

**Montgomery County Collaboration Council for Children, Youth and Families, Inc.
Meeting Minutes
November 10, 2020**

The Montgomery County Collaboration Council for Children, Youth and Families, Inc., convened a meeting of its Board of Directors on November 10, 2020 via Microsoft Teams. 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*
Delmonica Hawkins, *Department of Juvenile Services Representative*
Deborah Lambert, *Montgomery County Office of Management and Budget Representative*
Lisa Merkin, *MC DHHS/CWS, Provider of Direct Social Services to Children, Youth and Families*
Anita Vassallo, *Montgomery County Public Libraries Representative*

Public Members Absent

Valeria Carranza, *Montgomery County Council Representative*
Joanie Glick, *MC DHHS, Public Health Office Representative*
Ruschelle Reuben, *Montgomery County Public Schools Representative*
Lori-Christina Webb, *Board of Education 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 (2020)

Private Sector Members Absent

Gislene Tasayco (2020)
Adam Younoszai (2022)

Ex Officio Member

Elijah Wheeler, Executive Director

Guests and Collaboration Council Staff in Attendance

Leteria Bailey, Kathy Boland, Alicia Church, Peter Garza, Charlotte Girona, Jeff Griffith, Hope Hill, Judi Jackson, Elaine Johnson, Patti Lyman, Dalbin Osorio, Jade-Ann Rennie, Lise Robinson, Shane Tate

The meeting was called to order at 4:45 p.m. by J. Barnes, Board Chair.

I. Consent Agenda - J. Barnes (*Material Distributed via Email*)

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

1. Approval of September 9, 2020 Draft Board Meeting Minutes
2. Ratification of Executive Committee Approval Via Mail Ballot for Plan to Use Open Solicitation Procurement Process to Identify Qualified Vendors for Youth Sports Initiative

Motion/Action: A motion was introduced by C. Walsh and seconded by D. Hawkins to approve the Consent Agenda. (*Unanimous*)

II. Presentation of FY2020 Audit - Jeff Griffith, Alta CPA (Material Distributed via Email)

J. Griffith presented the FY20 Audit Report covering the period July 1, 2019 through June 30, 2020. 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, 2020 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. 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 E. Wheeler and L. Robinson and her team for the work done to implement policies and procedures to ensure financial accountability and best practices resulting in this audit report.

Motion/Action: A motion was introduced by D. Lambert and seconded D. Hawkins to approve the FY20 audit report. (*Unanimous*)

III. Report of the Fiscal Committee - L. Robinson (Material Distributed via Email)

L. Robinson reviewed the minutes from the October 19, 2020 Fiscal Committee meeting minutes that are included as an addendum to these minutes. The focus of the meeting was to review the draft FY2020 Audit Report. Committee discussed the deficit for FY2020 and situations that contributed to the deficit including underspending by programs impacted by COVID-19 resulting in a reduction in indirect costs. In addition, the indirect cost rate for the Systems of Care grant was reduced by the County retroactively. Other variances affecting the deficit are described in the handout that is included with these minutes. Looking ahead, overhead costs for FY21 have been reduced.

FY21 1st Quarter Financials - Financials were sent to the Fiscal Committee for review and comment. They were also included in the meeting packet for the full Board to review. L. Robinson noted that the FY21, 1st quarter financials reflect a net income of \$48K.

Motion/Action: A motion was introduced by A. Vassallo and seconded by C. Walsh to approve the FY21, 1st Quarter Financials. (*Unanimous*)

IV. Report of the Governance Committee - C. Walsh (Material Distributed via Email)

C. Walsh reviewed the minutes from the October 6, 2020 Governance Committee meeting that are included as an addendum to these minutes. Committee discussed the following items:

- Election of Officers
- Policy on Background Investigations and Reference Checks
- Proposed Revisions to the Bylaws

Election of Officers - C. Walsh asked if there were additional nominations and hearing none, the following slate of candidates was presented to the Board:

Chair	JoAnn Barnes	2 nd two-year term
Vice Chair	Adriane Clutter	2 nd two-year term
Secretary	Carolyn Lowery	2 nd two-year term
Treasurer	Michelle Taylor	1 st two-year term

Motion/Action: A motion was introduced by H. Davis and seconded by N. Smith-Bligen to approve the slate of candidates for 2020-2022 as presented. (*Unanimous*)

Policy on Background Investigations and Reference Checks -

C. Walsh presented the proposed Policy on Background Investigations and Reference Checks that is included as an addendum to these minutes. Specific areas were highlighted:

- Offers of employment or promotions are contingent on clear background checks.
- Potential employee or current employee must sign off on an approval for the investigation to occur.
- Employees must self-report to their supervisor any changes or incidents that have occurred since the background check was performed.
- Policy conforms with County Bill 35-20 and addresses how the organization handles information obtained through the background check. (See bullets at bottom of page 1 of the proposed policy.)
- Policy addresses safe and confidential storage of information.

