

**Montgomery County Collaboration Council for Children, Youth and Families, Inc.
Meeting Minutes
September 9, 2020**

The Montgomery County Collaboration Council for Children, Youth and Families, Inc., convened a meeting of its Board of Directors on September 9, 2020 via Microsoft Teams. There was a quorum present:

Public Members Present

JoAnn Barnes (Chair), *MC DHHS Children, Youth and Families Representative*
Adriane Clutter, (Vice Chair), *Montgomery County Recreation Department Representative*
Joanie Glick, *MC DHHS, Public Health Office Representative*
Delmonica Hawkins, *Department of Juvenile Services Representative*
Deborah Lambert, *Montgomery County Office of Management and Budget Representative*
Lisa Merkin, *MC DHHS/CWS, Provider of Direct Social Services to Children, Youth and Families*
Ruschelle Reuben, *Montgomery County Public Schools Representative*
Anita Vassallo, *Montgomery County Public Libraries Representative*
Lori-Christina Webb, *Bard of Education Representative*

Public Members Absent

Valeria Carranza, *Montgomery County Council Representative*

Private Sector Members Present

Carolyn Lowery (2021) Secretary
Carol Walsh (2020)
Adam Younoszai (2022)

Private Sector Members Absent

Monya Bunch (Treasurer) (2021)
Hannah Davis, (2021)
Alejandro Roberts (2020)
Nicholette Smith-Bligen (2022)
Gislene Tasayco (2020)
Michelle Taylor (2022)

Ex Officio Member

Elijah Wheeler, Executive Director

Guests and Collaboration Council Staff in Attendance

Susan Augusty, Leteria Bailey, Kathy Boland, Alicia Church, Peter Garza, Jessica Gibson, Charlotte Gironda, Judi Jackson, Elaine Johnson, Patti Lyman, Dalbin Osorio, Jade-Ann Rennie, Lise Robinson, Shane Tate, and Captain C. Thomas Jordon (MCPD)

The meeting was called to order at 4:10 p.m. by J. Barnes, Board Chair.

I. Consent Agenda - J. Barnes (*Material Distributed via Email*)

J. Barnes presented the Consent Agenda that was comprised of the following:

1. Approval of June 10, 2020 Draft Board Meeting Minutes
2. Ratification of Executive Committee Approval Via Mail Ballot to Renew Contract with Compass Government Relations

Motion/Action: A motion was introduced by A. Clutter and seconded by A. Vassallo to approve the Consent Agenda. (*Unanimous*)

II. **Update from Board Chair - J. Barnes**

- Sick Leave Bank for Collaboration Council Employees - After consideration by several committees, a decision has been made not to have a sick leave bank for employees. Research has indicated that this is a tool that is typically used by government where there is a bargaining unit; and, it is dependent on a larger number of people contributing to it.
- Election of Board Officers - Election of officers of the Board will take place at the November 11th Board meeting. J. Barnes emphasized that Monya Bunch will not be seeking re-election and encouraged members to submit their names for the position of Treasurer. Treasurer also serves as Chair of the Fiscal Committee. Officers of the Board serve on the Executive Committee.

III. **Report of the Fiscal Committee - J. Barnes (Material Distributed via Email)**

- **Ratification of Executive Committee Approval of Revised FY21 Budget Reflecting 10% Reduction by Governor's Office of Crime Prevention, Youth and Victim Services, Division of Children and Youth**
Following the June 10th Board meeting approval of a flat line budget for FY21, the Collaboration Council was notified that all local management boards received a 10% reduction in funding for FY21. The Fiscal Committee met August 18th and reviewed the proposed reductions which had already been discussed previously by the Fiscal Committee in anticipation of a reduction. J. Barnes referenced the meeting packet handout which shows the current approved GOCPYVS budget (\$1,599,032), the 10% reduction (\$159,351), and the proposed new budget reflecting the reduction (\$1,439,681). The spreadsheet contains specific explanations for the reductions and other budget adjustments since the June 10th meeting. The total current budget including all funding sources was \$5,260,270. The proposed FY21 budget reflecting the reduction is now \$5,100,199.

Motion/Action: A motion was introduced by L. Christina Webb and seconded by D. Hawkins to approve the revised FY21 budget as presented. (*Unanimous*)

IV. **Report of the Governance Committee - C. Walsh (Material Distributed via Email)**

C. Walsh reviewed the notes from the September 3rd Governance Committee meeting. Committee reviewed three items:

- Policy on Background Investigations and Reference Checks - The committee determined more information was needed and was unable to finalize a policy at this time. Want to ensure that the policy is free of racial bias.
- Social Media Policy - The committee reviewed the Social Media Policy which is being presented for approval by the Board. Under **Media Reminders for Staff** on third page, the second bullet item (*You may speak for yourself, but your actions represent those of the Collaboration Council.*) should be removed. C. Walsh provided clarification that as a nonprofit organization, policies can be executed without approval by the County Executive or County Council.
- Revisions to the Bylaws - Every three years the bylaws must be reviewed to reflect current practices and to determine if revisions are needed. Proposed changes to the bylaws are presented at one meeting for discussion and a following meeting for a vote by the Board. They are then sent to the County Executive and Council President for consideration of the recommendations. Governance committee will finalize their discussions at the next committee meeting and present to the Board for discussion in November.

