

Montgomery County Collaboration Council for Children, Youth and Families, Inc.  
Meeting Minutes  
March 15, 2017

The Montgomery County Collaboration Council for Children, Youth and Families, Inc., convened a meeting of its Board of Directors on March 15, 2017 at the Collaboration Council's office, 1801 Research Boulevard, Rockville, MD 20850. There was a quorum present:

**Public Members Present**

Gabriel Albornoz, (Chair) *Montgomery County Recreation Department Representative*  
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*  
Russ Hamill, *Montgomery County Police Department Representative*  
Roland Ikheloa, (Vice Chair) *Board of Education Representative*  
Kathie Meizner, *Montgomery County Public Libraries Representative*

**Public Members Absent**

Raymond Crowel, *Core Services Agency Representative*  
Angela English, *MC DHHS/CWS, Provider of Direct Social Services to Children, Youth and Families*  
Delmonica Hawkins, *Department of Juvenile Services Representative*  
Patty Vitale, *County Council Representative*  
Joshua Watters, *Office of Management and Budget Representative*

**Private Sector Members Present**

Robin Chernoff, MD (2019)  
Andrew Friedson (2018) (Treasurer)  
Brandon Howard (2019)  
Carolyn Tamarkin (2017)  
Kendra Wells (2017)

**Private Sector Members Absent**

Kimberley Alfonso (2018)  
Joanne Hurt (2019) (Secretary)  
Ivan Nalibotsky (2018)  
Rabia Zaman (2018)

**Ex Officio Member**

April Kaplan, Executive Director

**Guests and Collaboration Council Staff in Attendance**

Literia Bailey, Meg Breitenbach, Alicia Church, Jessica Gibson, Hope Hill, Charlotte Girona, Elaine Johnson, Lynn Sobolov, and Elijah Wheeler

- I. The meeting was called to order at 4:15 p.m. by G. Albornoz, Chair.
- II. **Consent Agenda - G. Albornoz (Material Distributed On-site and Email)**
  - G. Albornoz presented the Consent Agenda that was comprised of the following:
    1. Approval of the January 18, 2017 Meeting Minutes
    2. Ratification/Approval to Contract with Debra Cady, Consultant, Systems of Care Grant

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

III. **Board Self-Assessment Tool** - K. Meizner, K. Wells (*Material Distributed by Email and Onsite*)  
Board members participated in an activity designed to rate their assessment of the Board's performance. The following comments/recommendations/suggestions were made:

- Given the diverse background of the Board members and to make the meetings more engaging, add a 10 minute item on the agenda: "What's on your plate?" Talk about what you are working on from a policy or program perspective that is related to the work of the Collaboration Council.
- There is room for improvement. Doing this type of exercise reveals where we need to continually improve.
- Long term strategic planning and sustainability could be improved. Fundraising is important, but we need to define what services are needed, how they will be provided, and how we will pay for them.
- Present a case study to help describe the work that is done. This could better utilize the skills and backgrounds of board members. Have a board retreat where first hour is spent at one of the service activities; i.e., after school program.
- Create a 2-minute "elevator speech" about each of the programs that describes what it is about. Have a youth come to a Board meeting to talk about their experience and exposure to a program; i.e., Excel Beyond the Bell program. This would broaden Board members' understanding of the programs.

K. Meizner will collect assessments including those members who were absent and compile the findings to report at the next board meeting.

IV. **Standing Committee Reports**

Standing Committees will now use a standardized template to record minutes of meetings which in turn will be the basis for reports to the board.

- Fiscal Committee -A. Friedson noted that the Fiscal Committee met via teleconference March 9, 2017 and discussed the FY17 2<sup>nd</sup> quarter financials. Fiscal Committee report is part of the meeting packet. A. Friedson reviewed the dashboard that provided a financial summary through December 31, 2016. The Fiscal Committee will be using the dashboard to present a visual summary of the financial statements. For those board members who want the additional documentation, the detailed financial statements are attached to the dashboard. Additional information can be found in the onsite handouts. A. Friedson also noted that management's response to the two FY16 audit findings are included in the meeting packet.

**Motion/Action:** A motion was introduced by K. Meizner and seconded by J. Brice to approve the FY17 2<sup>nd</sup> quarter financial statements. (*Unanimous*)

- Child Well Being Committee - J. Barnes noted that the Child Well Being Committee met February 1, 2017 and March 1, 2017. Committee reports are included in the meeting packet. Funding will be included in the NOFA proposal for Safe Spaces as a swap for including funding for Excel Beyond the Bell in the County Executive's budget.
- Legislative Committee - The Legislative Committee met via teleconference February 17, 2017. The Legislative Committee report is included in the meeting packet.

