - <u>27</u> Exits (17 employed)</li> <li>▪ <i>76 Active Participants</i></li> <li>▪ 10 Started training (10 WIA Funded)</li> <li>▪ 00 Credentials Obtained</li> </ul>

<p style="text-align: center;"><b>Prior 8 Months</b></p> <p style="text-align: center;"><b>July 1, 2011 – Feb. 29, 2012</b></p> <p style="text-align: center;"><b>BUSINESS SERVICES</b></p>	<p style="text-align: center;"><b>ONE STOP SUMMARY MARCH 2012</b></p> <p style="text-align: center;"><b>Current Month</b></p> <p style="text-align: center;"><b>Mar. 1, 2012 – Mar. 31, 2012</b></p> <p style="text-align: center;"><b>BUSINESS SERVICES</b></p>	<p style="text-align: center;"><b>Program Year-to-date</b></p> <p style="text-align: center;"><b>July 1, 2011 – Mar. 31, 2012</b></p> <p style="text-align: center;"><b>BUSINESS SERVICES</b></p>
<p><b>109 New Business Enrollments</b></p> <ul style="list-style-type: none"> <li>▪ 31- Calvert</li> <li>▪ 39- Charles</li> <li>▪ 39- St. Mary's</li> </ul> <p><b>997 Job Orders Posted</b></p> <ul style="list-style-type: none"> <li>▪ 173- Calvert</li> <li>▪ 189- Charles</li> <li>▪ 635- St. Mary's</li> </ul> <p><b>1,203 Other Businesses Services</b></p> <ul style="list-style-type: none"> <li>▪ 247- Calvert</li> <li>▪ 244- Charles</li> <li>▪ 712- St. Mary's</li> </ul>	<p><b>20 New Business Enrollments</b></p> <ul style="list-style-type: none"> <li>▪ 8- Calvert</li> <li>▪ 7- Charles</li> <li>▪ 5- St. Mary's</li> </ul> <p><b>262 Job Orders Posted</b></p> <ul style="list-style-type: none"> <li>▪ 61- Calvert</li> <li>▪ 40- Charles</li> <li>▪ 161- St. Mary's</li> </ul> <p><b>189 Other Businesses Services</b></p> <ul style="list-style-type: none"> <li>▪ 82- Calvert</li> <li>▪ 12- Charles</li> <li>▪ 95- St. Mary's</li> </ul>	<p><b>129 New Business Enrollments</b></p> <ul style="list-style-type: none"> <li>▪ 39- Calvert</li> <li>▪ 46- Charles</li> <li>▪ 44- St. Mary's</li> </ul> <p><b>1,259 Job Orders Posted</b></p> <ul style="list-style-type: none"> <li>▪ 234- Calvert</li> <li>▪ 229- Charles</li> <li>▪ 796- St. Mary's</li> </ul> <p><b>1,392 Other Businesses Services</b></p> <ul style="list-style-type: none"> <li>▪ 329- Calvert</li> <li>▪ 256- Charles</li> <li>▪ 807- St. Mary's</li> </ul>

### **THE YEAR AHEAD**

DLLR has increased funding in FY 2013 for core workforce programs at the Council.

- We will continue to streamline services, develop standardized processes of referral and refine our teams involved in the universal design customer access model.
- We will continue to review and allocate training grants while working with businesses and our training partners to marry courses designed to meet the skill needs of our different business sectors.
- The youth program staff will be increasing training and cooperation with the career counselors in the high schools.
- We will continue to partner with interested institutions to pursue grant opportunities as will be discussed in the section to follow.

## **SOUTHERN MARYLAND WIB SPECIAL GRANTS**

### **OPPORTUNITIES**

In 2012, DLLR invited the Council's WIB to assist in the planning for job services and to be awarded federal funds to advance the workforce services via three grants. Additionally, the Council received a fourth grant from DLLR as a pilot study to serve the formerly employed professional whose yearly annual pay exceeded \$38,000 prior to losing his/her job. The Council expanded staff and training dollars to achieve the goals of all four grants.

## SOLUTIONS

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The DLLR state program awarded four grants to meet the workforce special opportunities of our region in FY 2012. The special DLLR grant awards to our region included:

- **Temporary Assistance for Needy Families (TANF) contract for \$90,000** for the Council to serve economically disadvantaged participants receiving assistance from the MD Department of Social Services.
- **Base Realignment and Closure (BRAC) grant for \$149,000** to train clients in the three One Stops to provide job services with tools needed to successfully compete in the federal job application process.
- **Maryland Energy Sector Partnership (MESP) grant for \$145,044 for Green Jobs initiative.** This grant provides entry-level, new worker and incumbent worker training to increase employment in energy efficiency and renewable energy industries.
- **Job Match grant for \$292,500** to design and develop a program to meet the needs of the mid-to-high level managers who have valuable skills and expertise, but now find themselves unemployed due to layoffs and downsizing. The professionals participating in the program must prove they earned over \$38,000 per year and have lost employment in the past year in our region. The successful program is serving as a model for the rest of the state in addressing needs of the professional workforce as a result of the recent recession.

## PROGRESS AND NEXT YEAR'S PLANS

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- The TANF staff served the economically disadvantaged in cooperation with the Department of Social Services. As of the third quarter we have found jobs for 6 of 8 people being assisted by this program in Charles County, and 5 of 8 people in St. Mary's and Calvert Counties. After the grant ends, the regular WIB staff will continue to build the cooperative efforts established to serve the clients of the Departments of Social Services.
- The BRAC grant has provided assistance to job seekers in completing federal applications and in searching for federal jobs. The program scope has been expanded to facilitate helping clients secure as well as register for federal jobs, and will continue through December 2012.