Election of Officers - The Governance Committee will present the slate of candidates at the November 11th board meeting. Officers serve a two-year term and current officers are eligible to serve a second two-year term. M. Bunch, current Treasurer, has indicated she will not seek a second term. C. Walsh will verify if current officers want to serve a second term.

Recruitment of New Board Members - H. Davis is overseeing the recruitment process since C. Walsh is seeking a second three-year term and has recused herself from the process.

Motion/Action: A motion was introduced by L. Christina Webb and seconded by C. Walsh to approve the revised Policy on Social Media. (*Unanimous*)

V. **Update from Executive Director - E. Wheeler**

- E. Wheeler noted that the Child Well-being Committee plans to highlight a Collaboration Council program at each of their meetings in order to be more informed about the work. This information will help to serve as a platform for a strategic plan.
- Virtual Community Forums - As part of the community needs assessment that is conducted every three years, it is important to have feedback from the community especially with the current situation of COVID and racial unrest nationwide. Two virtual town halls were convened in August which were well attended and provided valuable information. One specifically focused on youth and was facilitated by youth; the other was a community wide forum. This information along with the landscape analysis, literature review and data analysis will be the basis for the needs assessment and eventually the platform for the strategic plan.
- Introduction of a Plan for Collaboration Council Staff to return to the Office. E. Wheeler noted that as we enter into recovery phases, it is important to have a plan in place to reopen the office. Goal is to provide space where staff feel safe and are safe. A draft plan will be presented at the November board meeting.
- Maryland Association of Local Management Boards (MALMBs). The MALMB will give a panel presentation to the Joint Committee on Children and Youth tomorrow, September 11th. Baltimore City, Anne Arundel County, Montgomery, and Charles County will present on what LMBs have been doing to address issues related to the COVID pandemic as well as an update on the transition from the Governor's Office for Children to the Governor's Office of Crime Prevention, Youth and Victim Services.
- Responding to Requests from County Council. The Collaboration Council in partnership with the Children's Opportunity Fund and other partners has been asked to develop a plan to support young people, who are loosely connected or disconnected, and their families who face various barriers in the County as they try to engage virtually or digitally with the school system, (MCPS). The greatest barrier is the lack of licenses that are given out to community partners who are carrying out the work of child care providers. MSDE will not issue waivers and the County Attorneys and State are citing COMAR since childcare is considered custodial care. Our goal is to support families outside the current school day (9-3). A. Clutter provided input from the Recreation Department's perspective. While Recreation Department is typically exempt from licensing for after school programs, it does not permit the ability to provide an all-day program. This is despite the fact that Rec operates out of school time camps through the Department of Health and Human Services. In addition, even though Rec has potential alternative spaces, there is limited flexibility to get those spaces licensed. Anything onsite and all day is challenged. J. Barnes noted that from a DHHS perspective, DHHS continues to look at ways to support licensed childcare providers so that they will be available to support families. DHHS is working with Council staff to develop a proposal to help families deal with the issue of supervision while the parents are working and the children are expected to be home engaged in virtual distance learning. This is a struggle for both providers and parents. E. Wheeler noted these are unprecedented times.
- Communications - P. Garza presented the latest Collaboration Council newsletter in a new format which includes a video message from the Executive Director. Will be using more video clips in the newsletter to convey information as it is much easier to press "Play" as opposed to "Read More".

VI. Announcements

- C. Lowery announced that she will remain a part of the Board but will be out of the county from December - April/May. She is getting married in Ghana.
- C. Walsh noted that the Governance Committee would do an orientation for current board members and new board members. Information will be forthcoming.
- J. Barnes encouraged members to volunteer for vacant positions on the Board.

VII. Adjournment

Motion/Action: A motion was introduced by A. Younoszai and seconded by L. Christina Webb to adjourn the meeting. (*Unanimous*)

The meeting adjourned at 5:00 p.m.

The following documents comprised the meeting packet for the September 9, 2020 meeting and were distributed by email prior to the meeting.

Document

Final Agenda	Distributed via Email
Consent Agenda	
1. Approval June 10, 2020 Draft Meeting Minutes	Distributed via Email
2. Ratification of Executive Committee Approval via Mail Ballot To Renew Contract with Compass Government Relations	Distributed via Email
FY21 Revised Budget with 10% Reduction from GOCPYVS	Distributed via Email
Fiscal Committee Report, August 18,2020	Distributed Via Email
Governance Committee Report, September 3, 2020	Distributed Via Email
Social Media Policy	Distributed via Email