Motion/Action: A motion was introduced by A. Vassallo and seconded by M. Taylor to approve the policy for background investigations and reference checks. (*Unanimous*)

Proposed Changes to the Bylaws. In accordance with the process for amending the Bylaws, proposed changes need to be read and discussed at a Board meeting and then presented for approval at the next meeting of the Board. Following approval by two-thirds of the voting members of the Board, they are sent to the County Executive and County Council for action.

C. Walsh reviewed the Proposed Changes to the Bylaws that included the current language if any, proposed change in language and the rationale for the change.

In addition, Collaboration council is working with the County Executive's office and County Attorney to determine the Board's role in termination of board members due to absenteeism or malfeasance.

V. Report of the child Well Being committee - H. Davis, N. Smith-Bligen (*Material Distributed via Email*)

N. Smith-Bligen reviewed the minutes from the September 24, 2020 Child Well Being Committee meeting that are included as an addendum to these minutes. The committee discussed the following items:

- Recommended Changes to the Bylaws that Redefine the Responsibilities of the Child well Being Committee
- Possibility of Offering Continuing Education Units (CEUs) for the Community of Practice Trainings and Webinars
- Organizational Guiding Principles as the Foundation for Strategic Planning
- Update on the Community Needs Assessment - Final Report has been received and results will be presented at the November 19, 2020 next Child Well Being Committee meeting.

Update from Executive Director - E. Wheeler

- Redesignation as the Local Management Board by the County Council. In March 2020, the County Council voted to redesignate the Collaboration Council as the local management board through March 2023. The redesignation speaks to confidence the County Executive and County Council have in the organization and the work we do.
- Using Social Media to Publicize the Work of the Collaboration Council. Want to make sure the residents of the County are aware of the work that the Collaboration Council does. We have produced a series of podcasts to familiarize the community with our work. We want to stand apart from other non-profits and not compete with them. P. Garza shared the November video with the Board.
- Maryland Association of Local Management Boards. The Joint Committee on Children and Youth is recommending that the budget cut LMBs received this year be reinstated in FY21. Local Management Boards received a \$2 million reduction with our LMB receiving approximately \$160,000 reduction. Legislation recently enacted allows funds to be added into the State budget.
- Montgomery Moving Forward - Early Care and Education Initiative. The Early Care and Education Initiative has been a focus of Montgomery Moving forward for the past several years. The County Council appropriated funds to have a public, private coordinating entity to act as a neutral convener to bring together the different components of early childhood care and education. The Collaboration Council was one of three entities interviewed for this role, the other two being the Children's Opportunity Fund and DHHS Early Childhood Coordinating Council. Montgomery Moving Forward expects to have their recommendations to the County Executive and County Council by the end of December.

- Plan for Collaboration Council Staff to return to the Office. E. Wheeler noted that as we enter into recovery phases, it is important to have a plan in place to reopen the office. Goal is to provide space where staff feel safe and are safe. A draft plan will be presented at the November board meeting.
- Plan for Reopening the Collaboration Council's Office. J. Rennie gave a presentation on the process and procedures that would be followed once it is determined that employees can safely return to the office. It was noted that in developing this plan, information was considered from several federal agencies including the CDC, OSHA, etc.
- Drop-In Center. The Collaboration Council has received a contract from the Department of Health and Human Services to establish a drop-in center as part of the Reengagement Center initiative for young people ages 16-24 who are experiencing homelessness/housing instability or disconnected from school or work.

VI. Update on Board Recruitment - H. Davis

H Davis facilitated the recruitment process and acknowledged the other committee members, J. Barnes, A. Vassallo, M. Bunch, D. Hawkins, and N. Smith-Bligen. There were 11 applicants in total. Incumbent board members were not interviewed. Two applicants withdrew their applications before interviews were conducted and two applicants were no shows. Virtual interviews were conducted with the remaining 5 applicants October 30th and November 6th. The committee is in the decision-making process and recommendations will be made to the County Executive.

VII. Other Business

J. Barnes commended Shane Tate, OST Program Manager, for the work she has done related to school age child care and other out of school time activities.

VIII.

IX. Adjournment

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

The meeting adjourned at 6:00 p.m.

Addenda to the Collaboration Council Meeting Minutes November 10, 2020

The following documents comprised the meeting packet for the November 10, 2020 meeting and were distributed by email prior to the meeting.

Document

Final Agenda

Consent Agenda

1. Approval September 9 2020 Draft Meeting Minutes
2. Ratification of Executive Committee Approval via Mail Ballot for Plan to Use Open Solicitation Procurement Process to Identify Qualified Vendors for Youth Sports Initiative

FY2020 Audited Financial Statements

Variances affecting FY2020

October 19, 2020 Fiscal Committee Report

October 6, 2020 Governance Committee Report

Policy on Background Investigations and Reference Checks

Proposed Changes to the Bylaws

September 24, 2020 Report of the child Well Being Committee

