

FINAL
Montgomery County Collaboration Council for Children, Youth and Families, Inc.
Meeting Minutes
November 10, 2021

The Montgomery County Collaboration Council for Children, Youth and Families, Inc., convened a meeting of its Board of Directors November 10, 2021 via Zoom. There was a quorum present:

Public Members Present

Wanda Frink-Little, *Department of Juvenile Services Representative*
Joanie Glick, *MC DHHS, Public Health Office Representative*
Lisa Merkin, *MC DHHS/CWS, Provider of Direct Social Services to Children, Youth and Families*
Lori-Christina Webb, *Bard of Education Representative*

Public Members Absent

Adriane Clutter, (Chair), *Montgomery County Recreation Department Representative*
Valeria Carranza, *Montgomery County Council Representative*
Deborah Lambert, *Montgomery County Office of Management and Budget Representative*
Ruschelle Reuben, *Montgomery County Public Schools Representative*
Anita Vassallo, *Montgomery County Public Libraries Representative*

Private Sector Members Present

Donte Brown (2023)
Monya Bunch (2021)
Hannah Davis, (2021) (Vice Chair)
Melanie Goldstein (2023)
Carolyn Lowery (2021) (Secretary)
Nicholette Smith-Bligen (2022)
Michelle Taylor (2022) (Treasurer)
Carol Walsh (2023)
Adam Younoszai (2022)

Private Sector Members Absent

Ex Officio Member

Elijah Wheeler, Executive Director

Guests and Collaboration Council Staff in Attendance

Meredith Bowers, Alicia Church, Peter Garza Jade-Ann Rennie, Shane Tate. Jeff Griffith (Alta CPA)

The meeting was called to order at 4:04 p.m. by Hannah Davis, Board Vice Chair.

Consent Agenda - *(Material Distributed via Email)*

Hannah presented the Consent Agenda that was comprised of the following items:

1. Approval of September 8, 2021 Draft Board Meeting Minutes
2. Ratification of Executive Committee Approval to allow Electronic Submission and Electronic publicity for RFP for Evening Reporting Center

Discussion: Monya Bunch noted that she was not present for the most recent Executive Committee meeting, as she is not a member of that committee. Nicholette Smith-Bligen noted that she was the member who seconded the nomination of Hannah Davis as Vice Chair. Both the committee notes and Board Meeting minutes should be revised to reflect these two changes.

Motion/Action: A motion was introduced by Melanie Goldstein and seconded by Michelle Taylor to approve the consent agenda as amended by the prior discussion (*Unanimous*)

I. Update from Finance Committee- Michelle Taylor

Michelle reported that the Q1 financials are on target. We are still waiting on a few purchase orders from the County. But due to the healthy bottom line (approx.. \$41,000) and a \$25,000 donation from the Blair Foundation, the organization is financially stable.

Jeff Griffith, Alta CPA, was introduced and presented a report on the recently completed audit (shared with the entire board before the meeting). Jeff congratulated the organization for being good stewards of its funding, noted the healthy balance between program (86%) and G&A (14%) expenditures, and declared the audit as “smooth and clean.”

Motion/Action: Carol Walsh moved to accept the audit as presented, and Nicholette Smith-Bligen seconded the motion (*Unanimous*)

Sandy Lombardo reviewed the Q1 financials

Motion/Action: Michelle Taylor moved to accept the Q1 financial report as presented, and Ada Younoszai seconded the motion (*Unanimous*)

II. Child Well Being Committee - Nicholette Smith-Bligen

Nicholette reported that the three affinity groups have whittled down their respective priority lists stemming from the Community Needs Assessment and will meet on November 18th to discuss next steps. The CWB committee’s priorities will influence the strategic planning process. Nicholette recognized Shane Tate for her support as staff liaison to the committee.

Hannah reiterated the request to members to forward recommendations of strategic planning consultants by December 15th and reviewed the planning timetable with the board. Some members have already provided recommendations.

III. Governance Committee - Carol Walsh

Carol reported about ongoing committee work including the recently amended bylaws, which will be on the website in the newly developed board section, and the intention to create mini videos to use for board orientation in the future. The governance committee will work in early 2022 with the County regarding the 3 public member positions that are currently vacant and the three private members who have terms expiring in 2022 (all of whom are eligible for reappointment). Joan Glick is retiring and Mark Hodges has been nominated and likely to be appointed her successor. He will attend meetings as a guest until his appointment is official.

Carol noted that review of the Open Meetings Act necessitates that all committee meetings, as well as full Board meetings, should be posted on the County website. That will be done going forward.

The FY21 Board Self Assessment is complete and will be used to inform the strategic planning process.

A discussion of if and when to return to in person meetings. The consensus was that meetings should stay virtual for the foreseeable future, but when it is appropriate to consider meeting in person again, the meeting time will likely need to be revisited.

IV. Update from Executive Director - *Elijah Wheeler*

Elijah thanked Alta CPA and Director of Finance Sandy Lombardo and accountant Crystal Fang for their hard work preparing the audit. He noted that Kim Malat, GOC, is retiring after 32 years.

Elijah also provided an update about the construction progress at MoCo Reconnect and also that we are finally settled in the new office at 1803 Research Blvd.

Elijah gave an update on the Guaranteed Income Pilot in Montgomery County in which 300 households will receive \$800/month for 24 months. Collaboration Council has been named the nonprofit partner and Meyer has indicated it will fund us to provide administrative support in convening and centering community to inform the pilot. This is an exciting initiative for the County and Collaboration Council is honored to be a partner in it.

Finally, Elijah thanked Joan Glick for her years of dedication and service and wished her well in retirement. He also thanked Hannah for stepping in to lead the meeting in Adriane's absence.

Motion/Action: Joan Glick moved to adjourn the meeting, Melanie Goldstein seconded it
(Unanimous)

Meeting adjourned at 5:43.

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- some recent staff changes including the departure of Dalbin Osorio who was recruited by Montgomery County Educational Association in a leadership position.
- Carol and Carolyn Lowery have agreed to serve on an ad hoc Human Resources Committee to ensure a two way feedback loop between board and staff on culture.
- Carolyn has agreed to steer the Diversity, Equity, and Inclusion work at the Board level. Elijah noted that the organization seeks to add “Belonging” to its DEI efforts.
- There will be a staff retreat in early to mid-October.
- Both the office move to 1803 Research Blvd, Suite 208 and the furniture move to the Drop-In Center occurred on the day of this Board meeting and were successfully executed. The office move represents a considerable rent savings and also transition to a better and more collaborative space for the new hybrid work environment. There will be a ribbon cutting for the Drop-In Center later in the fall and Board members will receive an invitation once the date is set.
- Elijah looks forward to reinvigorating plans for a FY22 fundraising event (as the previous one was postponed due to the pandemic).
- Members noted the alignment between the Community Needs Assessment priorities and the opening of the Drop-In Center and thanked Elijah for his leadership.

Motion/Action: Lori-Christina moved to adjourn the meeting. Michelle seconded the motion.
(Unanimous) Adriane adjourned the meeting at 5:40 p.m.

Addenda to the Collaboration Council Meeting Minutes September 8, 2021

The following documents comprised the meeting packet for the September 8, 2021 meeting and were distributed by email prior to the meeting.

- Final Agenda
- Consent Agenda
 - Draft June 9, 2021 Board Meeting Minutes
 - Governance Committee Meeting Notes
 - Executive Committee Meeting Notes
 - Child Wellbeing Committee Meeting Notes
 - OST Contract Award Summary
- Criteria for Unspecified Public Agency Board Representatives
- Bylaw revisions

- Child Wellbeing Priorities
- Financial Packet