The five year strategic plan calls for greater focus on federal jobs assistance. The Council's Executive Board approved, and the staff has submitted, a grant to the Department of Labor for 100% federal funding of \$1.25 million to assist military veterans who have spent up to four years in their job search.

If awarded, this will result in training and educational funding to qualified veterans to assist in their transition from active duty to new careers.

- The Maryland Energy Sector Partnership grant or Green Jobs program was part of a statewide grant to DLLR which allowed the Council staff to provide entry-level, new worker and incumbent worker training in the energy sector.

All training grants have been awarded. An additional 150 people qualified but we lacked grant funds to award them. We are working with them to see if other training dollars are available to assist in their job search. The program will end unless DLLR provides new dollars in FY 2013 for this purpose.

- The highly successful Job Match/Coach-on-Call program has received two years of DLLR grant support. We anticipate a third year grant award from DLLR for FY 2013. The program targets mid-to-high level managers with valuable skills and expertise who have been affected by the economic downturn.

In FY 2012 the program received 670 applications for assistance and determined that 179 people were eligible. They have received assistance. Of those accepted into the program, 84 participants secured jobs.

The Job Match program led the effort with the other universal design team staff of the Council and DLLR to offer a highly successful job fair at Regency Stadium that drew 786 job seekers to interact with 43 employers. The success of this job fair will be used to build an even better event in the new fiscal year.

- The Executive Board of the Council approved the staff to submit a grant for 100% federal dollars to assist up to 100 women released from incarceration in transitioning back into the work force. If funded in FY 2013, the grant will provide training dollars and individual job coaching to assist in job placement. The grant is for \$1.5 million over a three year period.

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## **NAVAL AIR STATION PATUXENT RIVER JOINT LAND USE STUDY**

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### **OPPORTUNITIES**

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The Naval Air Station Patuxent River and Webster Field applied to the Office of Economic Development, Department of Defense (OED, DOD) to be considered for a Joint Land Use Study. Together, with local counties and municipalities, they will analyze the current and future impact of base operations on surrounding communities and in the Inner Atlantic Test Range. The Atlantic Test Range, in particular, is instrumental in the testing, analysis, evaluation and training missions of many programs which are central to the mission of the Navy and other DOD operations in supporting cutting edge technology behind military missions around the globe. The DOD agreed to fund 90 percent of the requested study with a 10% local match.

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### **SOLUTIONS AND PROGRESS**

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The Council staff was approached by OEA, DOD to facilitate the participation of local governments in the study. As a sponsoring institution, the Council agreed to receive the grant and provide staff coordination for the study. The Council agreed to serve as the sponsoring institution in January 2012.

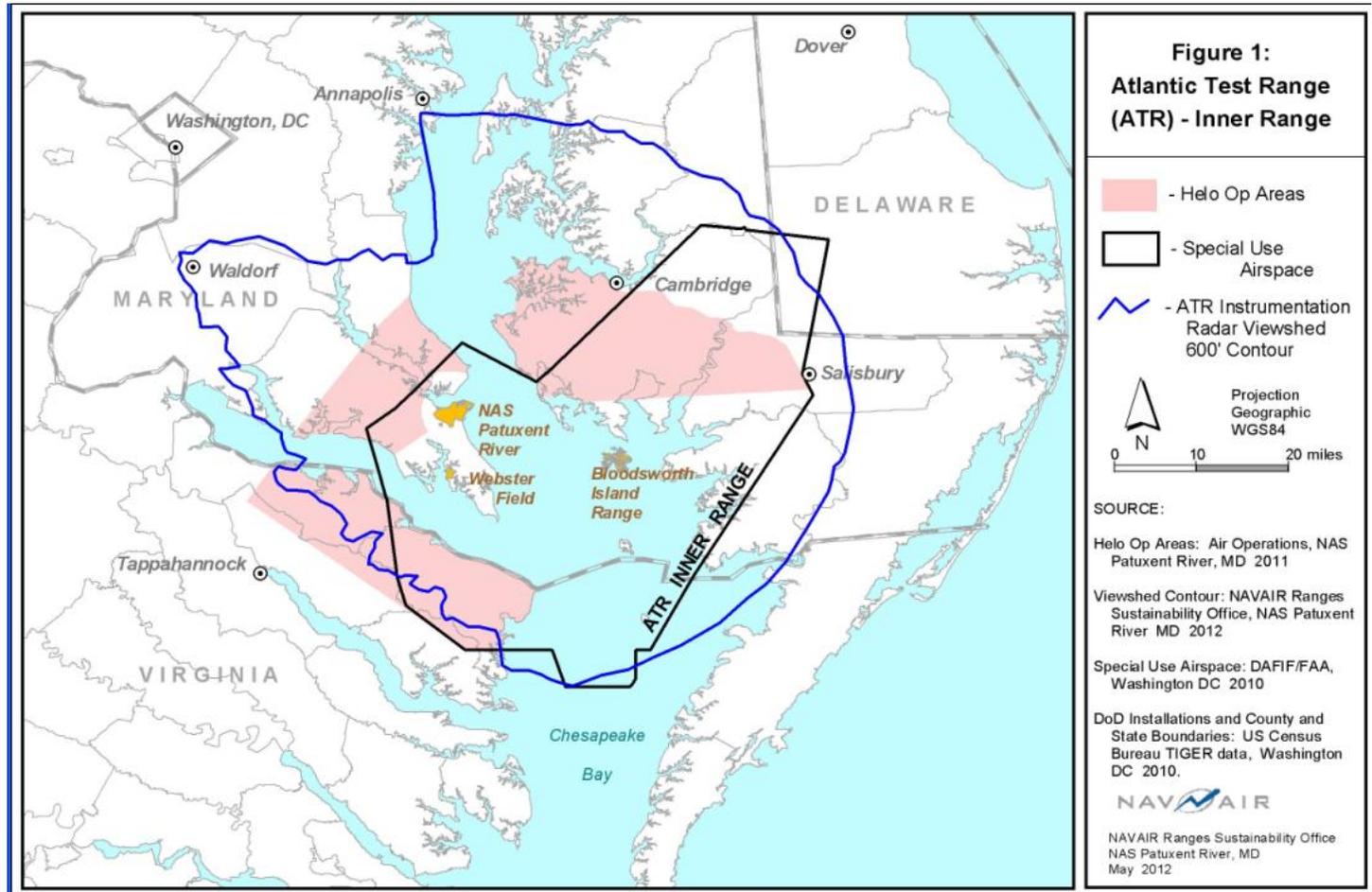
Given the complexity of asking ten counties in two states to participate in the study, the Council secured the approval of the staff and Councils of the Mid-Shore, Lower Shore and Northern Neck Regional Councils to work with their local governments. The three Boards of County Commissioners of Southern Maryland agreed to equally share the 10% local match requirements of the grant and passed resolutions to join in the study. This proved of great value as Base, OEA and Council staff traveled to the other seven counties to ask for resolutions of support.

