

**Montgomery County Collaboration Council for Children, Youth and Families, Inc.  
Meeting Minutes  
March 11, 2020**

The Montgomery County Collaboration Council for Children, Youth and Families, Inc., convened a meeting of its Board of Directors on March 11, 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*  
Adriane Clutter, (Vice Chair), *Montgomery County Recreation Department Representative*  
Joanie Glick, *MC DHHS, Public Health Office Representative*  
Delmonica Hawkins, *Department of Juvenile Services Representative*  
Captain Sonia Pruitt, *Montgomery County Police Department Representative*  
Anita Vassallo, *Montgomery County Public Libraries Representative*  
Lori-Christina Webb, *Board of Education Representative*

**Public Members Absent**

Valeria Carranza, *Montgomery County Council 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*

**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)

**Private Sector Members Absent**

Alejandro Roberts (2020)  
Michelle Taylor (2022)  
Adam Younoszai (2022)

**Ex Officio Member**

Elijah Wheeler, Interim 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 4:15 p.m. by J. Barnes, Board Chair.

**Motion/Action:** A motion was introduced and seconded to adjourn the meeting in order for the Board to meet in closed session to review and approve the minutes of the February 26, 2020 closed session meeting.

The meeting was reconvened and called to order at 4:45 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 January 15, 2020 Draft Board Meeting Minutes

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

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

- Early Care and Education Initiative (ECEI) - J. Barnes reported that discussions are still ongoing with Montgomery Moving Forward and their desire to have an outside entity govern the ECEI. There may be an update when the FY21 budget is released.
- Committee Chairs and Structure - J. Barnes reported that all board members have agreed to serve on at least one committee. C. Lowery reported that she is stepping down as co-chair of the Governance Committee but will remain a member of the committee. C. Walsh will take the lead as Chair of the Governance Committee.

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

- **FY20, 2<sup>nd</sup> Quarter Financial Statements** - C. Walsh reported that the Fiscal Committee reviewed and approved the FY20 2<sup>nd</sup> Quarter financials February 28, 2020. The Fiscal Committee report and the 2<sup>nd</sup> quarter FY20 financial reports are an addendum to these minutes and provide detailed information.
  - Statement of Financial Position provides a comparison of 12/31/19 to 12/31/18 (audited). The 12/31/19 numbers accurately reflect the current financial position of the organization.
  - Net Assets reflect a deficit of \$804,542 because funding from Governor's Office for Children (GOC) for the first two quarters of FY2020 has not been received. Minutes of the February 28<sup>th</sup> Fiscal Committee meeting provide a summary of discussions that have taken place between the Collaboration Council and GOC in order to receive these funds.
  - Statement of Revenue and Expenditures and Statement of Functional Expenses - Fiscal Committee reviewed each line item. Expenditures are in line with expectations at this quarter. Staff are working with providers to ensure they will spend all of their funds by the end of the fiscal year.
  - Accounts Receivable with Details - The Systems of Care (SAMHSA) grant still owes \$145,031 from September 2019. The scope of work for the SAMHSA SOC grant is in the process of being revised. The Collaboration Council's SOC grant is owed \$445k from the County. Other than SAMHSA, the Collaboration Council has been able to collect all revenue from the other programs.

**Motion/Action:** A motion was introduced by C. Walsh and seconded by N. Smith-Bligen to approve the FY20 2<sup>nd</sup> Quarter Financial Statements. (*Unanimous*)

- **Amendments to Personnel Policies - J. Barnes (Material Distributed via Email and on Site)**  
Personnel Policies were amended at the March 13, 2019 Board meeting. Subsequently, additional changes have been proposed which require board approval. J. Barnes reviewed the chart included in the meeting packet summarizing proposed policy changes.

J. Barnes recommended that in the future, Personnel Policies be reviewed by a committee of the Board before they are presented to the full board for approval.

Recommendations by Board members to suggested changes:

- Under Background Investigations and Reference checks, Proposed Change, second bullet, change "successful" to "acceptable".
- Under Telecommuting, Proposed Change, add at end, "unless there are extenuating circumstances that would be approved by the Executive Director."
- Under Personnel Records and Administration, add "Employees are required to make updates to their personnel records and information in a timely manner through Paychex."
- Under Retirement Plan, add "older" under "...21 years of age or older..."
- Under Sick Leave Donation Program. Delete "personal leave". Is only sick leave. Board members recommended that in order to participate, an employee must contribute at least 1 day (7.5 hours) to the bank. Board members felt this was a good benefit but requested more information on how it works. More clarity is needed. Revise and review at a later date.

