

Montgomery County Collaboration Council for Children, Youth and Families, Inc.  
Meeting Minutes  
November 14, 2018

The Montgomery County Collaboration Council for Children, Youth and Families, Inc., convened a meeting of its Board of Directors on November 14 2018 at the Collaboration Council's office, 1801 Research Boulevard, Rockville, MD 20850. There was a quorum present:

**Public Members Present**

Dr. Jonathan Brice, *Montgomery County Public Schools Representative*  
Adriane Clutter, *Montgomery County Recreation Department Representative*  
Dr. Raymond Crowel, *Core Services Agency Representative*  
Erika Finn, (Treasurer) *Office of Management and Budget Representative*  
Joanie Glick, *MC DHHS, Public Health Office Representative*  
Delmonica Hawkins, *Department of Juvenile Services Representative*  
Lisa Merkin, *MC DHHS/CWS, Provider of Direct Social Services to Children, Youth and Families*  
Patty Vitale, *County Council Representative*

**Public Members Absent**

JoAnn Barnes, *MC DHHS Children, Youth and Families Representative*  
Russ Hamill, *Montgomery County Police Department Representative*

**Private Sector Members Present**

Monya Bunch Battle (2018)  
Robin Chernoff, MD (2019)  
Andrew Friedson (2020) (Chair)  
Alejandro Roberts (2020)  
Gislene Tasayco (2020)

**Private Sector Members Absent**

Carolyn Lowery (2018) Secretary

**Ex Officio Member**

Elijah Wheeler, Deputy Director

**Guests and Collaboration Council Staff in Attendance**

Susan Augusty, Leteria Bailey, Kathy Boland, Debra Cady, Alicia Church, Erika Finn, Jessica Gibson, Charlotte Girona, Judi Jackson, Elaine Johnson, Jade-Ann Rennie, Lise Robinson, and Shane Tate

The meeting was called to order at 4:10 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 September 12, 2018 Draft Board Meeting Minutes
2. Ratification of Executive Committee Approval to Extend Contract with Jackson and Associates
3. Ratification of Executive Committee Approval via Mail Ballot for Systems of Care Contracts
4. Ratification of Executive Committee Approval via Mail Ballot to Contract with Lori Vassor for Consultant Services for Community of Practice e-Learning Platform
5. Ratification of Executive Committee Approval via Mail Ballot to Contract with Dr. Lakeesha Woods for Substance Abuse and Prevention Program Contracts

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

III. **Update from Board Chair - A. Friedson**

• **Executive Director Search Committee - R. Chernoff**

The Executive Director Search Committee reviewed approximately 60 applications and narrowed that down to twelve phone interviews. Based on the phone interviews, finalists were contacted for in person interviews which will include a writing sample. The Committee also met with staff to gain insight into what expectations they had for a new Executive Director. Board members were also sent a questionnaire to provide input. Final candidates will meet with both staff and the Board before a selection is made.

- **External Auditor.** A. Friedson noted that moving forward, the lead auditor for the annual audit will rotate each year. All items related to the audit and all outstanding issues have been resolved and closed satisfactorily.

IV. **Fiscal Committee Report - E. Finn (*Materials Distributed by Email and Onsite*)**

E. Finn reviewed the first quarter FY19 financial statements. It was noted that cash is lower than expected due to delayed payments from the Governor's Office for Children and the County Department of health and Human Services contracts. Staff is working with both agencies to resolve the issue. There are also some higher expenditures due to an off cycle grant funded through Substance Abuse and Mental Health Administration (SAMHSA). E. Finn reported that in closing FY17, there was a book discrepancy of \$132,850 which has now been identified. This was attributed to adjusting journal entries that had not been made. Everything now balances.

**Motion/Action:** A motion was introduced by R. Crowel and seconded by J. Brice to approve the FY19 1<sup>st</sup> quarter financials. (Unanimous)

V. **Report of the Child Well Being Committee -R. Chernoff (*Material Distributed by Email and On Site*)**

R. Chernoff noted that the notes from the September and October committee meetings were included in the meeting packet. The committee will not meet in November and December but will resume in January. The committee agreed to meet in person four times a year. The committee will meet via "Go To Meetings" as necessary. At the September and October meetings, the committee discussed early childhood and the re-engagement center. Details of meetings can be found in the handout included as an addenda to these minutes.

