



**Montgomery County Collaboration Council for Children, Youth and Families, Inc.**  
**APPROVED Meeting Minutes**  
**September 7, 2022**  
**Via Zoom**

The Montgomery County Collaboration Council for Children, Youth and Families, Inc., convened a meeting of its Board of Directors on September 7, 2022 via Zoom.

There was a quorum present:

**Public Members Present**

- Adriane Clutter, (Chair), *Montgomery County Recreation Department Representative*
- Mark Hodge, *Montgomery County Department of Health and Human Services, Public Health Office Representative*
- Lisa Merkin, *MC DHHS/CWS, Provider of Direct Social Services to Children, Youth and Families*
- Wanda Frink-Little, *Department of Juvenile Services Representative*
- Dira Treadavance, *Department of Health and Human Services, Children, Youth and Families Representative*
- Anita Vassallo, *Montgomery County Public Libraries Representative*

**Public Members Absent**

- Valeria Carranza, *Montgomery County Council Representative*
- Everett Davis, *Montgomery County Public Schools, Office of Teaching, Learning and Schools- Student & Family Support & Engagement*
- Deborah Lambert, *Montgomery County Office of Management and Budget Representative*
- Lori-Christina Webb, *Board of Education Representative*

**Private Sector Members Present**

- Monya Bunch
- Sharon Cichy (new member)
- Ebony Davis (new member)
- Hannah Davis (Vice Chair)

- Carolyn Erskine (Secretary)
- Jaslynn Laurence (new member)
- Nicholette Smith-Bligen
- Michelle Taylor (Treasurer)
- Carol Walsh

#### **Ex Officio Member**

- Elijah Wheeler, Executive Director

#### **Collaboration Council Staff in Attendance**

Meredith Bowers, Alycia Chuney, Alicia Church, Peter Garza, Sandy Lombardo, Yaine Masresha, Jayne Park, Jade-Ann Rennie

Guest: Justin Pollock, OrgForward (Strategic Planning consultant)

#### **Welcome**

The meeting was called to order at 4:05 p.m. by Adriane Clutter, Board Chair who welcomed Board, new members, and staff members. Members introduced themselves.

#### **Consent Agenda:**

The Chair introduced the consent agenda.

**Action:** A motion was put forward by Anita Vassallo and seconded by Nicholette Smith-Bligen to approve the items in the consent agenda including ratification of the Executive Committee's approval of presented FY23 contracts and the approval of the June Board meeting minutes. *(Unanimous)*

#### **I. Update from the Finance Committee - Michelle Taylor, Treasurer**

Michelle noted that the new budget includes allocation for a new part-time finance hire and the staff was actively recruiting for that role. The GOC funding process is moving along smoothly. Sandy Lombardo, Director of Finance, was introduced to walk the Board through the variances between the preliminary budget that the Board approved in June and the current proposed budget. There was a noted increase in both revenue and expenses since the preliminary budget which resulted in a \$155,661 bottom line. The bottom line remains quite healthy, though it is a \$64,167 decrease from the preliminary forecast due mainly to organizational infrastructure investments that are needed as a result of increased revenue/programming.

Q4 financials weren't ready yet, but will be presented to the Finance Committee before the November Board Meeting.

**Action:** Carolyn Erskine moved to accept and approve the proposed FY23 budget as presented by the Finance Committee. Michelle Taylor seconded the motion. *(Unanimous)*

#### **II. Update from Ad Hoc Strategic Planning Committee - Hannah Davis Hastings , Vice Chair with Justin Pollock, consultant**

Hannah updated the Board on the progress of the Ad Hoc committee. She and Justin shared a document with Outcomes, Framework, and Values for feedback and discussion. A discussion ensued about what was missing, what the next steps are (including community convenings through the fall aligned with both the strategic planning process and the community needs assessment). Board members are invited to attend community sessions as residents/ participants or to observe in their role as board members. Justin indicated he was going to bring together a meeting of the public agency representatives on the board as a next step.

### III Update from Governance Committee - Carol Walsh

Carol summarized the Open Meetings Act complaint lodged against 60 Boards and Commissions and the finding related to the Collaboration Council (failure to post timely agendas before Board and Committee meetings). Meredith has worked with the County Attorney on a remediation plan and that plan was shared with the Board. Meredith will send the OMA opinion out for signature as it must be signed by a majority of the board and filed with the State.

**Action:** Carol moved that the Board accept the findings of the OMA opinion and approve of the staff remediation plan as presented. Mark Hodge seconded the motion. *(Unanimous)*

Carol shared plans for an October Board orientation session for the new members, and any veteran members interested in a refresher. The resources shared at this orientation will also be posted on the Board page of the website.

Members were reminded that everyone must take the short Parliamentary Procedures training and send Meredith the certificate of completion so she can file with the County.

### IV. Update from Executive Director - Elijah Wheeler

Elijah thanked the Ad Hoc Strategic Planning Committee for their work and also gave a shout out to Adriane and Dira Treadavance for their work on advancing a County Youth Agenda.

Elijah turned to Senior Fellow Jayne Park to update the Board on the DEP Climate Justice Initiative that Collaboration Council is helping lead as a model of how to center community in the cocreation of County policies. The Collaboration Council will act as the fiscal sponsor for the Climate Justice Fund.

Elijah introduced Alycia Chuney to update on MoCo Reconnect. Alycia shared that LAYC will take on an increased role in FY23 as they will provide GED and job readiness training as well as case management and outreach and the drop-in/homelessness services at the center. Sheppard Pratt will provide programming for LGBTQIA+ youth at the center this year.

Elijah asked Meredith to share on the success of the Public Art Installation related to The Basics early learning program. In partnership with DHHS and the City of Gaithersburg, a 3D installation is being planned for Walder Park in The Basics focus zip code: 20877. This will be a gathering space for families to learn about The Basics principles.

Meredith also reminded Board members to complete their Parliamentary Procedure training, sign the OMA opinion, and submit their new or revised bios.

**Action:** *Hannah moved to adjourn, Mark seconded the motion. All approved and the meeting was adjourned at 5:40.*