

Montgomery County Collaboration Council for Children, Youth and Families, Inc.
Meeting Minutes
May 24, 2017

The Montgomery County Collaboration Council for Children, Youth and Families, Inc., convened a meeting of its Board of Directors on May 24, 2017 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*
Raymond Crowel, *Core Services Agency 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*
Patty Vitale, *County Council Representative*
Joshua Watters, *Office of Management and Budget Representative*

Public Members Absent

Gabriel Albornoz, *(Chair) Montgomery County Recreation Department Representative*
Dr. Jonathan Brice, *Montgomery County Public Schools Representative*
Angela English, *MC DHHS/CWS, Provider of Direct Social Services to Children, Youth and Families*
Delmonica Hawkins, *Department of Juvenile Services Representative*

Private Sector Members Present

Robin Chernoff, MD (2019)
Andrew Friedson (2018) (Treasurer)
Joanne Hurt (2019) (Secretary)
Carolyn Tamarkin (2017)
Kendra Wells (2017)

Private Sector Members Absent

Brandon Howard (2019)
Ivan Nalibotsky (2018)

Ex Officio Member

April Kaplan, Executive Director

Guests and Collaboration Council Staff in Attendance

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

- I. The meeting was called to order at 4:10 p.m. by R. Ikheloa, Vice Chair
- II. **Consent Agenda - R. Ikheloa (*Material Distributed by Email and Onsite*)**
 - R. Ikheloa presented the Consent Agenda that was comprised of the following:
 1. Approval of the March 15, 2017 Board Minutes
 2. Approval of Open Solicitation Plan to Identify a Pool of Qualified Providers for Excel Beyond the Bell Programs in FY18
 3. Approval of Open Solicitation Plan to Identify a Pool of Qualified Agencies/Organizations to Provide a Social Media Campaign for Systems of Care Grant
 4. Approval of an Amendment to the Employee Handbook for Out of County/State Travel Reimbursement
 5. Approval of an Amendment to the Employee Handbook Regarding an annual COLA (Cost of Living Adjustment) for Collaboration Council Employees
 6. Approval of Open Solicitation Plan to Identify Candidates for the Mentoring Fellowship
 7. Approval of Amendments to Sharp Insight, LLC and Brodrick Clarke to Provide Additional Professional Development Trainings

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

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

A. Friedson reviewed the proposed FY18 budget. Budget does not include 2% inflationary increase for County contracts. Fiscal Committee has proposed a 2% Cost of Living Adjustment (COLA) for Collaboration Council employees, a maximum 2% merit increase for employees, and an increase of an additional 1% to the employer contributions to the 401K retirement plan bringing the employer's contribution to 2%. Detailed information can be found in the onsite handouts included as an addendum to these minutes.

Motion/Action: A motion was introduced by A. Friedson and seconded by R. Chernoff to approve the proposed FY18 budget. *(Unanimous)*

The third quarter FY17 financial reports were presented and reviewed by A. Friedson. It is projected that the fiscal year will end with a \$67k surplus. The fiscal committee will review the current investment policy and develop a plan to determine the best way to invest the surplus which is approximately \$180K at this time. The 3rd quarter financial statements are included as an addendum to these minutes.

Motion/Action: A motion was introduced by P. Vitale and seconded by R. Crowel to approve the FY17 3rd Quarter Financial Reports. *(Unanimous)*

