

**Montgomery County Collaboration Council for Children, Youth and Families, Inc.  
Meeting Minutes  
November 9, 2019**

The Montgomery County Collaboration Council for Children, Youth and Families, Inc., convened a meeting of its Board of Directors on November 9, 2019 at the Good Hope Community Center, 13715 Good Hope Road, Silver Spring, MD 20905. There was a quorum present:

**Public Members Present**

JoAnn Barnes (Chair), *MC DHHS Children, Youth and Families Representative*  
Adriane Clutter, (Vice Chair), *Montgomery County Recreation Department Representative*  
Joanie Glick, *MC DHHS, Public Health Office Representative*  
Deborah Lambert, *Montgomery County Office of Management and Budget Representative*  
Anita Vassallo, *Montgomery County Public Libraries Representative*  
Lori-Christina Webb, *Bard of Education Representative*

**Public Members Absent**

Valeria Carranza, *Montgomery County Council Representative*  
Delmonica Hawkins, *Department of Juvenile Services Representative*  
Lisa Merkin, *MC DHHS/CWS, Provider of Direct Social Services to Children, Youth and Families*  
Captain Sonia Pruitt, *Montgomery County Police Department Representative*

**Private Sector Members Present**

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

**Private Sector Members Absent**

Alejandro Roberts (2020)  
Gislene Tasayco (2020)

**Ex Officio Member**

Terrill North, Executive Director

**Guests and Collaboration Council Staff in Attendance**

Charlotte Gironda, Elijah Wheeler

The meeting was called to order at 1:00 p.m. by J. Barnes, Chair.

**I. Consent Agenda - J. Barnes (*Material Distributed by Email and Onsite*)**

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

1. Approval of September 11, 2019 Draft Board Meeting Minutes
2. Ratification of Executive Committee Approval of Plans for Open Solicitation and Contracts
3. Approval of Excel Beyond the Bell Contracts for FY2020 Session 2

***Motion/Action:*** A motion was introduced and seconded to approve the Consent Agenda with the following corrections:

- Page 1, Change Term End Dates from 2021 to 2022 for Nicholette Smith-Bligen, Michelle Taylor, and Adam Younoszai
- Page 2, Under Report of Executive Director, second bullet, name of fundraising consultant should be Jeremiah Pope.

*Unanimous*

**II. FY2019 Audit Report - Jeff Griffith, Alta CPA (Material Distributed by Email and Onsite)**

J. Griffith presented the FY19 Audit Report covering the period July 1, 2018 through June 30 2019. The audit was performed in accordance with *Government Auditing Standards* with uniform grant guidance previously referred to as an A-133 audit. In the opinion of Alta CPA, the financial statements present fairly, in all material respects, the financial position of the Montgomery County Collaboration Council as of June 30, 2019 and the changes in its net assets and cash flows for the year then ended in accordance with generally accepted accounting principles. It is an unmodified opinion that says all of the information reviewed is free of material misstatements or weaknesses. There were no noncompliance issues.

J. Griffith reviewed the audit process that included but was not limited to a review of journal entries, invoices, grant agreements, payroll records including timesheets, reconciliations, and balance sheet reconciliations in addition to interviews with staff. Alta CPA was able to conclude that without significant journal entries, the books were in good shape.

J. Griffith reviewed highlights of the audit that included review and discussion of the Statement of Financial Position, Statement of Revenues, Statement of Functional Expenses, Cash Flow Statement, and Notes to the Financial Statements.

The board expressed their appreciation to Lise Robinson for the work she and her team have done to implement policies and procedures to ensure financial accountability and best practices resulting in this audit report.

The board expressed appreciation to Elijah Wheeler for his leadership and guidance until a new Executive Director was hired.

Motion/Action: A motion was introduced and seconded to approve the FY19 audit report. *Unanimous*

**III. Update from the Board Chair - J. Barnes**

As a follow up to the Retreat, J. Barnes discussed Officers of the Board and Committee Chairs.

- Monya Bunch agreed to serve as interim Treasurer through November. The Treasurer also serves as Chair of the Fiscal Committee. This position is usually held by a board member with knowledge and understanding of financial statements and budgeting. The staff is responsible for creating the documents for review by the Treasurer and Fiscal Committee.
- The Child Well Being Committee needs a Chair or Co-Chair(s). T Dr. R. Chernoff and Dr. R. Crowel co-chaired the committee but they are no longer on the Board. This committee has a lot of engagement with the Executive Director and Deputy Executive Director as well as program staff.
- Chair is needed for the Legislative Committee.
- The FY20, 1stQuarter Financial Statements will be presented at the January Bjoard meeting for approval.

**IV. Report of the Governance Committee - C. Walsh**

C. Walsh noted that the committee sent out a survey monkey to all members regarding the dates and times of Board meetings. Eleven of seventeen board members responded. Of the eleven, half were public members and half were community members. Nine of the eleven members voted to keep board meetings as they are, second Wednesday of the month from 4:00-6:00 p.m. The Committee will continue to keep this item on their agenda.

**V. Report of the Executive Director - T. North**

- Community Needs Assessment - The National Center for Children and Families and Clear Impact are the contractors performing the Community Needs Assessment. They will be reporting regularly to the Child Well Being Committee. First meeting will be in early/mid-December.
- Re-engagement Center - E. Wheeler provided an update. The re-engagement center is an approach to youth ages 17-24 who are not in school and are not working. The intent is to reengage them in an educational or employment pathway. Originally, our approach was to provide one stop services in one facility. Currently, we have three satellite locations: East County, Rockville, and downtown Silver Spring. We're finding that a lot of the population to be served is coming from Upcounty. Because of the size of Montgomery County, ideally, we would like to have one space but continue to maintain the satellite spaces. Key partners

include Maryland Multicultural Youth Center/Latin American Youth Center, Lead4Life, and SMYAL (Sexual Minority Youth Acceptance League) to serve the LGBTQ community.

VI. Other Business/Announcements

- Montgomery County will be hosting a Juvenile Justice Reform Council Listening Session with Secretary Sam Abed. Date and Location To Be Determined.
- Black and Brown Coalition for Educational Equity and Excellence - Identity, Inc. and NAACP Parents Council hosted the first forum at Gaithersburg High School last month. The Collaboration Council is a partner in this coalition. Montgomery County education stakeholders, advocacy partners, and community leaders discussed evidence based solutions to create better educational outcomes for black and brown students in Montgomery County Pubic Schools. Handouts from the meeting will be sent to Board members.
- November 25, 2019, 6:00 p.m. the Early Care and Education Initiative is having an open community forum at 1401 Rockville Pike, Rockville, MD
- J. Glick requested that the Governor's Office for Children's priority areas be shared with board members in order to inform our strategic plan.

VII. Adjournment

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

The meeting adjourned at 2:00 p.m.

**Addenda to the Collaboration Council Meeting Minutes November 9, 2019**

The following documents comprised the meeting packet for the November 9, 2019 meeting and were distributed by email and/or onsite.

**Document**

Final Agenda	Distributed Onsite
Consent Agenda	
1. Approval of September 11, 2019 Draft Meeting Minutes	Distributed Onsite and Email
2. Ratification of Executive Committee of Approval of Plans for Open Solicitations and Additional FY20 Contracts	Distributed Onsite and Email
3. Approval to FY20 EBB Contracts Session II	Distributed Onsite and Email
FY2019 Audited Financial Statements	Distributed Onsite and Email
1 <sup>st</sup> Quarter FY20 Financial Statements	Distributed Onsite and Email
Fundraising/Time Well Spent Award Packet	Distributed Onsite and Email