



Janice (Jan) Walker-Emeogo is the Development Representative at the Maryland Department of Labor, Licensing, and Regulation, Office of Small Business Regulatory Assistance. Jan advises small businesses on the process of starting and growing a business and the new Maryland Healthy Working Families Act. A senior leader with a proven track record across multiple lines of business, Jan has spent the past 17 years educating small businesses on the 4 pillars that contribute to success in the market.

### **Duties/Responsibilities**

Respond to incoming Sick and Safe Leave inquiries via phone/email

Provide regulatory assistance to small business clients in the state of Maryland

Connect business owners to state programs and resources

We provide the following assistance at outreach events:

- Maryland Healthy Working Family Act (SSL) resources and how employers can comply
- Access to Capital - traditional and alternative funding sources to start, grow, and maintain their business
- Position our office as an advocate to assist with resolving small business challenges with state agencies
- Business Plan Development - connect clients to SBDC/Score
- Marketing tips - share industry best practices
- Procurement courses offered by the state (How to do business with the state of Maryland)
- E-intro to other agency contacts (Apprenticeship, Unemployment, Workforce etc.)
- Networking/procurement events specific to industry
- Business start-up checklist
- Regulatory Assistance with any SB inquiry
- Connections to local chamber of commerce and Economic Development Corporations
- E-intro to other business clients
- Procurement Forecast opportunities at DLLR and other agencies
- How to obtain Maryland Business Enterprise (MBE) certification
- Services offered by MBE Liaisons