

**Montgomery County Collaboration Council for Children, Youth and Families, Inc.
Meeting Minutes
January 9, 2019**

The Montgomery County Collaboration Council for Children, Youth and Families, Inc., convened a meeting of its Board of Directors on January 9, 2019 at the Collaboration Council's office, 1801 Research Boulevard, Rockville, MD 20850. 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*
Dr. Raymond Crowel, *Core Services Agency Representative*
Erika Finn (Treasurer), *Office of Management and Budget Representative*
Joanie Glick, *MC DHHS, Public Health Office Representative*
Russ Hamill, *Montgomery County Police Department Representative*
Lisa Merkin, *MC DHHS/CWS, Provider of Direct Social Services to Children, Youth and Families*
Anita Vassallo, *Montgomery County Public Libraries Representative*

Public Members Absent

Dr. Jonathan Brice, *Montgomery County Public Schools Representative*
Delmonica Hawkins, *Department of Juvenile Services Representative*

Private Sector Members Present

Monya Bunch Battle (2021)
Robin Chernoff, MD (2019)
Hannah Davis, 2021
Carolyn Lowery (2021) Secretary
Alejandro Roberts (2020)
Gislene Tasayco (2020)
Michelle Taylor (2021)
Carol Walsh (2021)

Private Sector Members Absent

Nisha Sachdev (2021)

Ex Officio Member

Elijah Wheeler, Deputy Director

Guests and Collaboration Council Staff in Attendance

Susan Augusty, Leteria Bailey, Debra Cady, Alicia Church, Peter Garza, Jessica Gibson, Charlotte Gironda, Jeff Griffith, Judi Jackson, Elaine Johnson, Alicia Martin, Jade-Ann Rennie, Lise Robinson, and Shane Tate

The meeting was called to order at 4:00 p.m. by J. Barnes, Chair. Members, staff and guests introduced themselves.

I. Consent Agenda - J. Barnes (*Material Distributed by Email and Onsite*)

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

1. Approval of November 14, 2018 Draft Board Meeting Minutes
2. Ratification of Executive Committee Approval to Extend the Contract with Horned Owl Analytics
3. Ratification of Executive Committee Approval to Renew EBB Contracts for Session II
4. Ratification of Executive Committee Approval via Mail Ballot to Approve Emergency Procurement Process to Contract with Alta, CPA to Conduct FY18 Financial Audit, A-133 Audits, and 990 Tax Filing

Motion/Action: A motion was introduced by R. Crowel and seconded by L. Merkin to approve the Consent Agenda as presented. (Unanimous)

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

• **Executive Director Search Committee - J. Barnes**

J. Barnes reviewed the process that was used to hire the new Executive Director that included both Board members and staff as well as HR Consultant, Judi Jackson. The process was fair and equitable to all applicants and inclusive of what Board members and staff felt were required qualifications. The results were presented to the Executive Committee who unanimously requested that a letter of offer be extended to Terrill North with a projected start date of February 1st contingent upon approval by the full board. Mr. North accepted the offer. J. Barnes commended the Executive Director Search Committee for their work.

Motion/Action: A motion was introduced by R. Chernoff and seconded by C. Lowery to approve the hiring of Terrill North as Executive Director. (*Unanimous*)

III. **FY18 Audit - Jeff Griffith, Alta CPA (Materials Distributed Onsite)**

J. Griffith reviewed the FY 18 Audit covering the period July 1, 2017 through June 30, 2018. The audit was performed in accordance with *Government Auditing Standards* with uniform grant guidance previously referred to as an A-133 audit. In the opinion of Alta CPA, the financial statements present fairly, in all material respects, the financial position of the Montgomery County Collaboration Council as of June 30, 2018 and the changes in its net assets and cash flows for the year then ended in accordance with generally accepted accounting principles. It is an unmodified opinion that says all of the information reviewed is free of material misstatements.

J. Griffith reviewed the audit process that included but was not limited to a review of journal entries, invoices, grant agreements, payroll records including timesheets, reconciliations, and balance sheet reconciliations in addition to interviews staff. Alta CPA was able to conclude that without significant journal entries, the books were in good shape.

J. Griffith reviewed highlights of the audit that included review and discussion of the Statement of Financial Position, Statement of Revenues, Statement of Functional Expenses and Notes to the Financial Statements.

J. Griffith reviewed and discussed findings during the audit that included criteria, condition, cause, effect, recommendations and management's response to correct the finding including corrective action.