IV. Executive Director Updates - A. Kaplan

- Arlene Lee, Executive Director, Governor's Office for Children, will visit our local management board on October 16th. Will plan an opportunity to meet members of the board, visit the detention center, and programs in the Systems of Care grant.
- The Collaboration Council has received funding for the past three years to supplement the salary for the Disproportionate Minority Contact (DMC) Reduction Coordinator's position. In FY18 the State will no longer fund this position. The County has agreed to move the position into the base budget.
- Space for training - The Collaboration Council's Community of Practice has established an extensive, successful training program for youth workers and others. There is no cost to attend the trainings. During May, eleven trainings were provided with more trainings scheduled for June. There is an issue trying to find space for the trainings. K. Meizner offered library space but noted that the calendar fills up quickly. Will also investigate Discovery, Marriott and Microsoft.
- Worksource Montgomery's Summer R.I.S.E. - This is a program for "rising" MCPS juniors and seniors to provide internship opportunities with businesses and organizations in the community. The Collaboration Council will provide internships for two students during July. The Collaboration Council also partnered with Worksource Montgomery to provide a training for participating employers.
- GOC Board Engagement Training - A. Kaplan and R. Chernoff attended this very basic training. Encouraged local management boards to report out on programs. Discussed engaging a program or success story at each board meeting.
- Community of Practice Symposium Event April 3-4, 2017. First day focused on youth development and second day focused on mentoring. Approximately 150 participants representing 80 organizations attended the symposium. Feedback has been very positive. The program was included in the meeting packets to give board members an idea of the types of workshops that were offered and a brief bio on each of the presenters.
- Results Based Leadership (RBL) Project - L. Sobolov presented an overview of the project which was sponsored by the Annie E. Casey Foundation. It is an approach that focuses on getting to results quickly and how to convene the people needed to make decisions to move the project forward. The RBL program provides participants with leadership skills to help execute strategies and manage challenges that come along with efforts to make lasting changes to systems and services that impact children and families. The Montgomery County project focused on "move the needle, make a difference" for opportunity youth aged youth 16-24 out of work or not in school. The program will focus on 100 youth who have dropped out of school in the East and Southeast County area. Will try and develop a process to share information and resources.

V. Governance Committee - K. Meizner, K. Wells

K. Meizner reviewed results of the board self assessment. There were responses from 12 board members. Part 1 focused on fulfilling board governance roles and responsibilities. Comments indicated that board members felt the board functioned well in the basics but there should be more

financial and strategic planning. Part II focused on board composition. Comments indicated that being a quasi-public board has its down side and has unique challenges. Part III focused on individual responsibilities. Comments reflect contributions related to fundraising and making other contributions to the board. The Collaboration Council follows funding opportunities rather than a strategic direction. Discussed Executive Order regarding fundraising and public members. Goal of the enabling legislation included fundraising by both public and private members. Suggestion was made that there should be a conversation on the roles and responsibilities of the board and strategic direction of the board.

Bylaws revisions have been sent to the County Executive and County Council.

Board recruitment opened April 15 and closed April 25 and netted 27 applicants.

VI. **Child Well Being Committee** - J. Barnes, R. Chernoff (*Material Distributed Onsite*)
Summary of the May 3, 2017 meeting were included in the meeting packet.

VII. **Announcements/Adjournment**

The meeting adjourned at 5:45 p.m.

Addenda to the Collaboration Council Meeting Minutes May 24, 2017

The following documents comprised the meeting packet for the May 24, 2017 meeting and were distributed by email and on-site.

Document

Final Agenda	Distributed Onsite
Consent Agenda	
1. Approval of March 15, 2017 Meeting Minutes	Distributed Onsite and Email
2. Approval of Open Solicitation Plan as the Procurement Process To Identify a Pool of Vendors to Provide Excel Beyond the Bell Providers for FY18	Distributed Onsite and Email
3. Approval of Open Solicitation Plan as the Procurement Process To Identify a Pool of Qualified Vendors for Social Media Campaign For Systems of Care Grant	Distributed Onsite and Email
4. Approval of Amendment to the Employee Handbook Regarding Out of County/State Travel Reimbursement	Distributed Onsite
5. Approval to Amendment to Employee Handbook Regarding Cost of Living Adjustment (COLA)	Distributed Onsite
6. Approval of Open Solicitation Plan to Identify Qualified Candidates For Mentoring Fellowships	Distributed Onsite
7. Approval to Amendments to Contracts with Sharp Insight, LLC and Brodrick Clarke	Distributed Onsite
FY17 Dashboard and 3 rd Quarter Financial Reports	Distributed Onsite and Email
FY18 Proposed Budget	Distributed Onsite and Email
Report of the Fiscal Committee April 19, 2017	Distributed Onsite and Email
Report of the Fiscal Committee May 8, 2017	Distributed Onsite and Email
Report of the Child Well Being Committee May 3, 2017	Distributed Onsite and Email
April 3-4 Symposium Program	Distributed Onsite
Results of Board Assessment	Distributed Onsite
May 22, 2017 Collaboration Council Newsletter	Distributed Onsite