

**Montgomery County Collaboration Council for Children, Youth and Families, Inc.
Meeting Minutes
May 13, 2020**

The Montgomery County Collaboration Council for Children, Youth and Families, Inc., convened a meeting of its Board of Directors on May 13, 2020 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*
Captain Sonia Pruitt, *Montgomery County Police Department Representative*
Ruschelle Reuben, *Montgomery County Public Schools Representative*
Lori-Christina Webb, *Bard of Education Representative*

Public Members Absent

Lisa Merkin, *MC DHHS/CWS, Provider of Direct Social Services to Children, Youth and Families*
Anita Vassallo, *Montgomery County Public Libraries 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 (2020)
Michelle Taylor (2022)
Adam Younoszai (2022)

Private Sector Members Absent

Alejandro Roberts (2020)

Ex Officio Member

Elijah Wheeler, Interim Executive Director

Guests and Collaboration Council Staff in Attendance

Susan Augusty, Leteria Bailey, Alicia Church, Crystal Fang, Peter Garza, Jessica Gibson, Charlotte Gironda, Judi Jackson, Elaine Johnson, Patti Lyman, Jade-Ann Rennie, Lise Robinson, Shane Tate, Elijah Wheeler

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

- I. **Consent Agenda - J. Barnes (*Material Distributed by Email*)**
 - J. Barnes presented the Consent Agenda that was comprised of the following:
 1. Approval of March 11, 2020 Draft Board Meeting Minutes
 2. Approval of Policy on Severance Pay

Motion/Action: A motion was introduced by A. Younoszai and seconded by N. Smith-Bligen to approve the Consent Agenda. (*Unanimous*)

II. Recruitment Process for Executive Director - J. Barnes

Based on two closed session meetings of the full board, the Executive committee determined that E. Wheeler is a viable candidate for the position of Executive Director. J. Barnes noted E. Wheeler's interaction with board members through the Executive, Fiscal, Child Well Being, and Governance Committees. He has also served as interim Executive Director for 15 of the past 22 months representing the Collaboration Council at numerous meetings of public and private entities. The Executive Committee agreed to create an Executive Director Interview Committee comprised of three board members to interview E. Wheeler. N. Smith-Bligen will be one of the three members and will represent the Executive Committee. The interview committee report back to the Executive Committee and will present their recommendations at the June 10th Board meeting.

III. Scenarios for FY21 Projected Budget - J. Barnes

The response by the State and County to the COVID-19 pandemic has created unexpected deficits in revenue that could impact the FY21 budget cycle. In preparation for possible reductions, J. Barnes recommended that two budgets be prepared. One would provide the same services that were funded in FY20 with the exception of any grants that are due to end in FY21. The second budget would reflect a reduction in revenue and expenditures. The Fiscal Committee discussed the possibility of a 25% reduction and a 10% reduction. J. Barnes has requested E. Wheeler and L. Robinson to prepare two scenarios that take into consideration both levels of reductions and present at the June 10th board meeting.

Board members recommended that E. Wheeler and L. Robinson research the possibility of applying for a COVID Relief PPP Small Business loan to offset payroll, utilities, mortgage or rent. Funds must be carefully documented and spent within a 2 ½ month period.

L. Robinson and E. Wheeler will also see if funding for any services that were stopped because of COVID-19, can be carried over. E. Wheeler noted that the Local Management Board Association is working on this but as of this date, funds not used will go back to the State to offset COVID spending.

IV. Report of the Fiscal Committee - M. Bunch, L. Robinson (Material Distributed via *Email*)

M. Bunch presented the Fiscal Committee Report. The Fiscal Committee met May 4th and reviewed the FY20 3rd Quarter Financials.

