



Carroll County Workforce Development Board Meeting Minutes

Wednesday, June 17th, 2026

Stratosphere Social, 9:30 a.m.

Quorum? YES (10/17) -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 -Sharon Plump, DORS -Denise Beaver, Carroll County Department of Economic Development - Present -Ryne Barrall, Penguin Random House- present -Molly Sherman, Carroll County Technology and Innovation Council -Scott Yard, MD Department of Social Services- Present -William Eckles, CCPS- Present -Change Bell, JHU- Present -Jenny Graybill, Human Services Program -Michael McHale, IBEW -Margaret Welliver, Shelter Systems -Brandon Schweitzer, Stevenson University. -Kimberley Grade, Lifebridge Health- Present	Staff & Guests (8) - Heather Powell, CCWD - Stanley Whiteman, CCWD - Jessica Stewart, CCWD - Nathan McConarty, CCWD - Scott Singleton, CCWD - Marcie Sullivan, CCWD - Tammi Casson, CCWD - Teresa Mena, MD DOL
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The meeting began at 9:30 a.m.

- Welcome and Introductions-** Mr. Tomlin thanked the Board for attending and began member introductions.
- Action Items-**
 - Approve Minutes from April 15, 2026, meeting- There were no suggested changes to the minutes from the April 15 meeting. Approval of the minutes was unanimous.
 - Approved grants for FY2027 and PY2026- Ms. Powell presented each grant that the CCWD Board needed to approve for FY2027 – WIOA for \$658k, the Summer Youth Grant for \$28k, the Department of Juvenile Services Grants for \$9.9k, and the DORS Summer Youth Grant for up to \$168k contingent on the number of participating students. Bryan Zuber motioned to approve the grants, Matti Franzén seconded. The motion passed unanimously.

- c) Approve the contract rate for One-Stop-Operator- The proposed contract rate is \$22k annually. Bryan Zuber motioned to approve the contract, Matti Franzén seconded. The motion passed unanimously.
- d) A vote to approve the proposed slate of candidates for Board Chair and Vice-Chair positions- The proposed slate of candidates was Bryan Zuber for CCWD Board Chair and Matti Franzén as CCWD Board Vice-Chair. William Eckles motioned to approve the slate, and Denise Beaver seconded. The motion passed unanimously.

3. CCWD Updates-

- **Workforce Updates:**

- **Compliance Updates-** The following policies must be updated per GWIB:
 1. Local Plan
 2. One-Stop Operator
 3. Board Certification
 4. CLEO

Ms. Powell will reach out to members of the board digitally for a vote on any changes that may be needed.
- **Uniform Guidance Changes-** Ms. Powell and Mr. McCree updated the board on a new 400-page document from the federal government detailing changes to uniform guidance that impacts the way federally funded agencies can raise, procure, contact, and manage money. There are ongoing efforts in Washington D.C. to inform regulators of the impact on stakeholders like the CCWD.
- **ARPA Wrap Up-** Ms. Powell informed the CCWD Board that the ARPA grant received in 2020 is slated to end with full expenditure on June 30, 2026.
- **HR1 Updates-** Mr. Yard provided an update to the board on the new HR1 bill, which expanded work requirements for both SNAP food benefits and for Medicaid recipients. Regional convenings with stakeholders are to take place in July.

- **Blueprint Update-**

- **National Conference-** Blueprint team to present at national teacher conference in July, highlighting senior transition to young adult program.
- **Pathful Update-** Mr. Whiteman provided an update to the CCWD Board on Pathful. In the last three years, Maryland students have used Pathful for 16,307 hours, the equivalent of 1.8 years. Multiple Carroll County educators were recently recognized as Pathful “power users”, meaning they were in the top 10% of Pathful users.
- **Carroll Works 2026 Event-** Ms. Casson introduced *Carroll Works* to the CCWD Board. *Carroll Works* will bring the seventh-grade cohort from each Carroll County middle school together for a CCWD-sponsored career fair. *Carroll Works* will take place in October 2026, and any interested business is encouraged to reach out to Ms. Casson or anyone from the CCWD team.

- **Youth and Young Adult Services-** Ms. Stewart provided updates on Summer Youth Work Program
 - The Summer Youth Work program will run from July 6 to August 12
 - The Summer Youth Program has had 80 applicants, 44 participants, and 28 businesses join.
 - There are board volunteer opportunities for mock interviews scheduled for August 5 from 10:00 a.m. to 1:00 p.m.
 - Department of Juvenile Services Grant Update – 3 participants successfully completed a paid work experience.
- **One Stop Operator** – Ms. Powell provided an update to the board on renewing the RFP for a One Stop Operator. The proposed contract rate is \$22k, down from \$28k considering reductions to WIOA. See action items.
- **National Updates-** Mr. McCree provided an update to the board on takeaways from the National Association of Workforce Boards' National Conference. Mr. McCree is monitoring the political situation, and advocacy efforts in Washington D.C. are ongoing.

4. Committee Assignments-

- **One Stop Operator Procurement Review Committee-** Once the bid has been publicly available for 30 days, the review committee comprised of Mr. Zuber, Mr. McHale, and Ms. Powell can review bids and present to the full board at the next meeting.
- **Bylaws Review Committee-** Mr. Tomlin, Ms. Sherman, and Ms. Powell met to discuss changes to the by-laws. The changes were submitted to the Commissioners' Office and are approved by the Carroll County Commissioners and are available on the website.

Member Recognition:

The CCWD Board officially recognized the contributions of Zach Tomlin, our chair, whose dedication, vision and service has been invaluable to the CCWD Board since its inception in 2021.

Member Updates:

- Mr. Singleton shared that the CCWD Business Services office will be hosting a virtual hiring event for job seekers and business owners on June 25, 2026. He also thanked Sandra Miller, a business consultant whose contract under ARPA has ended, for her invaluable contributions to the jobs club, jobs board webpage, and recruiting events in the last four years.
- Dr. Mince shared that Carroll Community College held a combined commencement for graduates at all levels of achievement from GED to associate degrees. She also shared that summer camps are available; check the website for more information
- Ms. Beaver provided an update on the agrotourism passport program, which returns for its second year.
- The tourism department has created Carroll County United States 250th anniversary celebration information which can be found on the Carroll County website.

- Ms. Grade shared that Lifebridge/CHC is launching apprenticeship opportunities, creating career pathways for current employees.
- Mr. Franzén reminded the board of food truck Wednesdays at Best Western Westminster.

The meeting adjourned at 11:11 a.m.

Submitted by Matthew Jenkins 7/30/2026