

**Montgomery County Collaboration Council for Children, Youth and Families, Inc.**  
**Meeting Minutes**  
**May 9, 2018**

The Montgomery County Collaboration Council for Children, Youth and Families, Inc., convened a meeting of its Board of Directors on May 9, 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*  
Dr. Jonathan Brice, *Montgomery County Public Schools Representative*  
Delmonica Hawkins, *Department of Juvenile Services 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**

Joanie Glick, *MC DHHS, Public Health Office Representative*  
Russ Hamill, *Montgomery County Police Department Representative*  
Patty Vitale, *County Council Representative*

**Private Sector Members Present**

Monya Bunch Battle (2020)  
Robin Chernoff, MD (2019)  
Andrew Friedson (2020) (Chair)  
Carolyn Lowery (2020) Secretary  
Alejandro Roberts (2020)  
Gislene Tasayco (2020)

**Private Sector Members Absent**

Ivan Nalibotsky (2018)

**Ex Officio Member**

Elijah Wheeler, Interim Deputy Director

**Guests and Collaboration Council Staff in Attendance**

Kathy Boland, Debra Cady, Alicia Church, Charlotte Girona, Judy Jackson, Elaine Johnson, Brittany Jones, Kathy Stroup, Emily Woodard, and Peter Wolk

- I. The meeting was called to order at 4:00 p.m. by A. Friedson, Chair.
- 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 March 14, 2018 Draft Board Meeting Minutes
    2. Ratification of Executive Committee Mail Ballot Approval to Contract with Asana Strategies for Social Media and Marketing for Opioid Misuse Prevention Program
    3. Ratification of Executive Committee Mail Ballot Approval to Amend Contract with Lead4Life
    4. Ratification of Executive Committee Mail Ballot Approval to Contract with Jackson & Associates, Human Resources Consultant
    5. Ratification of Executive Committee Mail Ballot Approval to Contract with Asana Strategies for Social Media and Marketing Campaign for InfoMONTGOMERY

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

III. **Executive Director Search Process** - A. Friedson

J. Barnes is applying for a grant from the Meyer Foundation which will include funding for an Executive Director search. This falls into one of the areas they fund, capacity building. In FY18, the Collaboration Council was awarded \$30,000 from the Meyer Foundation for general operating so the Meyer Foundation is familiar with the Collaboration Council.

The following Board members agreed to serve on an ad hoc Executive Search Committee to oversee the process:

JoAnn Barnes  
Dr. Jonathan Brice  
Monya Bunch-Battle  
Dr. Robin Chernoff  
Mary Ellen Icaza

IV. **Master Work Plan Calendar for the Board** - A. Friedson (*Material Distributed by Email and On Site*)

A. Friedson noted that an updated calendar was included in the meeting packet. This calendar reflects the schedule moving forward and will assist the board in being more accountable in approving the policies and procedures and in keeping up with the functions of the Board. Calendar will assist the committees in creating their work plans for the year.

R. Ikheloa recommended that a Board retreat be added to the calendar for late October or mid-November.

Recommendation was made to move the June Board meeting from Wednesday, June 13<sup>th</sup> to Thursday, June 28<sup>th</sup>. C. Gironda will send a calendar invite to board members.

V. **Reports of Standing Committees**

- **Fiscal Committee** - J. Watters (*Materials Distributed by Email and On Site*)  
J. Watters noted that there was no formal report for the Fiscal Committee.

**Proposal from Avison Young to Lease Additional Office Space** - E. Wheeler

The Collaboration Council has been negotiating additional space adjacent to the current office primarily for use by the Systems of Care, Bridges to the Future program. A proposal/letter of intent from Avison Young was included in the meeting packet. A. Friedson noted that we have been assured that there is sufficient funding in the grant to cover the full term of the lease. The proposed lease aligns with the current lease in terms of rent and abatements. The owner and Collaboration Council have reached agreement regarding the use of the space.

