

Montgomery County Collaboration Council for Children, Youth and Families, Inc.  
Meeting Minutes  
January 15, 2020

The Montgomery County Collaboration Council for Children, Youth and Families, Inc., convened a meeting of its Board of Directors on January 15, 2020 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*  
Valeria Carranza, *Montgomery County Council 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*  
Captain Sonia Pruitt, *Montgomery County Police Department Representative*  
Rushelle Reuben, *Montgomery County Public Schools Representative*  
Anita Vassallo, *Montgomery County Public Libraries Representative*

**Public Members Absent**

Lori-Christina Webb, *Bard of Education Representative*

**Private Sector Members Present**

Monya Bunch (Treasurer) (2021)  
Hannah Davis, 2021  
Carolyn Lowery (2021) Secretary  
Nicholette Smith-Bligen (2022)  
Gislene Tasayco (2020)  
Carol Walsh (2021)  
Adam Younoszai (2022)

**Private Sector Members Absent**

Alejandro Roberts (2020)  
Michelle Taylor (2022)

**Ex Officio Member**

Terrill North, Executive Director

**Guests and Collaboration Council Staff in Attendance**

Leteria Bailey, Kathy Boland, Alicia Church, Peter Garza, Jessica Gibson, Charlotte Girona, Hope Hill, Elaine Johnson, Patti Lyman, Dalbin Osorio, Jade-Ann Rennie, Lise Robinson, Shane Tate, Elijah Wheeler

The meeting was called to order at 4:25 p.m. by J. Barnes, Chair.

- 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 9, 2019 Draft Board Meeting Minutes
    2. Approval to Contract with Rebecca Kelley, eLearning Specialist for YD Now

**Motion/Action:** A motion was introduced by C. Walsh and seconded by N. Smith-Bligen to approve the Consent Agenda. (*Unanimous*)

II. **Update from Board Chair - J. Barnes (*Material Distributed Onsite*)**

- Board Retreat - Retreat allowed board members an opportunity to get acquainted with one another and to gain an understanding the roles and responsibilities of board members in order to be committed to being an active board. Board should be well informed in order to make decisions. Orientation for new board members will include more focus on programs.
- Committee Chairs and Structure - J. Barnes reviewed the role of each committee. Board members signed up to serve on committees. H. Davis and N. Smith-Bligen have agreed to serve as co-Chairs of the Child Well Being Committee. Committee assignments will be distributed to all board members.
- Early Childhood -J. Barnes presented the current landscape of early care and education in the County so that board members are fully informed. There are two groups focusing on the early care and education initiative in Montgomery County. One approach is County government; the other is Montgomery Moving Forward (MMF).

County Government - J. Barnes distributed two handouts that show what is currently happening in County government in early care and education. When County Executive Elrich was elected, one of the first things he did was to fulfill a campaign promise by committing \$7 million to early care and education. Even though the early care and education framework is a multi-agency, multi stakeholder initiative, the Department of Health and Human Services plays a huge role in ensuring the initiative is carried out. The goal is to increase the number of child care seats for children (infant to 5-years old) and to ensure that a good system of early care and education has been created. The *HHS Strategic Plan for Early Care and Education* defines what the early care and education system includes. Research shows that learning begins at home and that what occurs in the early years is critical. The needs of child care providers, stay at home moms, and anyone connecting with young children must be addressed to make sure children are ready for school in order for them to succeed. The initiative kickoff included County Executive Elrich and then Council President Nancy Navarro, and an interagency workgroup that included various government agencies and external entities including Montgomery Moving Forward, Montgomery College, and MCPS. On November 25<sup>th</sup> a community forum was held where attendees had the opportunity to provide input that will continue to go into the recommendations. The attendance was overwhelming representing both the public and private sectors. The County is continuing to work on this initiative creating Year One goals and coming up with a plan for Years Two, Three and Four. The County sets the priorities for distributing the funds available.

Montgomery Moving Forward (MMF) - J. Barnes distributed Montgomery Moving Forward's, *Call to Action: Early Care and Education, Executive Summary*. MMF is the other entity that is focusing on early care and education. MMF is a collective impact group that consists of private and nonprofit stakeholders that have come together for a specific purpose. The County Executive's office, DHHS and the Collaboration Council are members of the MMF's Leadership Committee. MMF's action plan for early care and education includes six major steps MMF intends to achieve. MMF is committed to seeing action. Their first action step is to break down silos and create a real early care and education system. MMF does not believe that early care and education exists in the current County framework. The strongest recommendation from MMF is that there needs to be an outside entity that oversees early care and education in the County. MMF identified 12 organizations who use the collective impact approach to serve as the coordinating or governance entity. The list has been narrowed down to three: Collaboration Council, Children's Opportunity Fund, and the Early Childhood Coordinating Council (formerly the Early Childhood Advisory Council which is a state mandated council that each jurisdiction must have). There is a good possibility that MMF may recommend that the Collaboration Council be the coordinating entity for early care and education.

- Defining the role of the Collaboration Council - Historically, the Collaboration Council played a major role in early care and education. When the Governor's priorities changed, the Collaboration Council's involvement became more participatory in both the County's work and MMF. The Collaboration Council continues to oversee a home visiting program, Family Services, Inc.'s Healthy Families Montgomery, funded by the Maryland State Department of Education. This is an area that impacts children, youth and families. If MMF recommends that the Collaboration Council be named the coordinating

entity, the County Executive and County Council would need to be receptive to that recommendation.

