

FINAL
Montgomery County Collaboration Council for Children, Youth and Families, Inc.
Meeting Minutes
May 12, 2021

The Montgomery County Collaboration Council for Children, Youth and Families, Inc., convened a meeting of its Board of Directors on May 12, 2021 via Microsoft Teams. There was a quorum present:

Public Members Present

JoAnn Barnes (Chair), *MC DHHS Children, Youth and Families Representative*
Valeria Carranza, *Montgomery County Council 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*
Deborah Lambert, *Montgomery County Office of Management and Budget Representative*
Lori-Christina Webb, *Board of Education Representative*

Public Members Absent

Lisa Merkin, *MC DHHS/CWS, Provider of Direct Social Services to Children, Youth and Families*
Ruschelle Reuben, *Montgomery County Public Schools Representative*
Anita Vassallo, *Montgomery County Public Libraries Representative*

Private Sector Members Present

Monya Bunch (2021)
Hannah Davis, (2021)
Carolyn Lowery (2021) Secretary
Nicholette Smith-Bligen (2022)
Michelle Taylor (2022) (Treasurer)
Carol Walsh (2023)
Adam Younoszai (2022)

Private Sector Members Absent

Donte Brown (2023)
Melanie Goldstein (2023)

Ex Officio Member

Elijah Wheeler, Executive Director

Guests and Collaboration Council Staff in Attendance

Meredith Bowers, Alicia Church, Crystal Fang, Peter Garza, Charlotte Girona, Sandy Lombardo, Dalbin Osorio, Shane Tate

The meeting was called to order at 4:05 p.m. by J. Barnes, Board Chair.

I. **Report of the Fiscal Committee - M. Taylor (*Material Distributed by Email*)**

M. Taylor reviewed the FY21 2nd and 3rd quarter financials that were included in the meeting packet. Sixty percent of the budget has been spent to date with a plan in place to fully utilize found by the end of the fiscal year or carry over as appropriate. Fiscal Committee also reviewed the draft FY22 budget and will meet before the June 9th board meeting to finalize the FY22 budget for presentation to the Board.

M. Taylor reviewed proposed changes to the Accounting Policies and procedures which are included as an addendum to these minutes.

Motion/Action: A motion was introduced by J. Barnes and seconded by A. Younoszai to approve the FY21 2nd and 3rd quarter financials. (*Unanimous*)

Motion/Action: A motion was introduced by C. Walsh and seconded by A. Clutter to approve the proposed changes to the Accounting Policies and procedures. *(Unanimous)*

II. Consent Agenda - (Material Distributed via Email)

J. Barnes presented the Consent Agenda that was comprised of the following items:

1. Approval of March 10, 2021 Draft Board Meeting Minutes
2. Ratification of Executive Committee Approval of Out of School Time Programs
3. Ratification of Executive Committee Approval of the Plan to use Open Solicitation Procurement Process to Identify a Pool of Vendors to Provide School and Community Based Mentoring, Academic Support and Mentoring Support

Motion/Action: A motion was introduced by H. Davis and seconded by L. Webb to approve the Consent Agenda. *(Unanimous)*

III. Updates from Board Chair - J. Barnes (Material Distributed via Email)

Board Meeting Survey

J. Barnes reviewed the results of the March 10, 2021 board meeting survey. The survey provides the Executive Committee a sense of how the board meetings are conducted from the members' perspective. J. Barnes recommended that the results of today's survey (May 12) be sent to Board members in advance of the June 9th Board meeting to allow members an opportunity to review the results prior to the meeting. J. Barnes also recommended that the survey be continued for the next two board meetings and then reassess if it should continue.

Letter to County Council

As a follow up to a motion approved at the March 10th Board meeting, a letter was sent to County Council affirming Collaboration Council's beliefs in the values and needs children have for positive mental health and positive youth development. Letter was included in the meeting packet.

Succession of Board Chair

J. Barnes will serve as Board Chair until her retirement June 30, 2021. A. Clutter will serve as Board Chair to fill the remainder of J. Barnes term that ends November 2022. A. Clutter will be nominated to serve as Board Chair at the June 9th Board meeting.

IV. Report of the Governance Committee - C. Walsh

C. Walsh reported on the following activities of the Committee:

- Board members were reminded to complete the Board Self-Assessment.
- Will solicit nominations for Board Vice Chair.
- Committee will focus on three vacancies on the Board. The three incumbents are encouraged to apply for a second term.
- Board has 12 public members representing government agencies. Nine of the 12 are named and required. The other three are "at large" positions. The Governance Committee will be developing a policy for filling the "at large" positions as opportunities become available.

V. Report of the Child Well Being committee - H. Davis, N. Smith-Bligen

N. Smith-Bligen reported that the Child Well Being Committee met March 25th and focused on the Community Needs Assessment (CNA). Three affinity groups were created to address the priority areas of the CNA (Early Childhood Education, Families are Safe and Economically Stable, and Success in School). Affinity groups were comprised of Child Well Being members and Board members. Affinity groups will meet in May and will report their responses at the June Child Well Being Committee. There were 80 recommendations in the CNA and the goal of the affinity groups is to reduce this to five.

VI. Update from Executive Director - E. Wheeler

- LMB Association. The Children's Cabinet Interagency Fund (CCIF) LMB budget had been reduced by \$2 million over the past two years. The LMB association worked with the Delegation and General Assembly and was able to have \$1 million recovered for FY22. LMB Association is continuing to work to have the other \$1 million reinstated as well as all of the funding to LMBs that has been reduced back to 2008 recouped and to ensure there are no further reductions to the LMB budgets
- Drop-In Center. The Executive Committee has approved the lease for the Drop-In Center. We are ready to move forward.

- Office Move. Pandemic has caused us to assess the need for space. The current space at 1801 Research Boulevard exceeds our needs and the cost for rent is escalating as there are no more abatements. E. Wheeler has been working with Avison Young to acquire a smaller office at 1803 Research Boulevard. New space is more conducive to the collaborative work of the Collaboration Council.

VII. Other Business

- J. Barnes provided an update on the Early Care and Education initiative.
- Opportunities for Board Members to do Site Visits to Program Sites
- Opening of Re-Engagement Center

VIII. Announcements/Adjournment

- Board members were reminded to complete the Board Survey.

Motion/Action: A motion was introduced by A. Clutter and seconded by Lori-Christina Webb to adjourn the meeting. (Unanimous)

The meeting adjourned at 6:00 p.m.

Addenda to the Collaboration Council Meeting Minutes May 12, 2021

The following documents comprised the meeting packet for the May 12, 2021 meeting and were distributed by email prior to the meeting.

Document

Final Agenda

Consent Agenda

1. Approval of March 10, 2021 Draft Board Meeting Minutes
2. Ratification of Executive Committee Approval of Out of School Time Contracts
3. Ratification of Executive Committee Approval of the Plan to Use the Open Solicitation Procure Process to Identify a Pool of Vendors to Provide School and Community Based Mentoring, Academic Support and Mentoring Support

Fiscal Committee

- FY21 2nd and 3rd Quarter Financials
- Proposed Changes to the Accounting Policies and Procedures
- May 3, 2021 Report of the Fiscal Committee

Governance Committee

- April 16, 2021 Governance Committee Report

Child Well Being Committee

- March 25, 2021 Report of the Child Well Being Committee

Letter from Collaboration Council to County Council affirming Collaboration Council's beliefs in the values and needs children have for positive mental health and positive youth development (Motion from March 10, 2021 Board Meeting)