A total of nine of the ten Counties formally voted to join in the study. This nine county study involves more county governments than any other JLUS study in the nation. The study is moving forward, in part, due to the cooperation of the four regional councils in support of our nation's defense mission.

## NEXT YEAR'S PLANS

The county governments and other principal partners are appointing voting and *ex officio* members of the JLUS Policy Committee who will approve a Scope of Services that will be submitted as part of the grant proposal at the start of FY 2013. Following anticipated approval of the grant by OEA, DOD, our Council staff members will develop the bid documents, receive bids and present the top three firms to the Policy Committee. The selected firm will work with the participating governments in completing a plan within a year of the consultant's start date.

In the meantime, two technical advisory committees are being created -- one for general compatibility matters and the other focusing on electromagnetic and frequency spectrum and energy generation and distribution matters. The study is anticipated to be completed by Fall 2013. Dialog will continue as each of the counties, municipalities and the military bases follow up on the compatibility issues and solutions recommended in the study.



## **REGIONAL INFRASTRUCTURE ADVISORY COMMITTEE (RIAC)**

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### **OPPORTUNITIES**

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In the early 1990's the RIAC was formed by the Council to plan a regional approach toward securing funding for schools and transportation projects associated with the significant growth of the two Navy bases in Southern Maryland. By 2006, all 23 infrastructure projects were successfully funded and built, with their last project being the completed Hughesville Bypass.

State funding allowed the Council to complete an updated regional transportation plan in 2008 which identified the continuing pattern of 60% of our workforce commuting beyond Calvert and Charles Counties. The presence of the Naval Air Station Patuxent River and its related businesses allow for 85% of St. Mary's County residents to commute within their county. The study is a core planning reference for the state and the counties in recommending priorities for transit and highway infrastructure funding. Southern Maryland is the only rural region in the state in which all counties have agreed upon regional transportation priorities. This consensus building has proved to be a formula for success in the competition for state and federal funding.

In 2007, a regional approach was taken for a water-resources study whose results were used by the Counties and the State in meeting their water element plans. The Council also coordinated a regional priority approach to the stimulus dollars for wastewater and drinking water well projects in 2009. The Council has worked with the state agencies, county teams and Patuxent River Commission to share information about and seek funding for the development of Watershed Implementation Plans and other environmental laws enacted to advance the restoration of our waterways and maritime economy.

### **SOLUTIONS AND PROGRESS**

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In FY 2012 the Maryland Department of Transportation implemented Chapter 725 of the new transportation law passed in 2010. It required a more detailed reporting on the county's request for transportation infrastructure funding. The RIAC developed an accelerated schedule and met the deadline for submitting the regional transportation priority letter, which was approved by the Executive Board and full Council by the April 1, 2012 deadline.

The Council has for two years supported the Thomas Johnson Bridge project as the top regional highway priority, and the Southern Maryland Transit Corridor Project as the top regional transit priority. Regionally significant projects include improvements to the next section of the Route 4 upgrade in Prince Frederick and transit related improvements to park & ride and commuter bus service in all three counties. All three County Boards of Commissioners and the Southern Maryland Delegation consistently discuss these top priorities with the State Administration and the Maryland Congressional Delegation.

In FY 2012, MDOT completed the planning study of the Thomas Johnson Bridge and considered response from the counties of Calvert and St. Mary's and the Council. The Council sent letters to MDOT recommending a new four lane bridge south of the existing bridge (selected), a bridge height of 105 feet (selected) and the diamond shaped interchange at Route 235/Route 4 (flyover lane selected). The Council has asked for reconsideration by MDOT for preference of the diamond shaped interchange.

The Southern Maryland Transit Corridor Preservation Study was completed in August 2010. The Study evaluated several alignments for a fixed-guideway high-capacity transit service, such as light rail, from the Branch Avenue Metro Station to Waldorf/White Plains. To initiate the federal approval process, the Maryland Transit Administration (MTA) applied for federal discretionary funds through the Federal Transit Administration (FTA) in April 2012. Should the project be awarded these funds, the Southern Maryland Transit Corridor project would be added to the State Consolidated Transportation Program (CTP), the state capital program.