VI. **Report of the Governance Committee - A. Friedson, E. Wheeler (*Materials Distributed by Email & On Site*)**

- **Election of Officers.** A call for nominations for officers of the Board was sent to all board members. A. Friedson asked if there were any additional nominations and hearing none, the slate of candidates was presented for election:

JoAnn Barnes, Chair  
Adriane Clutter, Vice Chair  
Secretary, Carolyn Lowery  
Treasurer, Erika Finn

**Motion/Action:** A. motion was presented by A. Friedson and seconded by R. Chernoff to approve the slate of candidates. (Unanimous)

- **Board Self-Assessment Tool** - The findings from the Board Self-Assessment were included in the meeting packet. A. Friedson did not feel there were any surprises and the Executive Summary provided a snapshot of the results. Board members felt it was a good tool and should be a regular activity. It was noted that in the future, respondents would indicate whether they are public or private members.
- **Potential New Board members** - Five board members are scheduled to be confirmed by the County Council on November 27<sup>th</sup> including two incumbent members, three new private members, and one public member representing the libraries. Board of Education representative has been identified but is pending approval and confirmation. The County Council representative has not yet been identified.

**Deputy Director's Update - E. Wheeler**

- E. Wheeler noted that flyers were being circulated by Jade-Ann Rennie, Prevention Coordinator, on "Be The One.org" which focuses on suicide prevention. Collaboration

Council is working with our partners at MCPS, DHHS, and EveryMind, etc. to promote this resource.

- Employee Handbook - E. Wheeler, J. Jackson, and C. Girona have been reviewing the personnel policies to address several issues. Proposed changes will be presented to staff at a future All Staff Meeting. Since the Employee Handbook serves as the Personnel Policies, proposed changes will be presented to the Executive Committee for approval prior to presenting to the full board for approval.
- Governor’s Office for Children Monitoring Site Visit. Site Visit will take place next week. A self-assessment was completed and submitted with attachments for review by GOC prior to the visit.

**VII. Acknowledgements - A. Friedson**

A. Friedson acknowledged the work that E. Wheeler has done over the past six months for the organization and grateful appreciation on behalf of himself and the board.

**VIII. Adjournment**

**Motion/Action:** A motion was introduced by A. Friedson and seconded by J. Watters to adjourn the meeting and reconvene in Executive Session. (Unanimous)

**Addenda to the Collaboration Council Meeting Minutes November 14, 2018**

The following documents comprised the meeting packet for the November 14, 2018 meeting and were distributed by email and/or on-site.

**Document**

Final Agenda	Distributed Onsite
Consent Agenda	
1. Approval of June 28, 2018 Meeting Minutes	Distributed Onsite and Email
2. Ratification of Executive Committee Approval of FY19 EBB Providers for Session 1	Distributed Onsite and Email
3. Ratification of Executive Committee Approval of Substance Abuse & Prevention Contracts with Asana Strategies	Distributed Onsite and Email
4. Ratification of Executive Committee Approval of SOC Bridges Contracts	Distributed Onsite and Email
5. Ratification of Executive Committee Approval of Open Solicitation Procurement Plan to Identify FY19 EBB Providers	Distributed Onsite and Email
6. Approval to Contract with Jewish Social Services to Provide Care Coordination Services Using High Fidelity Wraparound	Distributed Onsite and Email
7. Approval of Bridges Contract with Optimal Solutions	Distributed Onsite and Email
Fiscal Committee Report	Distributed Onsite
• Preliminary FY18 Year End Financial Reports	Distributed Onsite
Report of the Child Well Being Committee July & August, 2018	Distributed Onsite and Email
Proposed Changes to the Bylaws	Distributed Onsite and Email
Board Self-Assessment Tool	Distribute Onsite and Email
Bylaws Amended September 13, 2017	Distributed On Site and Email
Organizational Chart	Distributed Onsite