

**Montgomery County Collaboration Council for Children, Youth and Families, Inc.  
Meeting Minutes  
June 28, 2018**

The Montgomery County Collaboration Council for Children, Youth and Families, Inc., convened a meeting of its Board of Directors on June 28, 2018 at the Collaboration Council's office, 1801 Research Boulevard, Rockville, MD 20850. There was a quorum present:

**Public Members Present**

JoAnn Barnes, *MC DHHS Children, Youth and Families Representative*  
Dr. Jonathan Brice, *Montgomery County Public Schools Representative*  
Joanie Glick, *MC DHHS, Public Health Office Representative*  
Lisa Merkin, *MC DHHS/CWS, Provider of Direct Social Services to Children, Youth and Families*  
Patty Vitale, *County Council Representative*  
Joshua Watters, *(Treasurer) Office of Management and Budget Representative*

**Public Members Absent**

Adrienne Clutter, *Montgomery County Recreation Department Representative*  
Dr. Raymond Crowel, *Core Services Agency Representative*  
Russ Hamill, *Montgomery County Police Department Representative*  
Delmonica Hawkins, *Department of Juvenile Services Representative*  
Mary Ellen Icaza, *Montgomery County Public Libraries Representative*  
Roland Ikheloa, *(Vice Chair) Board of Education Representative*

**Private Sector Members Present**

Monya Bunch Battle (2018)  
Robin Chernoff, MD (2019)  
Andrew Friedson (2020) (Chair)  
Carolyn Lowery (2018) Secretary  
Gislene Tasayco (2020)

**Private Sector Members Absent**

Ivan Nalibotsky (2018)  
Alejandro Roberts (2020)

**Ex Officio Member**

Elijah Wheeler, Interim Deputy Director

**Guests and Collaboration Council Staff in Attendance**

Debra Cady, Alicia Church, Jessica Gibson, Charlotte Girona, Judy Jackson, Elaine Johnson, Britt Jones, and Sanjuana Medellin

- I. The meeting was called to order at 4:00 p.m. by A. Friedson, Chair.
- II. **Consent Agenda** - A. Friedson (*Material Distributed by Email and Onsite*)
  - A. Friedson presented the Consent Agenda that was comprised of the following:
    1. Approval of May 9, 2018 Draft Board Meeting Minutes
    2. Approval of New and Renewal Contracts for FY19
    3. Approval to Contract with Horned Owl Analytics for Data Management, Analysis, and Reporting

**Motion/Action:** A motion was introduced by J. Watters and seconded by J. Brice to remove Consent Agenda Item 3, Approval to Contract with Horned Owl Analytics and to discuss during Executive Session because of a personnel issue. (Unanimous)

**Motion/Action:** A motion was introduced by J. Watters and seconded by P. Vitale to approve the remaining two items on the Consent Agenda. (Unanimous)

### III. Reports of Standing Committees

- **Fiscal Committee - J. Watters (*Materials Distributed by Email and Onsite*)**  
J. Watters reported that the Fiscal Committee met June 20, 2018 and reviewed the proposed FY19 Operating budget. The committee recommended some revisions which are reflected in the handout in the meeting packet. J. Watters noted some highlights of the FY19 budget:
  - Revenues total \$6.02 million; expenditures are estimated to total \$5.92 million.
  - FY19 end of year surplus balance is estimated at \$100,878.
  - In comparison to last fiscal year, the budget does decrease by approximately \$352,000 largely because the 21<sup>st</sup> Century Community Learning Center, ACE Academy grant (\$337,000) will not be renewed.
  - Of the total revenue for FY19, only \$40k is coming from nongovernmental sources; 99.3% comes from governmental sources.
  - Excel Beyond the Bell is now fully funded by the Montgomery County Recreation Department. Governor's Office for Children no longer provides funding for this program.
  - Under Fair and Equal Justice, the Maryland Department of Juvenile Services (MDJS) funds the Evening Reporting Center and Psychiatric Services at Noyes (\$510,000), a decrease of \$100,000 from FY18 primarily because MDJS stopped funding Children in Need of Supervision. This affected all of the Local Management Boards, not just the Collaboration Council.

J. Watters noted that as we recruit for a new Executive Director, development is a primary component that should be discussed with potential applicants.

