



Washington County Economic Development Commission Board

April 14, 2016

The regular meeting of the Washington County Economic Development Commission Board (EDC) was held at 100 West Washington Street, Room 255. The following members were present: Hugh Breslin (Chair), Julie Rohm (Vice Chair), Ed Lough (Secretary), Jef Bohn, Dawn Hatzer, Jim Herbert, Bob Jeffers, Joshua Martin, and Janet Stiles Fulton.

Others in attendance were County Commissioner Jeff Cline, Andrew Sargent of the MD Department of Commerce, and County staff Carmen Harbaugh, Leslie Hart, Kassie Lewis, Tabitha Porterfield, Linda Spence, Sarah Sprecher, and Aaron Stoner.

Call to Order – Hugh Breslin called the meeting to order. He reported Paul Crampton, Michael Reyka, Council Member Don Munson, and Jill Frick were excused from the meeting. Following the meeting a message from Council Member Kristin Aleshire requesting an excused absence was noted.

Approval of the Agenda – A motion to approve the meeting agenda for April 14 was made by Jef Bohn, seconded by Bob Jeffers and unanimously approved.

Approval of Minutes – Ed Lough motioned to approve the meeting minutes of March 10, 2016 as presented. The motion was seconded by Bob Jeffers and approved unanimously.

Elected Officials' Comments – Commissioner Cline commended staff for their efforts in bringing local manufacturers, business resource providers, and the Washington County Public Schools representatives together in one place for the 2nd Manufacturers Roundtable event. He was pleased to see active participation and that smaller manufacturing companies such as Rampf Molds, DVF Corporation, Bikle Manufacturing, Hagerstown Kitchens, etc. were in attendance.

Director's Report – Kassie Lewis commented further on the Manufacturers Roundtable event stating more than 15 manufacturers attended, three Washington County Public Schools (WCPS) representatives including Dr. Clayton Wilcox, Dr. Peggy Pugh, and Dr. Justin Hardings, as well as many community, local and state resource representatives; approximately 38 people in total. Dr. Wilcox announced WCPS is seeking businesses willing to participate in an Apprenticeship Program with high schools students. The WCPS will guarantee student performance or WCPS would provide additional training for students to meet expectations. He also encouraged business leaders to host tours for guidance counselors to give them a first-hand look at what skills and training is required for specific job opportunities. Several company representatives spoke up in favor of hiring paid summer high school students and willingness to host guidance counselors. Hugh Breslin noted that a post event survey of manufacturers in attendance revealed they either strongly agree or agree to attend future events. Ms. Lewis stated topics of interest for future events include Skilled Workforce, Lean Business, Legislation, followed by Human Resources and Succession Planning. Bob Jeffers noted Dr. Wilcox is willing to hold discussions with other business groups and suggested the DBD consider development of a Distribution Industry Roundtable event. Mr. Breslin expressed enthusiasm for the exchange of information and stated the EDC/DBD must assist in facilitating students for paid internship opportunities. Ms. Hatzer stated the Western Maryland Consortium recently received funding to connect employers with students.

Executive Committee – Hugh Breslin congratulated Dawn Hatzer on her appointment to the EDC Board. Ed Lough stated a City of Hagerstown representative may be approved by the Mayor and Council during their April 19 meeting. He communicated with Mayor Skip Kauffman on the need to appoint a Maryland Municipal

League representative due to Paul Crampton's term expiration on June 30, 2016. It was mentioned that Paul Crampton had also been in contact with Mayor Kauffman about the appointment. Mr. Lough stated he had been in contact with Paul Frey of the Chamber of Commerce about the appointment of a representative from the Chamber due to Jef Bohn's term expiring on June 30, 2016. Linda Spence explained she misspoke during the Executive Committee meeting and that Jef Bohn's position, as the first of two positions from the Chamber to expire would revert to an At Large position, and Mr. Lough's position would continue as the Chamber representative position. Mr. Lough was under the impression by Ms. Spence's comments during the Executive Committee meeting that his position would revert to an At Large position, rather than Jef Bohn. He felt this would best serve the Chamber since Mr. Lough is no longer a Chamber Board member and not reporting matters of the EDC Board. Mr. Breslin requested permission to change Mr. Lough's representation on the EDC Board to an At Large, and have Mr. Bohn's position remain the Chamber position that would need to be filled on July 1, 2016 by a Chamber of Commerce appointee. Ms. Spence noted she would look into the matter further. Mr. Breslin noted a Slate of Officers will be discussed at the next Executive Committee meeting and encouraged all those with an interest to serve on the committee, to please contact him or another committee member.

Education and Workforce Development Committee – Bob Jeffers reported the committee partnered with WCPS to conduct an industry understanding and skills awareness event to be held at North Hagerstown High School on May 26, from 9:00 a.m. to 1:30 p.m. The focus will be on the 10 career clusters. The school system will identify students who would potentially benefit by attending.

Marketing and Communications Committee – Julie Rohm noted National Small Business Week would take place May 1-7, 2016. Municipalities were requested to identify a business whose contribution(s) to the business community deserves to be recognized by the Board of County Commissioners on May 3 at 1:15 p.m. She reported plans are underway for Economic Development Week, September 19-23, 2016. The week will start with a BOCC proclamation presented to the EDC/DBD. The *Loves My Business Campaign* and its prize patrol-styled entourage will be conducted mid-week. Volunteers are needed as we visit businesses throughout the entire county and present them with balloons and sweet treats. ED Week will conclude on Friday, September 23 with our re-designed Celebration of Business, which we are not calling it the *Washington County Business Appreciation Breakfast*. This event promises to be the most exciting and creative business breakfast event of the year. We will feature local food stations, business fun facts, and so much more. Ms. Rohm noted the committee is in the preliminary planning phase to a Washington County Procurement Fair. The county's Purchasing Department has been an excellent resource; who believes we could expect hundreds, if not more than 1,000 folks. The will be held at HCC's ARCC on March 31, 2017 and volunteers are needed to assist with the many components of the event.

Water and Sewer Infrastructure Committee – Jim Herbert explained the committee has not been formed yet. In the meantime, Jim noted he recently attended a National Institute of Standards and Technology conference that focused on utilization of technology to manage water loss from the source to the provider and from the provider to the end user.

Old Business – There was no Old Business to report this month.

New Business – There was no New Business to report this month.

Closed Session – *Jef Bohn motioned to go into Closed Session to consider a matter concerning the proposal of a business or industrial organization to locate, expand, or remain in the State; or any personnel matters in accordance with the Annotated Code of Maryland. The motion was seconded by Ed Lough. Hearing no discussion the motion was approved by unanimous vote.*

Open Session – *On a motion made by Joshua Martin to return to Open Session and seconded by Ed Lough, the motion was unanimously approved.* Present during Closed Session were Jef Bohn, Hugh Breslin, Carmen Harbaugh, Leslie Hart, Dawn Hatzler, Jim Herbert, Bob Jeffers, Kassie Lewis, Ed Lough, Joshua Martin, Tabitha Porterfield, Andrew Sargent, Aaron Stoner, Linda Spence, Sarah Sprecher, and Janet Stiles Fulton.

Adjournment – Janet Stiles Fulton made a motion to adjourn the meeting which was seconded by Jim Herbert. Hearing no discussion, the meeting was adjourned.

Linda Spence, Business Support Specialist
Washington County Department of Business Development
and
Recording Clerk for the Washington County Economic
Development Commission Board