

Hagerstown-Washington County Economic Development Commission

Regular Commission Meeting July 11, 2013

The regular meeting of the Hagerstown-Washington County Economic Development Commission (EDC) was held at 100 West Washington Street, Room 225. The following members were present: Dan Pheil (Chair), Ron Bowers (Vice Chair), Jef Bohn (Secretary), Paul Crampton, Bob Jeffers, Ed Lough, Stu Mullendore, Kate Rader, Janet Stiles Fulton, and Pete Thomas.

Ex-Officio members attending were Terry Baker and William McKinley, Commissioners for Washington County; Donald Munson, Council Member for the City of Hagerstown; Jill Estavillo, Economic Development Manager for the City of Hagerstown; Sandy Mehalko, Regional Director for the Small Business Technology & Development Center (SBTDC); Julie Rohm, General Manager for the Valley Mall; and Gregory Snook, President for the Hagerstown/Washington County Industrial Foundation, Inc. Also attending were Greg Murray, Administrator for Washington County; Sam Devaram, Washington County Counselor for SBTDC; John Lestitian, Director for the Community and Economic Development for the City of Hagerstown; Tabitha Porterfield, Marketing Specialist for Washington County Public Relations and Community Affairs; Phil Ridenour, Director of the Hagerstown Regional Airport; Sarah Sprecher, Assistant County Administrator for Washington County; and EDC staff Carmen Harbaugh, Leslie Hart, Bob Mandley, and Linda Spence.

Call to Order – The meeting was called to order by the Chair, Dan Pheil. Mr. Pheil introduced Dennis Weaver, Clerk of the Circuit Court who administered the “Oath of Office” to all board members. He then introduced and welcomed Carmen Harbaugh as the EDC’s Administrative Assistant. Greg Murray noted Ms. Harbaugh was previously employed for three years in the County’s Permit Office.

Approval of Agenda – Ed Lough made a motion to approve the meeting agenda for July 11, 2013 as presented. The motion was seconded by Kate Rader and approved by unanimous vote.

Approval of Minutes – Pete Thomas motioned to approve the meeting minutes of June 13, 2013 as presented, the motion was then seconded by Ron Bowers and approved unanimously.

Elected Officials’ Comments – Commissioners Baker and McKinley thanked the Public Relations’ team in developing this year’s EDC presentation for the *Eggs and Issues* Economic Update held on July 10. Council Member Munson thanked CHIEF for assisting in bringing free Wi-Fi to the City of Hagerstown. He noted changes in the “One Maryland” program may prove to be problematic for Washington County. Mr. Mandley noted the County’s Broadband Feasibility Study group is aware of those changes and stated Ron Whitt, Director of Information Technology, is investigating the issue further.

Executive Committee – Linda Spence noted copies of the EDC’s *Goals and Accomplishments* for FY ’13 and FY ’14 was distributed to each member. This report is part of the annual budget information for the County and shows the EDC’s operating budget was decreased by 29.3% or just under \$54,000. Greg Murray explained budget reductions were based on previous years’ spending or lack thereof. Dan Pheil noted the Greater Hagerstown Committee recently submitted names of three candidates to replace outgoing member, Mike Zampelli. Council Member Munson noted John Lestitian’s name will be submitted to the BOCC as the City’s nomination and representative on the EDC Board. Mr. Pheil noted he is working on a draft committee charter document and plans to present it to the Executive Committee for further review. *Dan Pheil made a motion to re-elect Stu Mullendore and Paul Crampton, and to appoint Ed Lough to serve as Executive Committee members in addition to the Slate of Officers. The motion was seconded by Pete Thomas and passed unanimously.*

Infrastructure and Site Development and Regulations Committee(s) – Ron Bowers noted the committee has worked for the last 1-2 years on developing an Infrastructure Needs Assessment Report and anticipate completing the report by the end of August.

Marketing & Public Relations Committee – Since taking on the role of Strategic Economic Development Coordinator last month, Stu Mullendore reported meetings with several key economic development partners, EDC board members, City representatives, members of SCORE, etc. The following steps have been or are being taken towards implementation of the Top 5 Strategic Priorities 1) Infrastructure Needs Assessment Report – this report is nearly 90% complete and should be finalized by the end of August; 2) Workforce Development (WFD) – the EDC’s WFD Committee has been tasked with outlining goals and objectives that will evaluate current and future workforce needs and strategies to align those needs; 3) City Center – a new committee will be formed to work in conjunction with the City of Hagerstown as they identify strategies to redevelop and revitalize City Center; 4) Marketing Plan – a committee involving members of partner agencies will be formed to develop a county-wide marketing plan that encompasses economic development, airport and agriculture marketing, and quality of life. A mass database should be developed that includes all available buildings and sites, all known employers using Hoovers database, supply chains, buy local database, etc.; and 5) EDC Organization Structure – looking at reestablishing the Hagerstown-Washington County Economic Development Commission as the lead organization to provide focus and common purpose for economic development in and for Washington County, MD.

Small Business Development Committee – Jef Bohn noted the committee continues its focus on creating a database of community resources available to businesses throughout the County to promote the “No wrong door” concept for citizens as they work with various organizations.

Workforce Development Committee – Bob Jeffers noted employers who participated in the recently held Manufacturer’s Symposium expressed concern more about a lack in soft skills, such as attendance and punctuality issues. A focus group of about 8-10 employers will meet to discuss possible training to address these concerns.

Celebration of Business Taskforce – Paul Crampton reported the group is focusing on developing a small business appreciation event to be held in the Fall. This event is geared towards small businesses in Washington County. More information will be shared as plans are developed.

Old Business – Dan Pheil and members of the group acknowledged Ron Bowers for celebrating his 70th birthday.

New Business – Sandy Mehalko announced a free tool that determines a project’s triple bottom line is now available and she will demonstrate its usefulness to the Executive Committee at a future meeting. Leslie Hart reminded members the Ag Expo & Fair is the week of July 20. Ron Bowers asked the board to consider sending a letter to Bruce Quinn announcing support for keeping baseball in Hagerstown. A special meeting of the Executive Committee to discuss the matter was scheduled for July 15.

Closed Session – Ron Bowers motioned to go into Closed Session to discuss the relocation or expansion of industry, and, buildings and site matters in accordance with Section 10-508 of the State Government Article of the Annotated Code of Maryland. The motion was seconded by Janet Stiles Fulton. Hearing no discussion the motion to go into Closed Session was approved by unanimous vote.

Open Session – On a motion made by Bob Jeffers to return to Open Session and seconded by Jef Bohn, the motion was unanimously approved. Present during Closed Session were Terry Baker, Jef Bohn, Ronald Bowers, Robert Jeffers, Edward Lough, Stuart Mullendore, Daniel Pheil, Kate Rader, Janet Stiles Fulton, Peter Thomas, William McKinley, Jill Estavillo, John Lestitian, Donald Munson, Sandy Mehalko, Julie Rohm, Greg Snook, Greg Murray, Carmen Harbaugh, Leslie Hart, Robert Mandley, Tabitha Porterfield, Phil Ridenour, Linda Spence, and Sarah Sprecher.

Other topics – Stu Mullendore discussed a possible controversy brewing regarding the Hagerstown Ice Rink but mentioned the rink is currently showing financial profits. He mentioned the community may want to consider developing a stadium authority to address all public sports venues.

Adjournment – Stu Mullendore made a motion to adjourn the meeting which was seconded by Bob Jeffers. Hearing no discussion, the meeting was adjourned.

A handwritten signature in cursive script that reads "Linda Spence".

EDC Business Support Specialist