Both Charles and Prince George's Counties have adopted the preferred alignment identified in the Study into their comprehensive planning documents in order to preserve the transit alignment for future construction. In late 2011, Charles County also joined the Washington Council of Governments (COG) as a full member to promote cooperation on this top regional transit project for the Southern Maryland region.

The past two years have seen much action on environmental issues at the federal, state, county and regional levels stemming from a law suit settlement. The settlement instructed EPA to issue total maximum daily load (TMDL) targets. The counties and states were mandated to develop watershed implementation plans (WIP) to reduce sediment and nutrient loads to our rivers and estuaries in the Chesapeake Bay drainage. Funding is a challenge but the plans are targeted to be achieved by 2025. Parallel to this effort, the State Administration created a number of Commissions and Task Forces in the past two years, resulting in many public meetings and legislation in 2012 which was passed to facilitate the implementation of the WIP and other balanced growth plans.

The Council staff, working with the seven county-members of the Patuxent River Commission, promoted a regional approach to the WIP development process and secured additional resources for the completion of the individual county plans. As a result, the EPA awarded 200 hours of time from the environmental firm Tetra Tech to assist the seven counties in the completion of their WIP plans. This award enabled Tetra Tech to look in detail at the waste water and impervious service models and compare them to actual county data to determine baselines that will be useful in measuring targets and best management practices results. The RIAC organized the June 2012 Council meeting which conveyed the laws, funding options, and WIP plans resulting from the 2012 session to the members.

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## **NEXT YEAR'S PLAN**

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The Council staff will host the pre-tour meeting with MDOT and staff from the three counties to prepare for the new Secretary of Transportation's annual tour. The topic will be presenting our Counties' and regional transportation priorities. With the State and Federal Transportation Trust Funds low on dollars, unity on project priorities is critical to ensure that planning funds for the next stages of our top highway and transit priorities are secured in the five year CIP.

The Council will discuss the role of RIAC in working with the three Counties, and identify the state and federal partners whose support is needed to meet the challenge of implementing their WIP. The Council will advocate for funding of water, wastewater, and storm water projects with respect to growth areas, tiers, and preservation areas. The region is compelled to meet new infrastructure needs as it continues to gain in population due to our vibrant economy, comfortable quality of life and exemplary schools.

## REGIONAL TRANSIT COORDINATION

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### OPPORTUNITIES

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In January 1998 the Maryland Transit Administration (MTA) developed a comprehensive Maryland Transportation Coordination Manual. The manual afforded guidance and recommendations to Maryland's human service transportation providers to enhance coordination efforts for the delivery of efficient transit services.

The Tri-County Council for Southern Maryland established a strategy that emphasizes regional coordination among local transit services and human service agencies. The Regional Transportation Coordination Program (RTCP) was created as a joint effort between the Council, MTA, the Governor's Committee for Human Services Transportation, and the region's governmental agencies. The Council has received an annual grant since 2001 to support these transit strategies as managed by our Regional Transit Coordinator.

Coordination efforts instituted by the RTCP have included:

- Development of a Regional Job Access Reverse Commute (JARC) package,
- Regional links among the locally operated transit systems (LOTS), and
- Creation of the Southern Maryland Regional Public Transit-Human Services Coordination Transportation Plan (Plan) in 2007, updated in 2010.

### SOLUTIONS

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With the ongoing support of the RTCP and the Regional Transportation Coordination Committee (RTCC), and with State funds provided by MTA, three Senior Volunteer Ride Programs have been established and continue to expand in each of the Southern Maryland Counties. These programs provide rides to eligible seniors with volunteer drivers utilizing their own vehicles.

The Council continues to provide technical and coordination support for federal, statewide and regional programs by hosting regional grants application meetings, and conducting review and endorsement of regional grant applications for state and federal funding.

In 2007 the Maryland Coordinating Committee for Human Services Transportation (MCCHST) needed to develop a State Planning Subcommittee in order to meet new federal planning requirements and strategies when applying for federal grants. As a member of the MCCHST the Council was invited to participate in this state planning subcommittee. Regional transportation priorities and strategies were identified in the Southern Maryland Regional Public Transit-Human Services Coordination Transportation Plan, which was created as a direct outcome of involvement in the State Planning Subcommittee.

Council staff's continued participation in this Committee and subcommittee are essential for providing input for regional coordination, and for selecting projects that are funded through the federal programs.

In accordance with the goals of the Plan, ongoing support is provided in the realms of educational outreach and training to improve avenues for publicizing services and coordinating public-transit-human service transportation.

Funding provided by a planning grant from the Community Transportation Association of America (CTAA) produced a Regional Transportation Coordination Marketing Plan. The Plan's three primary goals are:

- Creating a community consensus on how to use existing resources in order to achieve greater efficiency,
- Reducing overlapping functions to achieve more productive transportation services, and
- Achieving economies of scale through enhanced coordination efforts.

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## **PROGRESS AND NEXT YEAR'S PLANS**

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In FY 2012 – 2013 TCCSMD received a \$400,000 New Freedom Mobility Management grant, matched with \$90,000 from the United Way of Charles County. A Mobility Management Coordinator was hired and a Steering Committee was formed.

A Stakeholders Forum convened on March 1, 2012. The outcomes from this Forum were gathered in a report provided by KFH Group, which was contracted by MTA to provide technical needs assistance and development of criteria for the establishment of a regional transit mobility management “one-call one-click” transit program.

The Mobility Management Plan will be presented to the Council for adoption at the October 2012 meeting. The Executive Board will review the plan and decide on applying for additional funds for the FY 2014 – 2015 New Freedom Grant cycle.