- Comparative Statement of Financial Position. Provides a comparison of FY20, 3rd Quarter this year with March 31, 2019. The March 31, 2020 figures accurately reflect the current financial position of the organization. Net Assets reflect a deficit of \$161,077 because some of the funding from the Governor's Office for Children has not been received. The deficit for the same period last year was \$372,851. The minutes of the May 4, 2020 Fiscal Committee meeting provide a summary of the steps E. Wheeler and L. Robinson have taken to obtain the funds from the Governor's Office for Children.
- Statement of Revenue and Expenditures and Statement of Functional Expenses. Fiscal Committee reviewed each of these line items. Expenditures are in line with expectations; however, programs and services have been impacted by COVID.
- Accounts Receivable. Systems of Care, SAMHSA grant still owes the Collaboration Council \$598,520. Invoices were resubmitted to HHS and we expect to receive payment shortly. The Director of Finance and Operations has been informed that the payment from the Governor's Office for Children for the first two quarters of FY20 has been processed but has not yet transferred into our bank account.

Motion/Action: A motion was introduced by C. Walsh and seconded by D. Hawkins to approve the FY20 3rd Quarter Financial Statements. (*Unanimous*)

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

The Child Well Being (CWB) Committee has two community convenings scheduled for May 20th and June 9th to gain input for the community needs assessment. Both are virtual convenings. The May 20th convening is focused on youth and family service providers while the June 9th convening is an open forum. A training was conducted yesterday for facilitators on the *Turn the Curve* model. Facilitators will walk attendees through the process in breakout rooms via ZOOM. Deadline for registration for the May 20th convening will be extended and social media marketing for the event will be increased. Currently, there are 31 registrants and the cap will be approximately 40.

VI. Report of the Governance Committee - C. Walsh

C. Walsh reviewed the recruitment process for new members. County Executive's office dictates the protocol and the online application process. Two current members' terms expired March 31, 2020 and they are eligible to re-apply. Members stay on until their replacement is named. Next step is for the County Executive's office to issue a press release announcing the vacancies and soliciting online applications. The County Executive's office sends the names and applications to the Collaboration Council for the Governance Committee to schedule interviews and make recommendations to the County Executive. All information is confidential. After reviewing the Board's recommendations, the County Executive makes his recommendations and sends them to the County Council for confirmation. Process takes 2-3 months.

VII. Update from Interim Executive Director - E. Wheeler

- E. Wheeler expressed his appreciation to staff who have had to adapt to working remotely in order to continue to perform their work.
- All Staff meet via Microsoft Teams every Monday; a program staff meeting takes place weekly as well as a leadership meeting.
- The 24 LMBs are convening weekly via virtual mini retreats in place of a 2-day retreat that was cancelled due to the pandemic. Discussions include a road map for a strategic plan for the LMB Association over the next 2-3 years.
- FY21 NOFA proposal to GOC has cleared the technical review and reviewers are now going through the proposal and budget. We will be prepared to respond in the event funding is reduced.
- Summer programs. Working with various vendors to determine what they can offer during the summer. This is dependent upon the county and state budgets. EBB has turned several programs into online learning. We expect reconnecting and reengaging in school will present problems.
- Homelessness is going to be a problem due to the pandemic.
- Working with Nonprofit Montgomery in their weekly meetings. S. Tate, J. Barnes and E. Wheeler have appeared in some of the meetings. S. Augusty has also participated in Nonprofit Montgomery and has shared COVID related resources to providers and the community through InfoMONTGOMERY.
- Discussions have been ongoing with the Children's Opportunity Fund around partnerships to ensure we are all moving in the same direction in terms of impact.

VIII. Adjournment

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

The meeting adjourned at 5:00 p.m.

Addenda to the Collaboration Council Meeting Minutes May 13, 2020

The following documents comprised the meeting packet for the May 13, 2020 meeting and were distributed by email prior to the meeting.

Document

Final Agenda	Distributed via Email
Consent Agenda	
1. Approval March 11, 2020 Draft Meeting Minutes	Distributed via Email
2. Approval of Policy on Severance Pay	Distributed via Email
FY20, 3 rd Quarter Financial Reports	Distributed via Email
Notes to FY20, 3 rd Quarter Financial Reports	Distributed Via Email
May 4, 2020 Fiscal Committee Report	Distributed Via Email