



Washington County Economic Development Commission

November 10, 2016

The regular meeting of the Washington County Economic Development Commission (EDC) was held at 100 West Washington Street, Suite 1401. The following members were present: Julie Rohm (Chair), Steve Blickenstaff, Gary Bockrath, James Herbert, Andrew Lobley, Michael Reyka (Secretary), Theresa Shank, and Janet Stiles Fulton. Ex-Officio member in attendance was Jill Frick Director of Community and Economic Development for the City of Hagerstown.

County staff in attendance included Carmen Harbaugh, Leslie Hart, Kassie Lewis, and Aaron Stoner. Others in attendance included Robert Bower and Nathaniel Moore.

Call to Order – Julie Rohm called the meeting to order. She reported Josh Martin, Ed Lough, Greg Snook and Andrew Sargent were excused from the meeting; Hugh Breslin and Mike Fitzgerald were absent.

Approval of the Agenda – A motion to approve the meeting agenda for November 10, 2016 was made by Jim Herbert, seconded by Michael Reyka and unanimously approved.

Approval of Minutes – Andrew Lobley motioned to approve the meeting minutes of October 13, 2016 as presented. The motion was seconded by Gary Bockrath and approved unanimously.

Elected Officials' Comments – No elected officials were present.

Director's Report – Kassie Lewis reported that a joint meeting was held at the airport which included herself, Phil Ridenour, Andrew Sargent and Randy Teebest of the MD Department of Commerce. This meeting included a tour of the airport and meetings with three of the airport business to learn about their operations and what issues they may have. She also reported that as a result of a previous joint meeting held with Sierra Nevada Corporation to discuss their immediate and future workforce needs, they will now meet with Washington County Public Schools to assist with the future STEM curriculum. She also handed out a copy of a letter prepared by Royal Aircraft in effort to attract a prospective business to the airport. She explained that this is part of an ongoing effort for attraction thru business to business strategy. She announced the nomination of six local manufacturers' including Duvinage, DVF Corporation, Hagerstown Kitchens, HBP, Hub Labels, and Jamison Door to the Regional Manufacturing Institute's (RMI) 2016 Champions of Maryland Manufacturing. RMI will recognize all nominees at their dinner event on November 30 at Martin's West. She announced that the next Manufacturing Roundtable will be held on December 6 at Hub Labels. The topic will be Lean Manufacturing. Due to the topic, there will be a small group of manufacturing businesses in attendance, as well as DOT Foods who is interested in starting a distribution roundtable. She also announced that the "Gold Sheets" will now contain an additional section tracking business visits made by Business Development Staff.

Executive Committee – Julie Rohm again reiterated the importance of each member to be held to the EDC Ordinance and Disclosure Statement, emphasizing "...Improper use for personal gain on confidential information acquired through a member's position on the Commission may be grounds for removal from the Commission by the Board of County Commissioners." She also reported that the open spot on the Executive Committee has not been filled. She explained that the spot must be filled by a board member with voting rights rather than a committee member. She asked that anybody interested in this position send to her their goals and objections for being on the Executive Committee and that there would be an electronic vote taken by the committee.

City Center Committee – On behalf of Mike Fitzgerald, Julie Rohm reported that the City Center held its first meeting and asked Jill Frick to give a brief summary. Jill Frick stated that preliminary objective will be learning what efforts are needed to compliment “Main Street”. Jill offered to set up a presentation of “Main Street” to the EDC Board.

Education and Workforce Development Committee – Nat Moore noted that this committee has not met yet, but that he did meet with previous Chair, Bob Jeffers. The committee will continue with previous goals and movements.

Infrastructure Committee – Jim Herbert indicated there was nothing to report this month.

Marketing and Communications Committee – Julie Rohm indicated there was nothing to report this month, but the committee will soon plan for the procurement fair scheduled for October, 2017.

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

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

Closed Session – James Herbert 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 Michael Reyka. Hearing no discussion the motion was approved by unanimous vote.

Open Session – On a motion made by Janet Stiles Fulton to return to Open Session and seconded by James Herbert, the motion was unanimously approved. Present during Closed Session were Steve Blickenstaff, Jill Frick, Carmen Harbaugh, Leslie Hart, Kassie Lewis, Andrew Loble, Michael Reyka, Julie Rohm, Theresa Shank, Janet Stiles Fulton, and Aaron Stoner.

Adjournment – James Herbert made a motion to adjourn the meeting which was seconded by Michael Reyka. Hearing no discussion, the meeting was adjourned.

Carmen Harbaugh, Administrative Assistant
Washington County Department of Business Development