

Montgomery County Collaboration Council for Children, Youth and Families, Inc.
Meeting Minutes
June 10, 2020

The Montgomery County Collaboration Council for Children, Youth and Families, Inc., convened a meeting of its Board of Directors on June 10, 2020 via Microsoft Teams. 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*
Ruschelle Reuben, *Montgomery County Public Schools Representative*
Anita Vassallo, *Montgomery County Public Libraries Representative*
Lori-Christina Webb, *Bard of Education Representative*

Public Members Absent

Captain Sonia Pruitt, *Montgomery County Police Department Representative*

Private Sector Members Present

Hannah Davis (2021)
Carolyn Lowery (2021) Secretary
Nicholette Smith-Bligen (2022)
Carol Walsh (2020)
Michelle Taylor (2022)
Adam Younoszai (2022)

Private Sector Members Absent

Monya Bunch (Treasurer) (2021)
Alejandro Roberts (2020)
Gislene Tasayco (2020)

Ex Officio Member

Elijah Wheeler, Executive Director

Guests and Collaboration Council Staff in Attendance

Susan Augusty, Leteria Bailey, Alicia Church, Crystal Fang, Peter Garza, Jessica Gibson, Charlotte Girona, Judi Jackson, Elaine Johnson, Patti Lyman, Jade-Ann Rennie, Lise Robinson, and Shane Tate

The meeting was called to order at 4:15 p.m. by J. Barnes, Board Chair.

- I. **Consent Agenda - J. Barnes (*Material Distributed by Email*)**
 - J. Barnes presented the Consent Agenda that was comprised of the following:
 1. Approval of May 13, 2020 Draft Board Meeting Minutes
 2. Approval of FY21 New and Renewal Contracts

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

II. Report of the Executive Director Interview committee - N. Smith-Bligen

On May 27th, M. Taylor, G. Tasayco, and N. Smith-Bligen conducted an interview with Elijah Wheeler for the position of Executive Director of the Collaboration Council. J. Jackson was also present as the human resources consultant. The committee posed questions in all of the areas identified by the Board and participated in comprehensive and robust discussions related to these areas. Following the interview, each committee member provided a summary of their perspectives. The committee reached the consensus that E. Wheeler is the perfect candidate and fully qualified to be the Executive Director. Committee is pleased to make that recommendation to the full board.

Motion/Action: A motion was introduced by N. Smith-Bligen and seconded by A. Clutter to appoint Elijah Wheeler as the Executive Director of the Collaboration Council effective June 10, 2020. (*Unanimous*)

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

• **Approval of FY21 Budget**

The Fiscal Committee met June 4 and June 8 to discuss, develop and approve an operating budget for FY21. The committee took into consideration certain unknowns as a result of the health and economic crises of COVID-19 including the cost of recovery that impacts both the public and private sectors. The committee reviewed scenarios reflecting a 10% and 25% reduction. These scenarios will be used for future reference as needed. A flat line budget for FY21 was approved and is being presented for full Board approval. The budget compares the approved FY20 budget to the proposed FY21 budget. It does not allow merit increases, COLAs, or new positions. Decreases in some categories were made to accommodate increases in other line items. The Systems of Care SAMHSA grant will end September 30th, resulting in a decrease in revenue of \$940,356. The budget reflects the current reality based on information to date.

Motion/Action: A motion was introduced by A. Younoszai and seconded by A. Vassallo to approve the FY21 budget as presented. (*Unanimous*)

- **PPP Small Business Administration Loan** - At the May 13th Board meeting, it was recommended that E. Wheeler and L. Robinson research the possibility of applying for a COVID Relief PPP Small Business loan to offset payroll, utilities, mortgage or rent. L. Robinson researched the loan program and based on the research, application requirements, and uncertainty regarding the repayment requirements, L. Robinson, E. Wheeler and M. Bunch concluded that the PPP program was not a good option for the Collaboration Council. M. Bunch presented the findings to the Fiscal Committee. A summary of considerations leading to this determination was included in the meeting packet.

IV. Report of the Child Well Being Committee - H. Davis, N. Smith-Bligen

The Child Well Being (CWB) Committee completed both of the community convenings for the community needs assessment; the first was May 20th and the second June 9th. The May 20th convening had 35 participants and was focused on youth and family service providers. The June 9th convening was an open forum with 40 participants. There were breakout groups covering different indicators. A youth only convening is being planned as the others have been mainly adult based. The next Child Well Being Committee meeting will be June 25th. It will be a Zoom meeting from 3:00-4:30 p.m.

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

C. Walsh reviewed the recruitment process for new members. The press release issued by the County Executive's office has a deadline of June 24th for applicants to apply. C. Walsh has recused herself from the process since she will be re-applying for a second term. H. Davis volunteered to lead the process. There are three members of the Governance Committee including H. Davis who will be conducting interviews. Ideally, there should be 5 or 6 committee members depending on the number of applications received, and it is preferred that the same members participate in every interview. A. Vassallo and D. Hawkins volunteered to serve on the committee. A. Clutter and J. Barnes volunteered as backup.

VI. Update from Executive Director - E. Wheeler

- E. Wheeler expressed his appreciation to the board and staff for their dedication to the organization especially through the past few months of the pandemic.

- E. Wheeler sends bi-weekly updates to the Executive Committee to ensure they are informed about issues that involve or relate to the Collaboration Council's work.
- E Wheeler has been in contact with V. Yao at the County Council regarding the redesignation of the Collaboration Council as the Local Management Board. Because of County Council issues related to Covid-19, it has been postponed until the fall.
- Have received the outstanding payments from the Governor's Office of Crime Prevention, Youth and Victim Services (formerly Governor's Office for Children) for the FY20 Community Partnership Agreement and DHHS for the Systems of Care program. Will follow up with both entities regarding additional payments due.
- Received notice from Governor's Office of Crime Prevention, Youth and Victim Services that we will receive the same funding for FY21 that we received for FY20.
- As part of the Community Needs Assessment, some virtual town hall forums are planned specifically designed for youth participation. Will be coordinating with Recreation Department. A. Clutter noted that County Council had contacted Recreation Department and has something planned for Wednesday, June 17.
- E. Wheeler chairs the Montgomery County Committee of My Brother's Keeper (MBK). Research is continuing on relationships between youth of color and police officers. Fundraising event for this year is being planned.

VII. Other Business

- Discussion regarding a policy on a sick leave donation bank was postponed until the September board meeting in order to allow more research to be conducted.
- Board members discussed racial equity and the position of the Collaboration Council on this issue. J. Barnes recommended that E. Wheeler and C. Lowery look at racial equity and how the Collaboration Council includes racial equity in its programs and the philosophy of the organization. A virtual gathering was suggested to enable further discussion.

VIII. Adjournment

Motion/Action: A motion was introduced by N. Smith-Bligen and seconded by H. Davis to adjourn the meeting. *(Unanimous)*

The meeting adjourned at 5:45 p.m.

Addenda to the Collaboration Council Meeting Minutes June 10, 2020

The following documents comprised the meeting packet for the June 10, 2020 meeting and were distributed by email prior to the meeting.

Document

Final Agenda	Distributed via Email
Consent Agenda	
1. Approval May 13, 2020 Draft Meeting Minutes	Distributed via Email
2. Approval of FY 21 Contracts	Distributed via Email
FY21 Proposed Budget	Distributed via Email
Report from M. Bunch, Treasurer, Regarding PPP Small Business Loan	Distributed Via Email
County Executive's Press Release Re: Applications for Vacancies on Collaboration Council's Board of Directors	Distributed Via Email