A. Friedson noted that the organization needs an Executive Director who is skilled at getting foundation funding along with individual donors who are willing to underwrite programs.

Other items that the Fiscal Committee discussed included having S. Medellin look at what restricted vs. non-restricted funding is in the FY19 budget, predominantly because FY18 funds were spent on transition items; i.e., legal services, human resource services, than had been anticipated at the beginning of the fiscal year. S. Medellin is also looking at individual funding budgets to see where staff time is allocated or can be allocated instead of including that funding in the indirect costs which could bolster the unrestricted funding. S. Medellin is closing out FY18 to meet County deadlines.

The budget does not include any additional compensation for employees. The Fiscal Committee requested that S. Medellin and E. Wheeler provide comparison information on increasing compensation for employees by 1% increments which would total approximately \$8,400. E. Wheeler recommended that employees receive a 2% cost of living adjustment (COLA) and a 2% merit increase. Fiscal impact would be \$32,000 which would be covered by the projected surplus of \$100,000.

**Motion/Action:** A motion was introduced by J. Waters and seconded by J. Glick to adopt the recommendation of the Interim Deputy Director giving employees a 2% COLA and 2% merit increase. (Unanimous)

**Motion/Action:** A motion was introduced by J. Watters and seconded by P. Vitale to approve the proposed FY19 budget with the 2% COLA and 2% merit increase included.

- **Report of the Child Well Being Committee - J. Barnes, R. Chernoff (*Material Distributed by Email and On Site*)**  
J. Barnes noted that the Child Well Being Committee met on June 6, 2018. Minutes from that meeting are included as an addendum to these minutes. One issue the committee discussed was attendance at Child Well Being committee meetings. A. Friedson noted that this has been a problem with all of the committees. A. Friedson recommended that the Executive Committee which includes Committee Chairs, have a teleconference meeting specifically focusing on committee participation, what the rosters are, when meetings need to be scheduled, best way to have participation, etc. to make sure board members participate on committees. Recommendations would be presented at the September board meeting. C. Gironda was asked to schedule a meeting over the summer with Executive Committee members to specifically address this issue.

J. Barnes noted that the grant she was preparing to submit to the Meyer Foundation to request funds to assist with the search for a new Executive Director is due July 15<sup>th</sup>. Decision will not be made until October. J. Barnes is meeting with the DHHS Grants Manager to determine the impact if the Executive Director search begins before October. A. Friedson recommended that the search committee move forward so that someone could be hired by the fall.

Discussed recruitment process for new board applicants. The letters of interest and resumes have not been sent to the Collaboration Council from the County Executive's office. J. Barnes will discuss with U. Ahluwalia and C Short to see if the information can be sent so that interviews can be arranged.

- **Report of the Governance Committee** (Materials Distributed by Email & On Site)  
Because of a timing issue, there was no verbal report presented by the Governance Committee.

**IV. Adjourn to Executive Session - 5:00 p.m.**

**Motion/Action:** A motion was introduced by A. Friedson and seconded by J. Watters to adjourn the meeting and reconvene in Executive Session to hear a presentation on the FY17 audit by J. Burr of Saggar & Rosenberg. (Unanimous)

**Addenda to the Collaboration Council Meeting Minutes June 28, 2018**

The following documents comprised the meeting packet for the June 28, 2018 meeting and were distributed by email and on-site.

**Document**

Final Agenda	Distributed Onsite
Consent Agenda	
1. Approval of May 9, 2018 Meeting Minutes	Distributed Onsite and Email
2. Approval of New and Renewal Contracts for FY19	Distributed Onsite and Email
3. Approval to Contract with Horned Owl Analytics	Distributed Onsite and Email
Fiscal Committee Report June 20, 2018	Distributed Onsite and Email
Proposed FY19 Operating Budget	Distributed Onsite and Email
Report of the Child Well Being Committee June 6, 2018	Distributed Onsite and Email
Report of the Governance Committee	Distributed Onsite and Email
• Board Self Assessment Tool	Distributed Onsite and Email
• Proposed Changes to the Bylaws	Distributed Onsite and Email
• Bylaws Amended September 13, 2017	Distributed On Site and Email
FY17 DRAFT Audit Report	Distributed via Email
Flyer - Bridges to the Future Sponsored Event July 22, 2018	Distributed Onsite