

Montgomery County Collaboration Council for Children, Youth and Families, Inc.
Meeting Minutes
March 13, 2019

The Montgomery County Collaboration Council for Children, Youth and Families, Inc., convened a meeting of its Board of Directors on March 13, 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*
Dr. Jonathan Brice, *Montgomery County Public Schools Representative*
Valeria Carranza, *Montgomery County Council Representative*
Adriane Clutter, (Vice Chair), *Montgomery County Recreation Department Representative*
Dr. Raymond Crowel, *Core Services Agency Representative*
Joanie Glick, *MC DHHS, Public Health Office Representative*
Russ Hamill, *Montgomery County Police Department Representative*
Delmonica Hawkins, *Department of Juvenile Services Representative*
Lisa Merkin, *MC DHHS/CWS, Provider of Direct Social Services to Children, Youth and Families*
Anita Vassallo, *Montgomery County Public Libraries Representative*
Lori-Christina Webb, *Bard of Education Representative*

Public Members Absent

Erika Finn (Treasurer), *Office of Management and Budget Representative*

Private Sector Members Present

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

Private Sector Members Absent

Ex Officio Member

Terrill North, Executive Director

Guests and Collaboration Council Staff in Attendance

Susan Augusty, Kathy Boland, Debra Cady, Alicia Church, Peter Garza, Jessica Gibson, Charlotte Gironda, Hope Hill, Judi Jackson, Elaine Johnson, Jade-Ann Rennie, Lise Robinson, Beth Shuman, Shane Tate, and Elijah Wheeler

The meeting was called to order at 4:00 p.m. by J. Barnes, Chair. Board 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 January 9, 2019 Draft Board Meeting Minutes
2. Ratification of Executive Committee Approval to Amend Contract with Federation of Families, Bridges to the Future Contract
3. Approval to Extend Contract with Jackson & Associates, HR Consultant

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

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

- **Presentation of Proposed Changes to Employee Handbook - J. Jackson (*Material Distributed by Email & Onsite*)**
 - J. Barnes noted that J. Jackson has been working with E. Wheeler and Collaboration Council staff to update the Employee Handbook which serves as the organization's personnel policies. Proposed revisions were presented to the Executive Committee at previous meetings for discussion. J. Jackson will present the current language in the handbook, the proposed revision, and if there are legal requirements, if applicable. Proposed changes were distributed by email prior to the meeting, included in the onsite meeting packet, and as an addendum to these minutes. Following are additional recommendations made by the Board as a result of discussion:
 - Zero Tolerance for Workplace Violence and Bullying - Second paragraph, add that any incident should be reported to the Deputy Director in addition to the Executive Director to reflect it is reported to two people. (cited twice in paragraph)
 - Sick and Safe Leave
 - Verify whether employees receive 12 or 13 days of sick leave per year
 - First paragraph, last sentence, change "month" to "Year".
 - Third paragraph, provide definition for "staff dependent"
 - Administrative Leave - Administrative leave applies to an employee who is instructed by the Board or Executive Director not to come to work; i.e., police investigation for an abuse case. County does not allow administrative leave.

Motion/Action: A motion was introduced by C. Walsh was introduced by C. Walsh and seconded by J. Glick to approve the proposed changes to the handbook and include the above recommendations. (*Unanimous*)

- **Board Leadership and Committees - J. Barnes**

J. Barnes announced that Raymond Crowel has agreed to Chair the Child Well Being Committee. Dr. Crowel will Co-Chair with Robin Chernoff. Carol Walsh has agreed to chair of the Governance Committee. Both of these appointments are three year commitments. Erika Finn as Treasurer will continue to serve as Chair of the Fiscal Committee. The Legislative Committee is in need of a Chairperson. There are still a lot of issues to be addressed at the State and County level this year and moving forward into next year. With the exception of the Fiscal Committee, it is ideal to have Co-Chairs for the committees. Non Board members can serve on committees but cannot Chair a committee. The Committees will develop a workplan for the year that will contribute to the strategic planning process.
- **Racial Equity in the Collaboration Council's Work - C. Lowery**

C. Lowery reported that Montgomery County officials are pursuing action steps to address racial equity in Montgomery County. The process began in 2018 with the adoption of a resolution to develop an equity policy framework in County government. The plan is to have a policy in place by the Fall of 2019. Racial equity is a huge part of the County in that it impacts education, jobs, health, housing, income etc. C. Lowery emphasized the importance of understanding what racial equity is and addressing the root causes instead of focusing on the symptoms which has been the past practice. Community engagement and community input are integral to the success of this initiative.