The Southern Maryland Transportation Directory, a compilation of regional public and private transit providers (printed with funds provided by MTA) was updated in 2012 and is distributed to over 2000 locations in the region. This Directory identifies current transportation services and resources available in the Southern Maryland area.

For the past seven years annual grant workshops are presented in partnership with the Governor's Grants Office, Charles County Commissioners, the College of Southern Maryland, Charles County Public Libraries, and Charles County Public Schools. These workshops examine funding opportunities, proposal writing, program implementing, and best methods to sustain and grow successful grant-funded programs.

Through participation in various committees (local, regional & statewide), councils and commissions, the Council offers ongoing technical support, training, educational outreach and coordination strategies as they pertain to transit. Some of their recipients are the:

- Charles County Office of Aging,
- Tri-County Commission on Aging,
- Charles County Individuals with Disabilities Commission,
- St. Mary's Human Services Transportation Coordination Committee,
- Partnership for a Healthier Charles County, and
- Regional Community Traffic Safety Program.

Partnerships with these work groups support regional efforts to explore effective, cost efficient methods of promoting and enhancing accessible, reliable and affordable transportation services in the tri-county region.

# **EMPLOYER OUTREACH, COMMUTER ASSISTANCE AND RIDESHARING PROGRAM**

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## **OPPORTUNITIES**

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The Council staff has been providing these services since the mid-1980s to Calvert, Charles and St. Mary's Counties' commuters with funding from MTA, MDOT and MWCOG. The Council enjoys full membership opportunities in the Commuter Connection Program at the Metropolitan Washington Council of Governments (MWCOG). The Council has been in charge of the Employer Outreach, commuter operation center, telework and telecommute programs for the Region.

The State has funded these programs of the Council, during which time the Commuter Connections program has grown to provide 50% of the total statewide ridership for the MTA Commuter Express Bus. We continue to assist commuters, monitor commuter bus services, and locate potential sites for park & ride lots through this program.

## **SOLUTIONS**

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The Council works with WCOG/MTA/MDOT, among other state transportation agencies in both local projects and regional planning activities in Southern Maryland, through an existing arrangement between the State and the Council.

MTA continues to be the lead agency of the Commuter Express Bus Service for the region while the Council staff provides technical assistance to MTA. The Council's Commuter Assistance/Ridesharing Program continues to introduce and educate Southern Maryland's commuters and employers.

The Rideshare Coordinator monitors the public transit stations and stops and park & ride lots for all the Southern Maryland commuter buses and vanpools. The Coordinator assists MTA in the review of Southern Maryland area bus shelters, paying special attention to the condition of paved waiting areas, seating capacity and readily available schedule information.

We provide information to area vanpool owners/operators on the necessity of providing clean and well-maintained vehicles for safe and efficient commutes. Additionally, we maintain computer programs that link people to carpool, vanpool, commuter bus, subscription bus, and both public and private transit information using a variety of marketing resources and channels within the Southern Maryland Region and the Metropolitan Washington Region.

## **PROGRESS**

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The Council's Rideshare Coordinator participates in eleven committees within the WCOG framework. We have refreshed and expanded the data base for Carpool/Vanpool Computerized Matching Services. All individuals receive a "personalized" commuter service match list and locations of convenient park & ride sites in the region. Members of (WCOG) Commuter Connections include transportation management programs in Maryland, Virginia, and Washington, D.C., and a select number of federal employer-based operations.

Applicants are also offered information on area transit options as a commuting alternative. Vanpool operators receive additional attention and information on ways to reduce their commuting costs.

We prepare and distribute a bi-monthly newsletter for the vanpool owner/operators. The Southern Maryland commuters are given opportunities to learn about and utilize such programs as:

- Metro check/Smart Benefits,
- Parking Garage "pooling" Discounts, and the
- Guaranteed Ride Home Program.

The Council staff members continue to participate in regional and local studies of Calvert, Charles and St. Mary's County transportation resources. We coordinate with State and local offices and agencies, seek additional park & ride areas, commuter bus sites, and assist in transportation planning efforts in the region.

Through comprehensive employer based transportation demand management programs, we offer assistance geared directly to the needs of the individual employer and employees at each site.

We held the 12<sup>th</sup> Annual Bike to Work Day in Indian Head, Maryland. Participants included daily commuters to the Indian Head Navy base who pedal to work, many using the converted Indian Head rail to trail. The day is used to highlight alternative transportation to work as well as extol the merits of biking for recreation, wellness, fuel conservation and clean air advantages.

Our Rideshare Coordinator attended a special training session and passed the National test by CTAA to become a Certified Community Transit Manager (CCTM). He met with both Keller and Dillon Bus Services which are contracted by the MTA to provide commuter bus routes from the Southern Maryland Tri-county area to and from Washington DC. Their drivers distributed 700 Commuter Connections/MTA Guaranteed Ride Home information brochures and free GRH/MTA hand sanitizer key chains.

The Rideshare Coordinator also placed advertisements in the three counties' Chambers of Commerce e-newsletters as well as their books. Additional advertisements appear in the St Mary's county DECD e-newsletter and all three Southern Maryland newspapers with special inserts for local newspapers.

The Guaranteed Ride Home and Rideshare programs received airtime via 30-second spots on local Cable TV (Comcast) stations in all three counties. Future plans for a Rapid Transit Bus lane along Route 235 to the Naval Air Station Patuxent River gates were announced at a Rapid Transit Bus meeting with the DECD for St. Mary's County.

We have placed Rideshare, Bike to Work, GRH, Telework, Carbon Footprint and LEED brochures in all three tri-county area Governments, Chambers and DECD county buildings.

