



Carroll County Workforce Development Board Meeting Minutes

Wednesday, April 15th, 2026

Best Western Hotel, 9:30am

<p>Quorum? YES (13/16)</p> <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 -Sharon Plump, DORS- present -Denise Beaver, Carroll County Department of Economic Development -Ryne Barrall, Penguin Random House- present -Molly Sherman, Carroll County Technology and Innovation Council- present -Scott Yard, MD Department of Social Services -Jenny Graybill, Human Services Program -Kimberley Grade, Lifebridge Health 	<p>Staff & Guests (12)</p> <ul style="list-style-type: none"> Heather Powell, CCWD Stanley Whiteman, CCWD Corina Canon, CCWD Jessica Stewart, CCWD Nathan McConarty, CCWD Scott Singleton, CCWD Marcie Sullivan, CCWD Teresa Mena, MD Department of Labor Shelby O’Leary, Commissioners Office, Carroll County Government Ed Singer, Local Management Board, Carroll County Government Carly Long, Housing/Citizen Services, Carroll County Government Gavin Leisner, Youth Action Board
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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 January 21st, 2026, meeting- There were no suggested changes to the minutes from the January 21st meeting. Approval of the minutes was unanimous.

3. **CCWD Updates-**
 - Workforce Updates:
 - **Grant Updates-** Ms. Powell updated the Board on the grant applications that had been submitted. Unfortunately, the Road to Careers grant application was not accepted at this time, however, there is an opportunity to reapply in the fall 2026. The competitive local impact grant was also not awarded to Carroll County. The application for the Advanced Workforce Mobility Initiative grant

through Walmart was also not accepted. The workforce team continues to seek additional grant opportunities to supplement the limited WIOA grant funding.

- **Personnel Update-** Ms. Powell announced that Shelby O’Leary has taken a new position as Executive Assistant I in the County Commissioners’ Office. She continues to support the Board and the agency until the administrative assistant position can be posted. Additionally, the receptionist, Michelle Bydume, also took another position as Payroll Technician in the Payroll office. The team is actively interviewing candidates for the position and will decide on Friday, April 17th.
- **Convening-** Ms. Powell shared that there will be a **youth convening** event on **May 6th at 9:30 am at Exploration Commons**. The theme is **“Understanding CCPS in 180 days- An Exploration of the Youth Talent Pipeline.”** The speaker will be Dr. Erin Anderson-Williams with the Southern Regional Education Board.
- **Blueprint Update-** Mr. Whiteman shared that so far for the school year, the team of three staff members has visited high schools 89 times and assisted 228 students. In addition, they had 24 middle school visits and assisted 1241 students. They continue to use to Transfr VR and Pathful Explore tools to encourage career exploration. Ms. Casson shared the BP team continues to offer job shadow opportunities to students and supports Senior Transitional program referrals to the CCWD youth and young adult program, as appropriate. She and Ms. Mena, DOL Apprentice Navigator, shared that the youth registered-apprenticeship program is gaining traction with employers.
- **One Stop Operator** - Mr. McCree was not present for a one-stop operator report. Ms. Powell shared that he was advocating for workforce development in Washington, D.C.

4. Committee Assignments-

- One Stop Operator Procurement Review Committee- Ms. Powell anticipates the Request for Proposal will be submitted to Carroll County Government’s Purchasing Department next week. 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 presentation 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 awaiting review and approval by the Carroll County Commissioners.
- Nominating Committee- The committee continues to search for a candidate for Chair and Vice Chair.

5. Youth Homelessness Presentation-

- Ms. Long, with the Department of Housing, Citizen Services, and Mr. Leisner shared the realities of homeless youth and resources available in Carroll County. A homeless youth

is defined as a person under the age of 25 who is living in their car, outdoors, in a shelter, or couch surfing. Some challenges that these individuals face include poor hygiene, mental health, physical health, and an increased risk of sexual assault/violence, especially for the LGBTQ+ community. There are many resources available in Carroll County for homeless youth, including coordinated entry with Human Services Program (HSP), Carroll County Youth Services Bureau (CCYSB), multiple food pantries throughout the county, and the Youth Action Board. Homeless youth can find help with both physical and mental health, case management resources, and find encouragement and motivation with each other.

- CCWD Youth and Young Adult Program- Ms. Stewart and Mr. McConarty shared about the resources and assistance available through the youth and young adult program. They offer career exploration and planning, education support, job readiness, paid-work experiences/internships, occupational skills training, financial literacy skills, and case management. The 2026 Summer Youth Employment Program (SYP) will run from July 6th - August 12th with the goal of hosting 50 youth via grants from the Governor's Summer Youth program, Local Workforce Impact grant and the Division of Rehabilitation Services (DORS) summer youth program. The youth are connected with a host business and work 25 hours each week which includes an enrichment cohort each Wednesday. A new feature of this year's program is that the CCWD team will provide participants soft skills training prior to employment.

