

**Montgomery County Collaboration Council for Children, Youth and Families, Inc.**  
**Meeting Minutes**  
**March 14, 2018**

The Montgomery County Collaboration Council for Children, Youth and Families, Inc., convened a meeting of its Board of Directors on March 14, 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*  
Adrienne Clutter, *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*  
Mary Ellen Icaza, *Montgomery County Public Libraries Representative*  
Roland Ikheloa, (Vice Chair) *Board of Education Representative*  
Lisa Merkin, *MC DHHS/CWS, Provider of Direct Social Services to Children, Youth and Families*  
Joshua Watters, *(Treasurer) Office of Management and Budget Representative*

**Public Members Absent**

Dr. Jonathan Brice, *Montgomery County Public Schools Representative*  
Delmonica Hawkins, *Department of Juvenile Services Representative*  
Patty Vitale, *County Council Representative*

**Private Sector Members Present**

Monya Bunch Battle (2020)  
Andrew Friedson (2020) (Chair)  
Brandon Howard (2019)  
Joanne Hurt (2019) (Secretary)  
Carolyn Lowery (2020)  
Alejandro Roberts (2020)  
Gislene Tasayco (2020)

**Private Sector Members Absent**

Robin Chernoff, MD (2019)  
Ivan Nalibotsky (2018)

**Ex Officio Member**

April Kaplan, Executive Director

**Guests and Collaboration Council Staff in Attendance**

Kathy Boland, Debra Cady, Alicia Church, Charlotte Girona, Brittany Jones, Kathy Stroup, and Peter Wolk

- I. The meeting was called to order at 4:00 p.m. by A. Friedson, Chair.
  - A. Friedson noted that the minutes of the March 7, 2018 closed session Board Conference Call meeting would not be available until the May 9, 2018 meeting.
  
- 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 the January 10, 2018 Board Minutes
    2. Ratification of Executive Committee Approval to Renew Contract with Vega to Implement Social Marketing Plan and for Optimal Solutions to add a Cultural Competency Component to Their Existing Evaluation Contract for Bridges to the Future
    3. Approval of Contract with Collaborative Communications to Create an Online Training Platform for Youth Development Community of Practice
    4. Ratification of Executive Committee January 18, 2018 Mail Ballot Approval to Contract with Lead4Life for Peer Outreach Connector Pilot Program

**Motion/Action:** A motion was introduced by J. Hurt and seconded by J. Watters to approve the Consent Agenda as presented. (Unanimous)

III. **Board WorkPlan Calendar** - A. Friedson (*Materials Distributed by Email and On Site*)  
Board members were asked to review the calendar and let staff and/or A. Friedson know if changes, additions, etc. are needed. Goal is to have a regular review and update of Collaboration Council Policies and procedures. Calendar will also serve as a guide for committees to align the timing of their work each year. The calendar will be on the agenda for discussion and approval at the May Board meeting.

IV. **Committee Reports**

- **Executive Committee** - A. Friedson  
A. Friedson reported that the Executive Committee met via conference call on January 3, 2018. The Committee adjourned and reconvened in Executive Session with other members of the Board to discuss personnel matters related to a program and to receive advice from legal counsel.
- **Governance Committee** - A. Friedson  
A. Friedson announced that Roland Ikheloa has agreed to serve as Chair of the Governance Committee. Governance Committee needs volunteers.
- **Fiscal Committee** - J. Watters (*Materials Distributed by Email and On Site*)  
J. Watters reported that the Fiscal Committee met via conference call March 13, 2018 and reviewed and discussed the FY18 2<sup>nd</sup> Quarter financials. Detailed information is contained in the Fiscal Committee report attached to these minutes as an addendum.
- C. Girona will resend the Fiscal Committee Report to Board members. The 990 will be circulated to Board members.