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## **NEXT YEAR'S PLANS**

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The program will provide information on telecommuting and telework alternatives. Activities will include meeting with employers in the tri-county area to promote the ridesharing, GRH and teleworking programs.

We will inform area employers of flexible work options and telework benefits. Working with the College of Southern Maryland, we will encourage telework and telecommuting alternatives in the Southern Maryland Region.

The Rideshare Coordinator will continue to serve on various Commuter Connections committees that deal with the marketing and promotion of the Transportation Demand Management program. Our program will further refine the printed and e-newsletter advertising and cable TV spots to help promote carpool, vanpool, telework and other flexible work options, and biking programs among employers and employees.

## **VETERANS REGIONAL ADVISORY COMMITTEE (VETERANS COMMITTEE)**

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### **OPPORTUNITIES**

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In 2008, the Council was asked to originate viable solutions to enable our 40,000 Veterans in Southern Maryland to receive expanded community-based Veteran services and health care in their own region, instead of depending on the lengthy and more stressful commutes to the Washington D.C. and Baltimore Medical Centers. The Council created a Veterans Committee with representatives from all three counties, Maryland VA, VISN-5 VA District, D.C. Medical Center VA, VA Vet Centers and local Veterans Service providers who worked with Council staff to issue the 2009 report on Veterans Integrated Health Care Recommendations. To date, Southern Maryland is the only area in the state to take a regional approach toward implementing solutions with various partners to meet the needs of our Veterans in the communities where they live.

### **SOLUTIONS**

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Since 2009 the Veterans Committee and the Council have focused on securing funding and expanded services at a new VA operated Charlotte Hall Community Based Out-Patient Clinic (CBOC). As a result of unified support at all levels of government and partner providers, the VA VISN-5 program and the VA DC Medical Center staff developed two capital budget proposals for a new CBOC at Charlotte Hall, and a new rural health clinic adjacent to Naval Air Station Patuxent River. They also allocated funding for increased staff at the CBOC, improved telemedicine services, and secured a double-wide trailer to provide the needed space and equipment for locally based services. They encouraged local providers to help homeless veterans to submit VA grants to expand local partnerships.

Governor O'Malley and Lt. Governor Brown held their statewide Veterans Forum at Charlotte Hall to look at the needs of Veterans across our state and to learn of progress of the regional coordinating efforts of Southern Maryland. As a result of the Council's coordination work, a bi-partisan effort of local, state and federal elected leaders continues to seek the funding and programs needed to implement the priority solutions of the Veterans report for our region.

### **PROGRESS**

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In 2011, the Veterans Administration included in their capital budget request to Congress \$6 million in funding for the proposed new CBOC building at Charlotte Hall and \$3 million for the proposed Veterans rural health clinic adjacent to Naval Air Station Patuxent River. Action by Congress is still pending but VISN-5 and the VA DC Medical Center have continued to plan for the type of expanded programs and equipment needs to offer those programs at the new facilities.

The VISN-5 and VA DC Medical Center has expanded staffing to improve management and customer service at the CBOC, and has augmented mental health telemedicine services offered at the VA DC Medical Center. Personnel from VA DC Medical Center and VA Veterans Centers programs are attending major events in Southern Maryland and have enhanced marketing programs for services in the region. The Veterans Center serving Anne Arundel and Calvert Counties makes regular weekly office visits to our region, as does the Veterans Center serving Prince Georges, Charles and St. Mary's Counties. The temporary office building was installed at the CBOC in 2011 and became fully operational with expanded services in 2012.

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## **NEXT YEAR'S PLAN**

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The MD VA, which operates the Charlotte Hall Veterans Home, is prepared to enter into a long term lease with VA DC Medical Center for two acres of land along Route 5 for the new CBOC. Upon approval of funding by Congress, the VA DC Medical Center will work with the Veterans Committee to discuss the plans and programs for the new CBOC and for the leased facility in St. Mary's County. The Veterans Committee will continue to facilitate a regional partnership approach to extending the medical services, registration, workforce, and other needs to our veterans and returning wounded warriors as addressed in the 2009 report.

The Southern Maryland area has the largest percentage of Veterans, and has an identified homeless Veteran population, but has not qualified for HUD vouchers to assist Veterans with transition to housing. The Executive Board of the Council, at the request of the Veterans Committee, sent a letter of support for the application of the Three Oak Center for a VA SSVF grant to address the solutions to finding places to live for our homeless Veterans. If funded, the Three Oak Center application will expand locally based coordination to assist our homeless veterans in solving their housing needs.

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## **FINANCIAL MANAGEMENT**

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### **OPPORTUNITIES**

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With the completion of the Fiscal 2010 year end audit, several areas for improvement were noted in the financial management of Tri-County Council for Southern Maryland. The fiscal areas of concern were identified through the Council's first annual single audit and the DLLR Fiscal Monitoring, which were conducted per federal grant funding mandates. Suggestions were also made during the annual audit, which have been taken into consideration. These areas included the need for a Financial Policies & Procedures Manual, separation of duties, more detailed financial reporting, and timely financial reports for federal grants through Department of Labor, Licensing, and Regulation.

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### **SOLUTIONS**

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With the start of Fiscal Year 2011 a new Finance Manager was hired. We also created the position of Administrative Accounting Assistant, who reports to the Finance Manager, thereby creating a separation of duties for entering and auditing Accounts Payable, Cash Receipts, and other general ledger entries.

During Fiscal Year 2011 the Financial Policies & Procedures Manual was created with the help of a consultant from Askey & Askey CPA firm. His expertise was invaluable in transitioning the council prior to the hiring of the new Finance Manager.