The County government partnered with the Racial Equity Institute (REI) to provide training to County employees, organizations and individuals to understand racial equity and how to incorporate it into their work. T. North and E. Wheeler along with three other Collaboration Council staff attended the 2-day (REI) training workshop at the Universities at Shady Grove. The workshop illustrates how "whiteness" not "culturalism" has been created and how it has created "racism". In terms of the Collaboration Council's work a piece of the training addressed the different names for the issues the Collaboration Council has been working on for many years; i.e., the Disproportionate Minority Contact (DMC) Reduction Committee has been re-branded the Racial and Ethnic Disparities Committee. The Collaboration Council strives to include the "equity lens" at every opportunity whether it be convening partners, monitoring programs, assessing outcomes. Racial equity is infused

in how we hire, how we think about programming and every process not just the outcome. T. North and E. Wheeler have met with the County Executive and several councilmembers to push the conversation forward.

Board members were encouraged to attend the town hall forum hosted by the County Executive and the Council President on creating social justice and racial equity in County government. The event will take place this evening at 7:30 p.m. at the Silver Spring Civic Building.

III. Report of the Fiscal Committee - L. Robinson (Material Distributed Onsite and by Email)

The Fiscal Committee met February 7th to review the FY19 2nd Quarter Financial Reports. Notes from that meeting were included in the meeting packet and are an addendum to these minutes.

L. Robinson highlighted some of the items in the report:

- Accounts Receivable had a balance of \$1.9 million at the end of the second quarter (12/31/18). Over the last three months, the organization has received approximately \$953K of that balance. In addition, another \$900K has been received that increases the Deferred Revenue line (Under Liabilities and Net Assets) to \$1.5 million. In the last three months the Collaboration Council has received about \$1.9 million in revenue.
- Looking ahead to the end of the third quarter and year end, a net positive surplus is projected. Management has been looking at the best way to utilize the funds to improve various programs.
- The Governor's Office for Children (GOC) has released payments 1 and 2 for FY19 improving cash flow.
- The final payment for FY18 from GOC is pending a reconciliation which will be conducted in May. GOC will review allocable expenses at that time.

Motion/Action: A motion was introduced by R. Crowel and seconded by D. Hawkins to approve the FY19 2nd quarter financial statements. (*Unanimous*)

Accounting Policies and procedures

The Accounting Policies and Procedures were last revised in 2007. The Fiscal Committee and Finance staff reviewed the Accounting Policies and Procedures at their February 7th meeting to ensure they reflected current practices. The policies were also reviewed to ensure compliance with GOC requirements. L. Robinson reviewed the proposed changes described in the meeting packet which is included as an addendum to the minutes.

C. Walsh requested one change. Instead of "Treasurer shall report to the Executive Committee..." change to read:

"At each Board meeting, the Treasurer shall report to the full Board on any key concerns including the state of the business providing supporting documentation for reports and forms scheduled for submission to the State or other grant funding source."

Motion/Action: A motion was introduced by A. Clutter and seconded by A. Vassallo to approve the proposed changes to the Accounting Policies and Procedures including the amended language above. (*Unanimous*)

IV. Report of the Child Well Being Committee - R. Crowel/R. Chernoff (Material Distributed Onsite)

Child Well Being Committee met February 28, 2019. Notes from the meeting were distributed and are appended to these minutes. Highlights of the meeting notes were discussed:

- Community of Practice (CoP) - Discussed how CoP can bring positive youth development to homeless and disconnected youth. There is an opportunity to provide some training for those who work with this population.
- Mentoring - Would like to see more program directors participate in mentoring best practices which could be funded through community grants. Could add CEUs. One option is to collaborate with the Center for Continuous Learning at DHHS.
- Collaboration Council is a driver of change as well as an advocate at both the state and county level. The Collaboration Council needs to set priorities that reflect the community voice. Need to move the legislative agenda forward.
- Before the next Child Well Being Committee meeting, Child Well Being Committee members will receive information for each of the Collaboration Council's programs so that members can become more involved in the programs and understand the scope of work, demographics of those served, impact of services, and outcomes.