Member Updates:

- Ms. Beaver shared the following updates and upcoming events:
 - Downtown Sykesville Main Street received the 2026 Maryland Main Street Award and will host a Sykesville Block Party on Saturday, April 18, from 12:00–4:00 p.m. to celebrate.
 - A Story Map highlighting historical sites across Carroll County is currently in development in recognition of the 250th anniversary of the United States Bicentennial. The project is expected to launch in late May or early June.
 - Farmers' Markets will reopen in May. A full listing of locations is available at: <https://carrollcountytourism.org/experience-agriculture/farmers-markets/>
 - The Agri-Tourism Passport Program will return this year, featuring 27 participating sites from June through October, with a new mobile app option available.
 - In recognition of National Small Business Week (May 4–8), Economic Development and Workforce Development staff will visit local businesses to express appreciation for their contributions to Carroll County.
- Ms. Mince announced the 4th Annual Family Fun Fest, scheduled for Saturday, April 25, from 10:00 a.m.–2:00 p.m. at Carroll Community College. The event will feature activities for all ages, including free children's books, story times, inflatables, emergency vehicle displays, drone demonstrations, a scavenger hunt, tie-dye station, crafts, and more. Admission is free.
More information: <https://www.carrollcc.edu/carroll-community-college-foundation/upcoming-foundation-events/family-fun-fest/>

- Ms. Graybill highlighted the “Grilling for Good” event on Sunday, May 17, from 1:00–4:00 p.m. at Island Green Family Fun Center. The event will include food and beverages, a live grilling competition between local chefs, music by the Salem Bottom Boys, golf activities, and a raffle, all benefiting HSP.

More information and tickets: <https://hspinc.org/grillingforgood/>

- Mr. Franzén shared details about the 25th Anniversary celebration for Habitat for Humanity of Carroll County, titled “Family Par-tee Night,” taking place Thursday, June 18, from 6:00–8:00 p.m. at Island Green Family Fun Center. The event will include refreshments, golf, a DJ, raffle prizes, and family-friendly activities.

More information and tickets: <https://cchabitat.org/about/events/>

- Mr. Singer announced the 2026 Homeless Services Summit on Monday, May 11, from 9:00 a.m.–4:00 p.m. at Carroll Community College. The summit will convene service providers, system leaders, advocates, and individuals with lived experience to share knowledge, highlight resources, and develop strategies to make homelessness rare and brief in Carroll County.

Registration:

https://carrollcc.augusoft.net/index.cfm?method=ClassInfo.ClassInformation&int_class_id=15388&int_category_id=0&int_sub_category_id=0&int_catalog_id=0

- Ms. Mena promoted the “Build Your Talent with Apprenticeship” event on Thursday, April 30, from 7:30–9:00 a.m. at Carroll Community College (Room K100). The event will include a complimentary breakfast and feature Cory McCray, author of *The Apprenticeship That Saved My Life*, speaking on workforce development through apprenticeship.

Registration: <https://www.eventbrite.com/e/build-your-talent-with-apprenticeship-tickets-1987341736632?aff=ebdssbdestsearch>

- Ms. Sherman reported that the Carroll County Technology & Innovation Council (CCTIC) continues to offer CompTIA Network+ training through a study group model, with 55 workshops delivered to approximately 650 participants.

- Ms. Sherman and Mr. Whiteman also noted the ongoing partnership between CCWD and CCTIC, including collaboration on job club meetings and workshops hosted at the American Job Center. More information: <https://carrolltechcouncil.org/>

- Ms. Casson shared the following workforce events:

- An in-person job fair will be held Thursday, April 16, from 10:00 a.m.–12:00 p.m. at the American Job Center; no registration is required for jobseekers.
- Winters Mill High School will host a Resource Fair on Thursday, April 16, from 5:00–7:00 p.m.
- The Winters Mill High School Job Fair is scheduled for Tuesday, April 28, from 3:30–6:00 p.m.

- Mr. Singleton shared the following updates:

- A virtual job fair will take place Thursday, April 23, from 10:00 a.m.–12:00 p.m. via Premier Virtual. Employers and jobseekers may register at: <https://pvapi.premiervirtual.com/s/W2jrBW>
- On May 1, the CCWD team will visit Glenwood Academy to meet with students and parents regarding available workforce services.
- The next Society for Human Resource Management (SHRM) meeting will be held May 5 from 12:00–2:30 p.m. at Wakefield Valley Park Event Center. Featured speaker Christine Walters will

present on employment law.

More information:

<https://carrollcountyshrm.starchapter.com/meetinginfo.php?id=40&ts=1773246675>

The meeting adjourned at 11:12 am.

Upcoming:

“Build Your Talent with Apprenticeship” event on Thursday, April 30, from 7:30–9:00 a.m. at Carroll Community College (Room K100)

“Understanding CCPS in 180 days- An Exploration of the Youth Talent Pipeline.” May 6th 9:30 am at Exploration Commons, Westminster Library

Board Meeting- Wednesday, June 17 9:30am Stratosphere Social, 1332 Londontown Blvd, Eldersburg