While the FY 2011 audits and fiscal monitoring brought much cleaner results and no internal control findings, there were other procedures that needed to be addressed. Regarding the need for more detailed financial reporting, the Finance Team worked with Non-Profit Solutions in coordination with our SAGE Financial Software to create a more detailed general ledger system that allows more comprehensive reports. The new GL was adopted at the beginning of Fiscal Year 2012 and has been in effect throughout the entire fiscal year.

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## **PROGRESS**

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With the implementation of the updated general ledger, the entire staff was trained on the new chart of accounts. With the support of the entire staff in their effort to correctly use the new chart of accounts, the finance team was able to complete all fiscal reports in a timely manner to our grantors.

The Council has also been able to report accurately for all grants, and particularly the federally funded grants that are passed through DLLR, due to the integration with the new detailed general ledger of Tri-County Council. The new general ledger has enabled the Council to report at the grant level and within the grant at programmatic and administrative levels.

With more precise requirements on our federally funded grants, DLLR is in the process of introducing more meticulous fiscal requirements, and we are happy to state that the DLLR fiscal team was extremely impressed with our system and reporting capabilities when they performed a required fiscal visit in April 2012. Going into FY 2013 the Council is prepared to fulfill their updated fiscal reporting requirements without needing to make any additional internal changes.

In combination with our more detailed general ledger, the Finance Team has also worked with SAGE financial software to take advantage of other opportunities that the software has to offer. During FY2012 the Council upgraded their fixed asset tracking from a manual process to an automated one within SAGE Fund Accounting.

The team has updated our cost allocation modules and is currently working on utilizing the Budget and Encumbrances modules for FY 2013.

The council management team worked with program directors and produced a procurement policy that was adopted by the Executive Board.

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## **NEXT YEAR'S PLAN**

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The Finance Team is diligently working on automating our budgeting reporting for use in FY2013. This involves additional report writing that will allow more "one-click" reporting options for the fiscal staff to support the Program Directors and their staff. In addition, the Finance Team is also working to update our encumbrance procedures into SAGE to automate the process and allow for more accurate reporting and tracking.

# PARTNER REPORT: SOUTHERN MARYLAND HERITAGE AREA CONSORTIUM

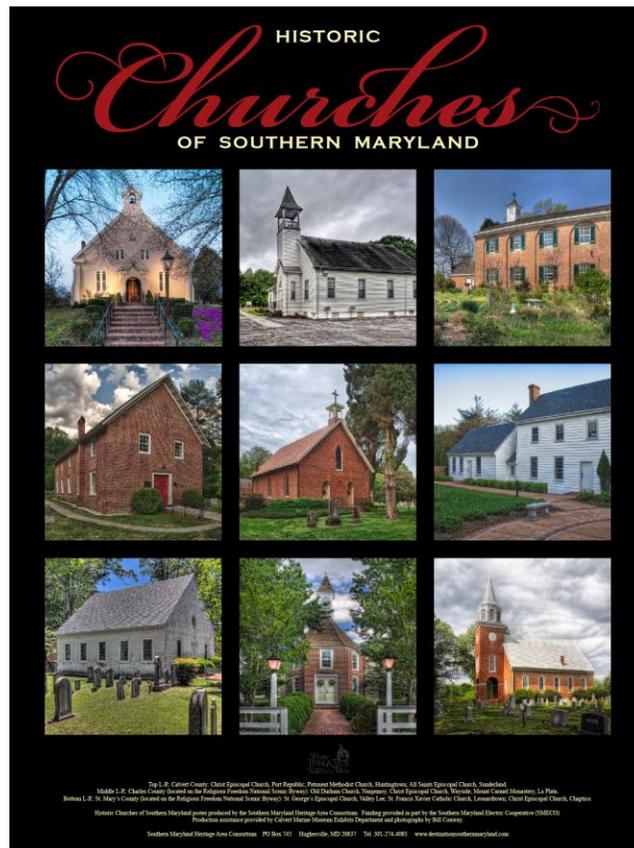
Fiscal year 2012 was a busy one for Southern Maryland in the heritage tourism business. In addition to receiving Management funding from the state to cover salary costs, the Consortium received a Marketing Grant of \$25,000 to help support efforts to promote the region as a destination to travelers. The SMHAC works with marketing partners from the three county tourism offices to accomplish this.

SMHAC also produced two pieces interpreting the Religious Freedom National Scenic Byway -- a map/guide entitled: "Something Amazing Happened Here," and the Historic Churches of Southern Maryland poster which features 9 churches, showcasing 3 from each county.

The Heritage Area submits grant applications to the state for funding for major projects. In FY 2012 over \$310,000 in funding was approved – mostly for regional partners. In addition to those grants SMHAC awards Mini-Grants, and in FY 2012, \$12,300 in funding was awarded to support fourteen separate projects in the three-county region. In all a total of over \$322,300 in grants passed through the Heritage Area and out to stakeholders to build heritage tourism resources.

The Heritage Area also created and approved a new Five Year Strategic Plan, mapping out future efforts to create a vital tourism destination in Calvert, Charles and St. Mary's Counties.

*The mission of the Southern Maryland Heritage Area Consortium is to enhance the economic activity of Southern Maryland through combining quality heritage tourism and small business development with preservation, cultural & natural resource conservation and education.*



## **PARTNER REPORT: SOUTHERN MARYLAND AGRICULTURAL DEVELOPMENT COMMISSION (SMADC)**

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SMADC was convened in 2000 to develop a program to stabilize the region's agricultural economy as farmers convert from tobacco to alternative crops and other agricultural enterprises. SMADC represents a cross-section of the region's community, from elected officials of the Council, to representatives from the higher education centers and traditional agricultural sectors, to private sector, business and finance representatives and farmers. SMADC is housed under the umbrella of the Council. A former finance management agreement between SMADC and the Council was approved in FY 2012.