**Motion/Action:** A motion was introduced by C. Walsh and seconded by C. Lowery to approve the proposed changes to the Personnel Policies with the above recommendations and to defer

approval of the Sick Leave Donation Program to the May Board Meeting with additional clarification. (*Unanimous*)

- **Amendments to Accounting Policies and Procedures - C. Walsh (*Material Distributed by Email and On Site*)**

C. Walsh reviewed the Proposed Changes to the Accounting Policies and Procedures. The Accounting Policies and Procedures must reflect current practices and align with the accounting requirements as stated in the Governor's Office for Children, Local Management Boards Policies and Procedures.

Recommendations by Board Members to Proposed Changes to Accounting Policies & Procedures:

- Credit Cards - Under Proposed Change, (f.) Change amount from \$25,000.00 to \$2,500.00. This was a typo.
- 4.3, Under Proposed Change, delete the form numbers and change to read like 4.2.D "...accompanied by GOC approved forms with original signatures by the LMB."

**Motion/Action:** A motion was introduced by C. Lowery and seconded by N. Smith-Bligen to approve the proposed changes to the Accounting Policies & Procedures to include the above recommendations. (*Unanimous*)

- IV. Report of the Child Well Being Committee - H. Davis, N. Smith-Bligen**  
The Child Well Being (CWB) Committee has a meeting scheduled for March 26<sup>th</sup> for a presentation of the Community Needs Assessment. Once the community forums and town halls are confirmed, that information will be distributed to board members. Virtual options to the convenings will be researched and considered. Following the March 26<sup>th</sup> meeting, the co-chairs of the CWB Committee and staff will meet with the vendors (NCCF and Clear Impact) around capacity and develop a contingency plan. The March 26<sup>th</sup> meeting may be a virtual meeting.
- V. Report of the Governance Committee - C. Walsh (*Material Distributed Onsite*)**  
Governance Committee is scheduled to meet March 17<sup>th</sup>. The Committee will be working on:
- Bylaws
  - Board Recruitment procedures
- VI. Fundraising Committee Update - E. Wheeler**  
A fundraising committee chaired by M. Taylor was created to plan a signature event in the Fall of 2020. A decision has been made not to move forward with a signature event at this time. However, we are considering a smaller, private event with our strategic partners around the Community Needs Assessment before it is released publicly.
- VI. Update from Interim Executive Director - E. Wheeler**
- FY21 Notice of Funding Availability (NOFA) - Every year the Collaboration Council submits a proposal to the Governor's Coordinating Offices, Office of Crime Prevention, Youth, and Victim Services (formerly Governor's Office for Children) in response to the NOFA. We are requesting approximately \$1.5 million to fund some core strategies as defined by the Governor's office. It is flat funding this year. Our proposal will include Re-engagement of Disconnected Youth, Community of Practice, Creating Health Bonds, and out of school time work related to social emotional learning provided by Crittenton Services. The plan is to have the Child Well Being Committee review the draft proposal prior to submission.
  - Re-Engagement Center - Continuing to work with DHHS around creation of a drop in center for homeless youth. A location has been identified and have been given the go ahead by DHHS to proceed. It is not an overnight shelter.
  - Re-designation as Local Management Board. Every three years the Collaboration Council must be re-designated by the County Council to be the County's Local Management Board. A packet is being prepared for review by V. Yao before it goes to the full Council for action. A draft of the packet which includes progress and accomplishments over the past three years will be given to the Executive Committee for review and comment prior to it being sent to V. Yao.
  - Impact of COVID-19 on Collaboration Council staff - On behalf of the Collaboration Council, need to create a consistent message needs to be developed and communicated to our community partners that aligns with County government's message. Public board members will ensure the Collaboration Council staff are informed of any information distributed by

the County. Need to consider fiscal impact on programs funded through County and those funded by the State.

**VII. Adjournment**

The meeting adjourned at 6:20 p.m.

**Addenda to the Collaboration Council Meeting Minutes March 11, 2020**

The following documents comprised the meeting packet for the March 11, 2020 meeting and were distributed by email and/or onsite.

**Document**

Final Agenda	Distributed Onsite
Consent Agenda	
1. Approval of January 15, 2020 Draft Meeting Minutes	Distributed Onsite and Email
Board Committee Assignments	Distributed Onsite and Email
FY20, 2 <sup>nd</sup> Quarter Financial Reports	Distributed Onsite and Email
Proposed Changes to Personnel Policies	Distributed Onsite and Email
Proposed Changes to Accounting Policies & Procedures	Distributed Onsite and Email
1 <sup>st</sup> Quarter FY20 Financial Statements	Distributed Onsite and Email