**III. Report of the Fiscal Committee - M. Bunch, L. Robinson (*Material Distributed via Email and Onsite*)**

- FY20, 1<sup>st</sup> Qtr Financial Statements - Fiscal Committee reviewed and approved the FY20 1<sup>st</sup> Quarter financials in November 2019.
  - \$1.050 million (16%) of revenue has been received.
  - Have not received funding from Governor's Office for Children (GOC) which is normal since 50% of this funding is usually received after Q2.
  - During Q1, programs have only spent approximately 20% of their budget. Most of the actual spending occurs during Q2 and Q3.
  - GOC is the only funder that advances funds; other funders reimburse based on actual expenditures.
  - At the end of Q1, Accounts Receivable had a balance of \$1.184 million. This was a combination of amounts not yet due and the balance due of \$712K which included 91+ days old AR. Of the \$1.184 million, everything that was past due of the \$712K was collected including \$109K from SAMHSA carryover from FY18. Also, \$354K from FY17 and FY18 was collected from MSDE for ACE Academy,
  - Working Capital and Current Ratio - measures the ability of an organization to pay its bills. The Collaboration Council is in a good position in this respect.

**Motion/Action:** A motion was introduced by A. Younoszai and seconded by D. Hawkins to approve the FY20 1<sup>st</sup> Quarter Financial Statements. (*Unanimous*)

**IV. Report of the Child Well Being Committee - T. North (*Material Distributed by Email & Onsite*)**

The Child Well Being (CWB) Committee met December 17, 2019 to receive an update from the contractors for the Community Needs Assessment, Clear Impact and the National Center for Children and Families (NCCF). The contractors talked about the proper lens in terms of results and indicators. With input from the staff and CWB Committee, the contractors narrowed down the indicators to five or six to use as the proper metric of success of what the County is doing. Contractors worked with staff and CWB Committee to prioritize results and indicators. Contractors recommended that two of the indicators be combined resulting in five indicators. The contractors will be providing monthly updates to the CWB Committee. By mid-February, the data/landscape analysis will be completed and presented in a draft report prior to community input. Contractors are open to recommendations from the CWB Committee and the Board. If the group wants to recommend changes to the results and indicators, they can do this at the February CWB committee. After the final report is completed, the Collaboration Council will prioritize the needs that should be addressed. It was recommended that under Healthy Children, mental health issues be added.

**V. Report of the Governance Committee - C. Walsh (*Material Distributed Onsite*)**

C. Walsh provided a summary of what the Committee will be working on:

- Board Retreat follow-up -Board Self-Assessment of its Roles and responsibilities.
- Board recruitment to fill vacancies
- Orientation of new members and a refresher for current board members
- Board development activities
- Bylaws review

**VI. Executive Director's Update - T. North**

T. North discussed the merger of the Governor's Office for Children (GOC) with the Governor's Office of Crime Control and Prevention (GOCCP). It is proposed that GOC will become the Children's and Families Division of the Office of Justice, Youth and Victim Services, GOCCP.

- Re-engagement - E. Wheeler noted that the focus of the work has not only been on disconnected youth but also those who have experienced homelessness. The focus has been to identify a youth drop in center. A location has been found on Sligo Avenue in Silver Spring, close to Metro and with a bus stop in front of the house. It was a house that was converted into office space. Meeting with the owner/landlord this Friday to review details.

**VI. Other Business/Announcements**

- Wednesday, January 22<sup>nd</sup>, Montgomery County will be hosting a Juvenile Justice Reform Council Listening Session with Secretary Sam Abed. There will be two sessions (1:30-3:30 and 6:30-8:30) at the White Oak Community Center on April Lane.

## VII. Adjournment

**Motion/Action:** A motion was introduced and seconded to adjourn the meeting. (*Unanimous*)

The meeting adjourned at 6:00 p.m.

### **Addenda to the Collaboration Council Meeting Minutes January 15, 2020**

The following documents comprised the meeting packet for the January 15, 2020 meeting and were distributed by email and/or onsite.

#### **Document**

Final Agenda	Distributed Onsite
Consent Agenda	
1. Approval of November 9, 2019 Draft Meeting Minutes	Distributed Onsite and Email
2. Approval of eLearning Specialist Contract, Rebecca Kelley	Distributed Onsite
Board Retreat Committee Sign Ups	Distributed Onsite and Email
County Government Early Care and Education Initiative Four Year Action Plan	Distributed Onsite
County Government Early Care and Education Initiative <i>The Need For A Strategic Plan</i>	Distributed Onsite
Montgomery Moving Forward Early Care and Education <i>Executive Summary And Action Steps</i>	Distributed Onsite
1 <sup>st</sup> Quarter FY20 Financial Statements	Distributed Onsite and Email
Community Needs Assessment Powerpoint Slides	Distributed Onsite and Email
Board Self-Assessment of its Roles and Responsibilities	Distributed Onsite
Flyer - Juvenile Justice Reform Council Listening Session	Distributed Onsite and Email