**Motion/Action:** A motion was introduced by J. Watters and seconded by R. Ikheloa to approve the FY18 2<sup>nd</sup> Quarter Financial Statements. (Unanimous)

- **Report of the Child Well Being Committee** - J. Barnes (*Material Distributed by Email and On Site*)  
J. Barnes noted that the Child Well Being Committee met on March 12, 2018. Minutes from that meeting are included as an addendum to these minutes. The Committee has been discussing the FY19 NOFA (Notice of Funding Availability) proposal to the Governor's Office for Children. Since funding for Excel Beyond the Bell has been ramped down, the Collaboration Council will no longer include out of school time programs in its NOFA proposal. This funding will be reallocated to provide support for a community needs assessment position to help collect and evaluate data and to support other programs such as Creating Healthy Bonds, Peer Outreach Connector program, etc. A meeting is scheduled for June 4, when a group of board members and staff of the Collaboration Council will meet with the Governor's Office for Children to discuss the FY19 proposal. A. Friedson noted that when proposals involve adding staff, the Fiscal Committee should be involved.

A. Kaplan provided a summary of the funding requested and the programs for the FY19 NOFA Proposal. A final draft of the proposal will be distributed via email to Board members for review and comment the first week of April allowing at least 5 days to review prior to signing. Board members will be asked to come to the Collaboration Council office to sign the required signature page.

- **Report of the Legislative Committee** - J. Hurt (*Material Distributed On Site*)  
J. Hurt, A. Friedson, and A. Kaplan met to discuss the workplan calendar. Also discussed a one-pager that could be used when engaging with policy makers. (One pager was included in the meeting packet.) When the Executive Director receives notices of upcoming issues, events and visits with legislators, the Executive Director will notify J. Hurt and A. Friedson so that the three can collaborate on the talking points for various audiences.

V. **Executive Director Updates** - A. Kaplan

- Orientation for four of the six new Board members took place on February 27<sup>th</sup>.
- Update on Child Abuse and neglect Policy and Procedure - A work group of Board members, the Executive Directors and others met to discuss the creation of a policy on child abuse and neglect and training for Collaboration Council staff. The work group reviewed the MCPS policies and procedures (included in on site handouts) as a resource to create a policy for the Collaboration Council. Would also need an implementation

document. R. Ikheloa recommended that the Collaboration Council get a copy of the actual regulations.

- Save A Life Montgomery. The second community forum was held February 26, 2018 at Kennedy High School. Another event related to the Florida high school shooting was held at the same time at Kennedy High School which impacted attendance at the Save A Life Event. Third event is planned for April 17<sup>th</sup> at Montgomery College.

**VI. Announcements/Adjournment**

- Board members are reminded to complete the Open Meetings Act training.
- The meeting adjourned at 4:40 p.m. in order to reconvene in Executive Session.

**Addenda to the Collaboration Council Meeting Minutes March 14, 2018**

The following documents comprised the meeting packet for the March 14, 2018 meeting and were distributed by email and on-site.

**Document**

Final Agenda	Distributed Onsite
Consent Agenda	
1. Approval of January 10, 2018 Meeting Minutes	Distributed Onsite and Email
2. Ratification of Executive Committee Approval to Renew Vegau to Implement Social Marketing Plan and for Optimal Solutions to Add a Cultural Competency Component to Their Existing Evaluation Contract for Bridges to the Future	Distributed Onsite and Email
3. Approval of Contract with Collaborative Communication Group to Create an Online Training Platform for Youth Development/Community of Practice	Distributed Onsite and Email
4. Ratification of Executive Committee January 18, 2018 Mail Ballot Approval to Contract with Lead4Life Peer Outreach Connector Pilot Program	Distributed Onsite and Email
Board Workplan Calendar	Distributed Onsite and Email
Report of the Fiscal Committee FY18 2 <sup>nd</sup> Quarter Financials	Distributed Onsite Distributed Onsite and Email
Report of the Child Well Being Committee	Distributed Onsite and Email
One Pager/FY18 Legislative Priorities	Distributed Onsite and Email
Board of Education Child Abuse and Neglect Policy	Distributed Onsite
MCPS Implementation of Policy JHC Child Abuse and neglect for Fiscal Years 2016 and 2017	Distributed onsite and Email
Flyer - Save a Life Montgomery Event April 17, 2018	Distributed Onsite
2017 Collaboration Council Annual Report	Distributed Onsite