A. Kaplan reported on hearings in Annapolis. She noted that a decision to include Youth Services Bureaus (YSBs) in the Governor's Office for Children's (GOC) budget has not yet been determined. Social Service directors wrote a letter that they did not support moving the YSBs to the Department of Juvenile Services.

On a County level, the County Executive has approved a portion of one staff position in his budget and we are assuming that the County Council will continue to do the same. Excel Beyond the Bell funding has been approved in the County Executive's budget.

R. Hamill reported that a county task force has been formed to address education, prevention and enforcement on opioid use. Task Force members include Department of Health and Human Services and Montgomery County Police Department who are leading the group plus State's Attorney's Office, Criminal Justice Coordinating Committee (CJCC), Montgomery County Public Schools, County Executive's office and other agencies. Goal is to have one central voice on this issue. R. Hamill shared experiences and what is happening not only in Montgomery County but nationwide.

- Governance Committee - The Governance Committee met February 8, 2017. The Committee report is included in the meeting packet. The Committee discussed board recruitment, board leadership, board engagement for board meetings, and a review of the bylaws. Proposed

changes will be sent to the County Executive and Council President for approval. B. Howard has agreed to take a leadership role on the Governance Committee.

**V. Executive Director's Update - A. Kaplan**

- A. Kaplan provided a summary of the initiatives to be included in response to the FY18 Notice of Funding Availability (NOFA) from the Governor's Office for Children (GOC). FY18 initiatives include:
  - Safe Space Center for high risk disconnected youth ages 16-24
  - Family Navigation for disconnected youth ages 16-24
  - Community of Practice to support advancing youth development
  - Administration
  - Youth Services Bureaus (if GOC is going to fund YSBs)
  - Children of Incarcerated Parents project
  - Re-engagement Center as part of the competitive funding
- A. Kaplan introduced two new staff:
  - Jessica Gibson, Data Analyst for the System of Care grant
  - Literia Bailey, Data and Training Assistant for the Community of Practice
- Collaboration Council was pre-designated as Montgomery County's Local Management Board on March 13, 2017. Re-designation packet was sent to all Board members.
- Follow up on Open Solicitation 2016-52, Youth Development Trainers. L. Sobolov gave a summary of the results of the open solicitation to identify trainers to facilitate youth development workshops. In response to the initial solicitation, 14 organizations responded proposing workshops on 25 topics. A board member, a Recreation Department staff person, and Collaboration Council staff members reviewed the proposals. Three were not selected because they did not meet the criteria in terms of the focus topic. Qualified organizations were contacted to discuss costs and logistics. Some of the responders will be presenters at the April 2017 Youth Development Symposium. A second solicitation was issued because we did not get all of the topics we had hoped for in the first issue. An additional eight submissions were received proposing 20 workshops. The second solicitation closed last Friday and the review process is nearing completion. A comprehensive calendar of training workshops between now and the end of June will be created.

**VII. Announcements**

- Next Board Meeting May 10, 2017
- The Office of Legislative Oversight released their report on pre-K in the County. This is an important topic with the County Council and one that the Collaboration Council should keep informed.

The meeting adjourned at 5:50 p.m.

**Addenda to the Collaboration Council Meeting Minutes March 15, 2017**

The following documents comprised the meeting packet for the March 15, 2017 meeting and were distributed by email and on-site.

**Document**

Final Agenda	Distributed Onsite
Consent Agenda	
1. Approval of January 18, 2017 Meeting Minutes	Distributed Onsite and Email
2. Ratification of Executive Committee Approval to Contract with Debra Cady for Systems of Care grant	Distributed Onsite and Email
Board Self-Assessment Form	Distributed Onsite and Email
Report of the Fiscal Committee	Distributed Onsite and Email
Dashboard and FY17 2 <sup>nd</sup> Quarter Financial Statements	Distributed Onsite and Email
Governance Letter to Board from Auditors	Distributed Onsite and Email

Management Letter from Auditors	Distributed Onsite and Email
Management's Response to Audit Findings	Distributed Onsite and Email
Report of the Legislative Committee	Distributed Onsite and Email
Report of the Governance Committee	Distributed Onsite and Email
Proposed Changes to the Bylaws	Distributed Onsite and Email
Report of the Child Well Being Committee (February 1 and March 1 meetings)	Distributed Onsite and Email
Collaboration Council Newsletter February/March 2017	Distributed Onsite