It was noted that the current Procurement Policies and Procedures need to be updated in order to comply with federal requirement including the *Uniform Grant Guidance (A-133)*.

Motion/Action: A motion was introduced by R. Crowel and seconded by C. Walsh to approve the draft FY18 Audit report with the understanding that there are additional responses from management to be included. (*Unanimous*)

IV. **Report of the Fiscal Committee - E. Finn**

E. Finn reported that the payment of outstanding payroll taxes that were due to the IRS are on hold due to the Federal shutdown. L. Robinson is unable to get the required PIN at this time to access the account.

Report of the Child Well Being Committee - R. Chernoff

R. Chernoff noted that the Committee will meet in February and dates for future committee meetings will be determined at that time. R. Crowel has agreed to serve as Co-Chair of the committee.

J. Barnes noted that the Governance Committee and Legislative Committee need Chairs and/or Co-Chairs.

V. **Deputy Director's Update - E. Wheeler**

- E. Wheeler noted that the effective December 5, 2018 the Governor's Office for Children (GOC) will transition to the Division of Prevention for Children and Youth under the Governor's Office of Crime Control and Prevention (GOCCP). GOC has stated that this will

be an opportunity for Local Management Boards (LMBs) to leverage more funding through GOCCP which has an additional \$180 million in available funding. LMBs are concerned about the impact on their organizations and the future of LMBs. This action reinforces the need for a Legislative Committee.

- FY20 Notice of Funding Availability (GOC) - The NOFA was released December 31st. The Community Partnership Agreement that the Collaboration Council entered into this past year was supposed to be a three-year agreement. In the FY20 NOFA, GOC abolished the three-year agreement and allocated the jurisdiction's administrative funding to what each LMB was currently receiving and everything else would now be competitive. What that means is that there is \$4 million in administrative funding to be distributed among all 24 jurisdictions and the remaining \$14 million would be competitive. LMBs from smaller jurisdictions are worried that they cannot compete with larger jurisdictions such as Baltimore City. In Montgomery County the worry is that our needs are growing and we need the funding to continue to provide services. The LMB Association is contemplating hiring a lobbyist. There will be ongoing discussions including an LMB retreat the first of February.
- FY18 Annual Report should be finished next week.
- Disproportionate Minority Contact (DMC) Reduction Coordinator - As of December 2018, Congress reauthorized the Juvenile Justice and Delinquency Prevention Act of 1974 (JJDP). DMC has been changed to Racial and Ethnic Disparities to address issues outside of just "contact". The R.E.D. committee can now look at racial and ethnic disparities in all systems, not just juvenile justice, and redress these issues.
- Re-Engagement Center - This was one of the main initiatives in last year's NOFA to GOC. It is to be a one-stop shop for disconnected youth aged 16-24. E. Wheeler and J. Barnes have traveled to New York, Philadelphia and District of Columbia to see other re-engagement centers and programs to determine what can be replicated in Montgomery County. East County has been identified as the location because geographically it is the area of most need when it comes to disconnected youth. The committee is looking at transportation barriers and the role of homelessness and homeless youth in the East County area.
- Meyer Foundation Grant - Collaboration Council applied for two grants. One was to cover the cost of the Executive Director search which was not funded. The other proposal was for operational expenses that was awarded in the amount of \$37,500 for two years.
- Cafritz Foundation - Received \$30,000 in funding from the Cafritz Foundation to continue support of the Advancing Youth Development training program.
- Website - E. Wheeler invited board members to visit the updated website and to look for coming events, announcements, etc.

VI. Adjournment

Motion/Action: A motion was introduced by R. Chernoff and seconded by H. Davis to adjourn the meeting. (*Unanimous*)

Addenda to the Collaboration Council Meeting Minutes January 9, 2019

The following documents comprised the meeting packet for the January 9, 2019 meeting and were distributed by email and/or onsite.

Document

Final Agenda	Distributed Onsite
Consent Agenda	
1. Approval of November 14, 2018 Draft Meeting Minutes	Distributed Onsite and Email
2. Ratification of Executive Committee Approval to Extend Contract with Horned Owl Analytics	Distributed Onsite and Email
3. Ratification of Executive Committee Approval of Excel Beyond The Bell Contracts for Session II	Distributed Onsite and Email
4. Ratification of Executive Committee Approval via Mail Ballot To Implement an Emergency Procurement Process to Contract With Alta CPA for FY18 Audit, A-133, and Filing of 990	Distributed Onsite and Email
FY18 Draft Audit Report	Distributed Onsite
Flyer "Know the Risks About Opioids"	Distributed Onsite