**Motion/Action:** A motion was introduced by R. Ccrowel and seconded by J. Watters to approve the proposal from Avison Young with E. Wheeler requesting clarification on the following items:

- Do the meetings have to be capped at 20 participants (we will eventually have more than 20 staff)? Is that a fire code issue? If not, can that be increased to 25?
- Do we have flexibility in the use of the allowance for improvements? Can those funds go towards built-in furniture or electrical upgrades for instance? (Unanimous)
- **Report of the Child Well Being Committee** - J. Barnes, R. Chernoff (*Material Distributed by Email and On Site*)  
J. Barnes noted that the Child Well Being Committee met on April 4, 2018. Minutes from that meeting are included as an addendum to these minutes. The Committee has been involved with the FY19 NOFA (Notice of Funding Availability) proposal to the Governor's Office for Children. The proposal was delivered to the Governor's Office for Children on April 24<sup>th</sup>. The Committee will continue to work to solidify the membership of the committee so that there is consistency with attendance.
- **Report of the Governance Committee** - R. Ikheloa (*Materials Distributed by Email & On Site*)

Committee met April 25<sup>th</sup>. Minutes from the meeting are included as an addendum to these minutes. The Committee will benchmark the bylaws review with other nonprofit local management boards.

**Call for Nominations for Secretary**

**Motion/Action:** A motion was introduced by A. Friedson and seconded by J. Watters to approve the nomination of Carolyn Lowery as Secretary to fulfill the term of office previously held by Joanne Hurt. (Unanimous)

**Board Self-Assessment Tool**

The Governance Committee felt it was important to continue the Board Self-Assessment where board members rate their performance on the board which focuses on three areas:

1. Fulfilling Board governance roles and responsibilities
2. Board Composition and processes in place to support the board's effectiveness
3. Individual fulfillment of board responsibilities

Self-Assessment tool will be reviewed and discussed at the June 2018 Board meeting.

A. Friedson reminded board members to sign up for at least one committee which is a board member responsibility.

**VI. Interim Deputy Director Updates - E. Wheeler**

- FY19 Notice of Funding Availability from Governor's Office for Children - Deadline was met. If the proposal scores high enough, there may not be a need to convene negotiating team meetings in June.
- HR Consultant - Jackson & Associates. Looked at proposals from other consultants and determined Judy Jackson was the best fit for the organization. She has a previous history as the Collaboration Council's human resources consultant and is familiar with the organizational structure as well as policies and procedures. J. Jackson will focus on benefits, job descriptions, HR policies and procedures among other issues.
- FY19 Organizational Budget - J. Watters will be working on this.
- ACE Academy - Community Preservation and Development Corporation (CPDC) will be applying for the grant and assuming responsibility for all aspects. L. Sobolov and K. Stroup are providing assistance in writing the grant.
- Youth Development and Mentoring Symposium - May 22 & 23, 2018, Universities at Shady Grove. E. Johnson provided a summary of this year's symposium, *Champions for Youth Success*. An invitation will be sent to board members to attend, at least for the opening remarks on May 22<sup>nd</sup>. In addition, the Community of Practice's online learning platform will be rolled out at the event. This is a signature program provided by the Collaboration Council.
- Renewal of Commercial and Professional Liability Insurance for FY19. A summary of required insurance coverages was included in the meeting packet along with the cost breakdown. Any increase in FY19 will be minimal. Staff is working with the broker to renew the worker's compensation insurance completing the application process.

**VII. Announcements/Adjournment**

- The meeting adjourned at 5:15 p.m. in order to reconvene in Executive Session.

**Addenda to the Collaboration Council Meeting Minutes May 9, 2018**

The following documents comprised the meeting packet for the May 9, 2018 meeting and were distributed by email and on-site.

**Document**

Final Agenda

Distributed Onsite

Consent Agenda

1. Approval of March 14, 2018 Meeting Minutes
2. Ratification of Executive Committee Mail Ballot Approval to Contract with Asana Strategies for Social Media & Marketing for

Distributed Onsite and Email  
Distributed Onsite and Email

Opioid Misuse Prevention Program	
3. Ratification of Executive Committee Mail Ballot Approval to Amend the Contract with Lead4Life for the Peer Youth Outreach Connector Program	Distributed Onsite and Email
4. Ratification of Executive Committee Mail Ballot Approval to Contract with Jackson & Associates, Human Resources Consultant	Distributed Onsite and Email
5. Ratification of Executive Committee Mail Ballot Approval to Contract with Asana Strategies for Social Media and Marketing Campaign for InfoMONTGOMERY	Distributed Onsite and Email
Board Workplan Calendar Updated	Distributed Onsite and Email
Lease Proposal from Avison Young	Distributed Onsite and Email
Report of the Governance Committee	Distributed Onsite and Email
Report of the Child Well Being Committee	Distributed Onsite and Email
Summary of Commercial and Professional Liability Insurance	Distributed Onsite and Email