



Leveraging Success

Carroll County Workforce Development Board Meeting Minutes

Wednesday, January 21st, 2026

Exploration Commons, 9:30am

Quorum? Yes (13/16)	Staff & Guests (8)
<ul style="list-style-type: none">-Zach Tomlin, Tomlin Technologies- present-Bryan Zuber, Stratosphere Social- present-Rose Mince, Carroll Community College- present-Matti Franzén, Best Western- present-Julie Givens, MD DOL- present-Maria Buckley, DORS representative- present-Denise Beaver, Carroll County Department of Economic Development-Ryne Barrall, Penguin Random House- present-William Eckles, Carroll County Public Schools- present-Molly Sherman, Carroll County Technology and Innovation Council- present-Kimberley Grade, Lifebridge Health- present-Michael McHale, Local Union -AFL-CIO- present-Margaret Welliver, Shelter Systems- present	<ul style="list-style-type: none">Heather Powell, CCWDCorina Canon, CCWDNathan McConarty, CCWDScott Singleton, CCWDShelby O'Leary, CCWDMarcie Sullivan, CCWDTeresa Mena, MD DOLJesse McCree, One-Stop Operator- present, virtual

The meeting began at 9:40 am.

1. **Welcome and Introductions-** Mr. Tomlin thanked the Board for attending and began member introductions.

2. **Action Items-**

- a) Approve Minutes from November 19th, 2025, meeting- There were no suggested changes to the minutes from the November 19th meeting. Approval of the minutes was unanimous.
- b) Meeting Locations and Virtual Access- The Board agreed to hold meetings at various locations in 2026. The focus will be on in-person attendance and there may be limited virtual access dependent upon location availability.

3. **CCWD Updates-**

- Workforce Updates:

- Grant Updates- Ms. Powell updated the Board on the status of potential upcoming grants. MD Department of Labor has not yet announced the recipients of the competitive piece of the Local Impact state grant. The Roads to Careers grant application is due by the close of business on January 23, and the CCWD team is actively finalizing the submission.
- AJC Update- Ms. Powell announced a shift to restricted access to the AJC building due to security and facility risks, allowing entry only for AJC, businesses, and partner purposes only. Carroll County Government will be working on reconfiguration of the main entrance in the next few weeks.
- Equal Opportunity Complaint- Ms. Powell reported that an equal opportunity complaint is under investigation by the Maryland Department of Labor. This is the first complaint the agency has experienced, Ms. Powell will keep the Board updated on the status.
- Board Vacancies- Ms. Powell is working on filling the two vacant board positions. Shayla Anderson, Department of Social Services, has resigned her position. Ms. Powell will contact her replacement once they have been selected. Ms. Powell also shared that Aeman Khan with Hahn's of Westminster will join the Board, pending Commissioner approval.
- Blueprint Update- Mr. Eckles shared that the Accountability and Implementation Board views Carroll County as the model that the other counties should be following. He also stated that the Career and Technical Education (CTE) will have a youth apprentice soon. He encouraged the Board to consider being a youth apprenticeship host and hire apprentices.
- One Stop Operator Report- Mr. McCree presented the Section 188 report that was conducted in November, confirming the American Job Center's compliance with WIOA law and noting recommendations to improve physical space, including facility logistics and security procedures. At the time of the report, there were no equal opportunity complaints.

4. Committee Assignments-

- One Stop Operator Procurement Review Committee- Mr. McHale and Mr. Zuber volunteered to review the scope of work in the One-Stop Operator contract. Ms. Mena volunteered to serve on the committee as community partner. The information will then be sent to Carroll County Government purchasing department for the bidding process.
- Bylaws Review Committee- Mr. Tomlin and Ms. Sherman volunteered to review the bylaws and provide suggested edits.
- Nominating Committee- Mr. Eckles and Ms. Beaver volunteered to serve on the nominating committee for upcoming officers.

5. Strategic Planning Synthesis- Mr. McCree reviewed the key recommendations with the Board.

- Board Engagement Recommendations-
 - Board member profiles
 - Having tasks/mission for members
 - Business visits/tours
 - Improved communication with the Board such as an e-newsletter
- Outreach & Convenings Recommendations-
 - Customer/constituent management system
 - Utilizing a survey through the Carroll County Technology & Innovation Council grant
- Expansion & Growth of Services Recommendations-
 - Utilizing partners for outreach events, like library visits
 - Be aware of funding and staffing limitations
- Partnership Engagement Recommendations-
 - Improved communication
 - Partner portal
 - Utilizing the website and social media

Member Updates:

- Ms. Mince shared about TEDx Westminster: “The Power of the Pivot: Reinventing Ourselves in an Age of Disruption” on January 24th from 1-5pm at Carroll Community College.
- Mr. Singleton shared about upcoming Premier Virtual and in-person job fairs. He shared that the contract for Premier Virtual ends in June and they are deciding whether they can renew the contract. He also spoke about the benefits of a SHRM membership and encourage Board members in HR to consider it.
- Ms. Mena shared about an Earn and Learn event for jobseekers on Thursday January 22nd from 1-2pm entitled “How to Be an Apprentice.”
- Ms. Beaver reported that the Board of Commissioners presented Shop Small, Win Big winners with \$250 individual and \$100 business awards. She also reported that unfortunately, the Maryland Stadium Authority has pulled out of the Pimlico horse training facility at Shamrock Farms in Woodbine due to budget concerns. Ms. Beaver also reported that the Maryland Wine Festival will now be on June 6th at the Carroll County Farm Museum and it will be “Bottles and Blooms” and include flower farms in Carroll County. This will replace the fall event.

The meeting adjourned at 11:14 am.