

Minutes of the Meeting of the Board of Directors

August 1, 2024

10:00 AM

Hybrid Meeting

Directors In-Person Attendance:	Secretary Yvonne Hao (Chair), Undersecretary Ashley Stolba (Chair Designee), Warren Pepicelli, Bran Shim, David Slutz
Directors in Virtual Attendance:	Janet Fogarty, Kimberly Lyle, Neil Osbourne, Ed Owens Carmen Panacopolous, Jim Reardon, Brian Wynne
Directors Not in Attendance:	John Farmer
Other Attendees:	Jon Cosco (EOED), Mark Drew, Heath Fahle (EOED), Kate Janowski, Matthew Le, Rick Lewis, Jaime Montesano, Meghan Parnell, Esther Schlorholtz, Ari Veloz, 1 member of the general public

A meeting of the Board of Directors of the Massachusetts Growth Capital Corporation (MGCC) was held via Zoom and at MGCC's office, located at 529 Main Street, Suite 201, Charlestown, MA on August 1, 2024 at 10:00 AM pursuant to notice duly given.

Merger Discussion

The Chair provided an update on the Economic Development Bill, which includes the potential merger between MGCC and MassDevelopment.

Introduction of New Board Member:

Secretary Hao introduced Bran Shim, Senior Advisor for the Executive Office for Administration & Finance. The Board was notified that Mr. Shim will be filling the board seat for Designee for the Secretary of Administration & Finance, replacing Adit Basheer.

Establishment of Quorum

The Chair acknowledged that a quorum was established and called the meeting to order.

Approval of Minutes

The Chair called for a motion to approve the Meeting Minutes of the previous Board of Directors meeting on June 6, 2024 and the previous Special Virtual Board of Directors meeting on June 17, 2024. Thereupon, after a motion duly made and seconded, it was

VOTED: To approve the minutes of the Board of Directors meetings held on June 6, 2024 and June 17, 2024 via roll call, with one abstention.

Snapshot Overview of MGCC

Ms. Schlorholtz presented a brief overview of the mission and vision of MGCC. She went on to discuss the unique products and programs that MGCC offers.

HR Proposal: ARKA HR Solutions. Ms. Schlorholtz presented the HR proposal from ARKA HR Solutions, the sole response received from MGCC's Human Resources RFP. She gave a brief description of what ARKA will focus on as well as the total cost.

VOTED: To approve the HR Proposal from ARKA HR Solutions via roll call.

Fiscal Year 2025 Budget

Ms. Schlorholtz presented an updated draft of the budget for Fiscal Year 2025. Mr. Le and Ms. Schlorholtz answered the Board's questions on SSBCI funding. Ms. Schlorholtz discussed the current MGCC job vacancies: Senior Credit Officer and Community Grants Team Assistant. She also discussed a 3% cost of living salary increase for all current which will be retroactive to the start of FY2025.

VOTED: To approve posting current MGCC job vacancies: Senior Credit Officer and Community Grants Team Assistant, as well as a 3% cost of living salary increase for all current employees, which will be retroactive to the start of FY2025, via roll call.

Hotel & Motel Relief Grant Program – Update

Secretary Hao informed the Board that Executive Office of Economic Development (EOED) is requesting that MGCC extend the Hotel & Motel Grant Program application deadline to allow review of applications that were missing required documentation at the deadline. Since the staff that worked on the original RFPs are no longer at MGCC and staff capacity does not permit this undertaking, EOED will provide administrative support including by reviewing eligibility documentation. If applicants establish eligibility, MGCC will make awards with EOED approval, including wire transfers of the award funds. If there are any audits of the program EOED will coordinate with MGCC on the response.

VOTED: To approve that MGCC will provide EOED with administrative assistance and act as a conduit for EOED as it extends the program application period for the FY23 Hotel & Motel Version II Grant Program of approximately \$5 Million in available grant funds to allow four applicants that did not complete their application submissions of required documentation in the funding round that closed on June 16, 2023. EOED will lead the process and MGCC will play a conduit role. EOED will, among other actions consistent with overseeing the program extension, determine which grantees are eligible for the deadline waiver, review applications, and determine the award amounts consistent with the original Version II RFP. At EOED's request, MGCC will carry out administrative functions including sending out the waiver notice of fund availability to the applicants. The formal awards to the recipients will be made by MGCC, at EOED's direction. MGCC will also carry out wire transfers of the award funds, at EOED's direction. If there is post reporting required or an audit, EOED will direct MGCC on compliance and provide all necessary documentation to MGCC, via roll call.

President Report

Ms. Schlorholtz gave a brief overview of the activity that has occurred since she stepped into her role on June 11, 2024. She shared updates on the loan recently approved by the Credit Committee, demand in loan requests, and the deployment of MGCC's financial and managerial assistance program. Ms. Schlorholtz went on to answer the Board's questions regarding the proposed changes to the Biz-M-Power grant.

Meeting adjourned while in Executive Session.

Jaime Montesano, Recorder