- Discussed how to better engage the community and especially youth served through our programs in the work of the Child Well Being Committee.

V. **FY20 Notice of Funding Availability (NOFA) Governor's Office for Children - E. Wheeler**
E. Wheeler reported that the NOFA was discussed at the Child Well Being Committee. This is the proposal submitted to GOC every year for GOC funding. The proposal focuses on Governor Hogan's strategic priorities which are hunger, disconnected youth, children of incarcerated parents, and youth homelessness. Three additional focus areas were added this year: prevention of out of state placement, adverse childhood experiences (ACES), and diversion from the juvenile justice system. The NOFA is now focusing on prevention and intervention. Have been meeting with our partners to address the opportunities and have a timeline in place. Will continue focus on a re-engagement center in FY20. Proposal deadline is April 17th which means it needs to be finished April 12th. Child Well Being Committee will review the drafts from the partners as well as the draft proposal before it is finalized. All board members are welcome to review the proposal. Board members need to sign off on the proposal.

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

- T. North and E. Wheeler attended the LMB Directors retreat in February. Met with the Glen Ferguson, Executive Director, Governor's Office for Crime Control and Prevention (GOCCP). LMBs discussed concerns regarding GOC transitioning to GOCCP. The transition has an impact on some of the smaller LMBs. Collaboration Council has a good relationship with GOC and GOCCP and the transition allows us the opportunity to expand on some of our programs. LMB Association does plan to retain a lobbyist to advocate on their behalf.
- T. North and E. Wheeler have been meeting with the County Executive, Councilmembers and the State Delegation about their priorities and upcoming legislation that relate to the work of the Collaboration Council.
- Imagination Library - Delegate Korman is interested in starting an Imagination Library in Montgomery County. A. Vassallo noted that the libraries had researched this program and would provide additional information to T. North. R. Chernoff noted there has been a similar program in the County for many years, Reach Out and Read.
- County Executive would like the Collaboration Council to play a larger role in early education.

VII. **Other Business/Announcements**

- May Board Meeting. A decision was made to move the May board meeting from May 8 to May 22, 2019.
- Will determine if a June 12th meeting is necessary.
- All board members are invited to an Ice Cream Social, March 26, 12-2 p.m. sponsored by the Maryland Association of Local Management Boards.

IV.

V. **Adjournment**

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

The meeting adjourned at 5:50 p.m.

Addenda to the Collaboration Council Meeting Minutes March 13, 2019

The following documents comprised the meeting packet for the March 13, 2019 meeting and were distributed by email and/or onsite.

Document

Final Agenda	Distributed Onsite
Consent Agenda	
1. Approval of January 9, 2019 Draft Meeting Minutes	Distributed Onsite and Email
2. Ratification of Executive Committee Approval to Amend Contract with Federation of Families, Bridges to the Future	Distributed Onsite and Email
3. Approval to Extend Contract with Jackson & Associates	Distributed Onsite and Email
Proposed Changes to the Employee Handbook	Distributed Onsite and Email

FY19 2nd Quarter Financials	Distributed Onsite and Email
Proposed Changes to the Accounting Policies and procedures	Distributed Onsite and Email
Notes from February 5, 2019 Fiscal Committee Meeting	Distributed Onsite and Email
Notes from the February 28, 2019 Child Well Being Committee Meeting	Distributed Onsite
2018 Annual Report	Distributed Onsite
Flyer - Bridges to the Future Open House	Distributed Onsite and Email
Flyer Campaign for Opioid Abuse Awareness	Distributed Onsite