In FY 2012 SMADC accepted proposals for a Regional Infrastructure Grant Program in support of long-term projects benefiting agriculture/aquaculture in Southern Maryland. This grant opportunity is for projects deemed to have structural longevity and a lasting impact on the regional farming or aquaculture community. This initiative was introduced in 2010 with great success. This year SMADC awarded 12 grants totaling over \$165,000. The awards were given in the following categories:

Farmers' Markets – Two markets have been awarded grants to support their efforts to grow the use of food stamp/SNAP purchases at their markets. These markets have applied for and been approved to accept SNAP benefits and rented the EBT machine for the market year.

Equipment – Six entities have been awarded grants to purchase farmland equipment to be shared and rented for farmers across the Southern Maryland region. Grants are awarded to purchase much-needed farm equipment for rental to the greater farming community. Determination is based on the needs of the community and priority is placed on equipment that particularly promotes long-term environmental benefit to the Chesapeake Bay, such as conservation tillage equipment. Additionally, specialized equipment to support new farm initiatives, such as wine grape growing, and small scale urban farming operations are also considered.

Education – Four grants were awarded to partners targeting agricultural education projects for youth and new or beginning farmers, and increased access to fresh food in urban communities. Each project was deemed to have structural longevity and a lasting impact on regional farming community.

Below are two new exciting initiatives:

**QR Code Marketing** – SMADC is creating a QR code for Maryland's statewide Buy Local Challenge Week and SMADC's new Meats and Seafood Guide. QR codes enable spontaneous and direct connection with SMADC's message and programs through mobile devices (smartphones and tablets) making it easy for consumers to find the information they need with one touch. Information provided in this way has the potential to enhance program outreach and enables consumers to forward information to others through their social media options (Facebook, Twitter, etc.).

**Community Outreach Initiative** – SMADC is one of several groups in the region who have come together and formed the Southern Maryland Community Food Council. This mission is to bring together diverse stakeholders to integrate the aspects of the food system (production, distribution, access, consumption, processing and recycling) in order to sustain and enhance the environmental, economic, social and nutritional health of Southern Maryland.

SMADC's annual report is developed by the staff every year and provides in great detail the accomplishments of the program in a diversity of areas for the five counties of the traditional tobacco growing region of Southern Maryland. The FY 2012 report will be available in August.

## AFFILIATE REPORT: RURAL MARYLAND COUNCIL (RMC)

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The Rural Maryland Council was created by the Maryland General assembly to help raise the overall standards of living in rural areas. They serve with these goals in mind:

- To increase opportunities for businesses,
- To assist in retaining farms and forests for productive use for future generations, and
- To develop intergovernmental and public and private sector partnerships between rural areas and other parts of the state.

The Maryland Broadband Cooperative efforts discussed elsewhere in this report are one example of the type of rural/urban coordination and success gained by the RMC in cooperation with the Regional Council. In FY 2012 the RMC worked with Leadership Maryland to conduct leadership meetings on agricultural and rural health issues. Discussions with elected leaders revealed funding options for the Rural Maryland Prosperity Investment fund enacted into law in 2006.

The funding for the program was eliminated as part of budget reductions in FY 2011 but the General Assembly approved \$250,000 of *Invest Maryland* funds for two years to continue its operations. An Interim Director was hired to maintain the continuity of program coordination, cooperation and funding.

Funding has been approved in the FY 2013 budget, with State Administration support, for operating funding for the RMC and for funding of the MAREDAF grant program. The MAREDAF grant program has been advertised to non-profits and higher education centers to apply for grants for FY 2013 grant round. The RMC Board has approved recruitment for a new Executive Director for the RMC. The Maryland Department of Agriculture has agreed to provide the RMC with office and program support during the transition period. The five regional Council Directors serve on the RMC Board. They assist the RMC in promoting applications for MAREDAF grants and foster statewide cooperation on rural matters.

## CONCLUSIONS

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The Council and partner institution's staff work hard and take great pride in supporting the elected and appointed leaders of the Council in serving all the citizens of Southern Maryland. The Council operations are made possible by core funding from Calvert, Charles and St. Mary's Counties Board of County Commissioners. State core support comes from an economic grant from Maryland Department of Economic Development and a transportation planning grant from the Maryland Department of Transportation.

During these challenging times, these institutions have maintained level funding for the Council. The funding allows us to secure state and federal grants to support the additional services and programs highlighted in this annual report. In turn, private sector businesses and foundations provide project specific grants and in-kind service support. The contributions of county, state and federal staff and private sector businesses and community institutions add significant value and expertise to our regional efforts.

The Tri-County Council for Southern Maryland is successful because the elected leaders have been steadfast in the vision and mission of the Council for 48 years. The transformation from being an economically challenged region in 1964 to the prosperity we have attained by 2012 is a great success story. However, we foresee many challenges and prospects facing our region in the years ahead.

This annual report answers the oft asked question, "What is the Council doing for our region today?" We continue to serve as a forum for dialog, debate, compromise and consensus between our three counties and their elected

leadership. The Council members, in conjunction with its partners, will map the path to future success when the 50<sup>th</sup> anniversary of the Council arrives in 2014.

We extend our sincere appreciation to the Council members, grant-sponsors, staff, volunteers on Boards and Committees, and all others who have made this year one of great accomplishment. We need your continued dedication and involvement to carry the momentum through as we envision solutions to new challenges facing the fastest growing region in Maryland.