

**Montgomery County Collaboration Council for Children, Youth and Families, Inc.
Meeting Minutes
September 11, 2019**

The Montgomery County Collaboration Council for Children, Youth and Families, Inc., convened a meeting of its Board of Directors on September 11, 2019 at the Collaboration Council's office, 1801 Research Boulevard, Rockville, MD 20850. There was a quorum present:

Public Members Present

JoAnn Barnes (Chair), *MC DHHS Children, Youth and Families Representative*
Valeria Carranza, *Montgomery County Council Representative*
Adriane Clutter, (Vice Chair), *Montgomery County Recreation Department Representative*
Joanie Glick, *MC DHHS, Public Health Office Representative*
Delmonica Hawkins, *Department of Juvenile Services Representative*
Anita Vassallo, *Montgomery County Public Libraries Representative*

Public Members Absent

Lisa Merkin, *MC DHHS/CWS, Provider of Direct Social Services to Children, Youth and Families*
Lori-Christina Webb, *Bard of Education Representative*

Private Sector Members Present

Monya Bunch (Treasurer) (2021)
Nicholette Smith-Bligen (2022)
Gislene Tasayco (2020)
Michelle Taylor (2022)
Carol Walsh (2021)
Adam Younoszai (2022)

Private Sector Members Absent

Hannah Davis, 2021
Carolyn Lowery (2021) Secretary
Alejandro Roberts (2020)

Ex Officio Member

Terrill North, Executive Director

Guests and Collaboration Council Staff in Attendance

Susan Augusty, Leteria Bailey, Kathy Boland, Robin Chernoff, Alicia Church, Crystal Fang, Peter Garza, Jessica Gibson, Charlotte Girona, Elaine Johnson, Patti Lyman, Captain Sonia Pruitt, Jade-Ann Rennie, Lise Robinson, Shane Tate, and Elijah Wheeler

The meeting was called to order at 4:00 p.m. by J. Barnes, Chair. Board Members, staff and guests introduced themselves.

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 March 13, 2019 Draft Board Meeting Minutes
2. Approval of June 28, 2019 Go To Board Meeting Minutes
3. Approval of Additional FY2020 Contracts
4. Approval of Plan to Use Open Solicitation Procurement Process to Identify Qualified Trainers for Community of Practice Workshops, Webinars etc.
5. Approval of Plan to Use Open Solicitation Procurement Process to Identify a Government Relations Advocate for Local Management Boards
6. Approval of FY20 EBB Contracts

Motion/Action: A motion was introduced by A. Vassallo and seconded by D. Hawkins to approve the Consent Agenda as presented. (Unanimous)

II. Update from Board Chair - J. Barnes

- Monya Bunch has agreed to serve as interim Treasurer of the Board through November. A Call for Nominations will be presented at a future Board meeting for a Treasurer.
- Dr. Robin Chernoff was recognized for her service on the Board as a Director and as Co-Chair of the Child Well Being Committee.
- Volunteers are needed to serve as Co-Chairs of the Child Well Being Committee and a Chair of the Legislative Committee.

III. Report of the Fiscal Committee - M. Bunch/L. Robinson

L. Robinson noted that the third quarter FY19 Financial Statements were approved at the June 28, 2019 Go To Meeting. The proposed FY2020 Operating Budget was also approved at that meeting. The 4th quarter year end reports are going to be reviewed by the Fiscal Committee. The FY2019 financial audit is scheduled to begin September 30th.

IV. Report of the Child Well Being Committee -R. Chernoff (*Material Distributed by Email and Onsite*)

R. Chernoff reviewed the report of the June 6, 2019 Child Well Being Committee. The minutes are included as an addendum to these minutes. R. Chernoff emphasized that participating on the Child Well Being Committee is a great way to learn about the Collaboration Council and its work.

VI. Report of the Governance Committee - C. Walsh (*Material Distributed by Email and Onsite*)

C. Walsh noted that the committee has met three times. Two of the meetings were to interview the applicants for the Board of Directors.

Governance Committee is planning a Board Retreat Saturday, November 9, 2019 at the Good Hope Community Center. The retreat would start at 8:30 a.m. with breakfast and end around Noon or 1:00 p.m. Lunch will be provided during this time. If the Board decides to have a 1 hour board meeting to take care of business items, this would occur from 1:00-2:00 p.m. This board meeting would replace the November 13, 2019 board meeting. A contractor has been identified to facilitate the retreat. Governance Committee will schedule a planning meeting for the retreat that is open to all board members.

A confirmation for attendance will be sent out and board members are encouraged to return the input/feedback sheet included in the meeting packet with their suggestions.

Board Meeting Dates/Times: A survey monkey was sent to Board members to get feedback on the best day of the week/date/time for board meetings. Staff will send out a reminder to complete the survey.

VII. Report of the Executive Director - T. North

- Community Needs Assessment - Six proposals were received in response to the Open Solicitation. Three vendors have been selected. National Center for Children and Families (NCCF) will oversee the majority of the work. Clear Impact will partner with NCCF doing community outreach, literature review, case studies etc., and Horned Owl Analytics will monitor the work of both vendors. The outcome will result in a web based Data Book.
- Fundraising Signature Event - An event will be held in the fall of 2020 and will focus on the Collaboration Council's Time Well Spent Awards. An ad hoc committee has been formed chaired by M. Taylor. Jeremiah Pope and Tish Skinner have agreed to serve on the committee and have vast fundraising experience in the public and private sector. Goal is to raise \$150,000. Have interviewed six event planners and are in the final stages of making a selection.
- Videos About Our Work - This fall, our goal is to release 6-8 online videos on the work we are doing. Videos are produced in-house by Pete Garza, Communications Manager. The first video that is being shown today showcases one of our partners, Center for Social Emotional Wellness.
- Personnel Updates - Crystal Fang has been hired as our new Sr. Accountant; Dalbin Osorio has been hired as the Program Manager, Children with Intensive Needs. Amy Tran has been hired as a Washington Regional Area Grant makers (WRAG) philanthropy fellow to work 15 hours a week with the Community of Practice.
- Status of Re-Engagement Center - E. Wheeler reported that three satellite centers have been identified: Rockville in partnership with Lead4Life; downtown Silver Spring in partnership with LAYC; and East County in partnership with MANNA. Services will be

carried out at these locations until one suitable property is located. The Lead4Life site is also a drop in center with showers.

- Youth Catalysts for Change is a program we are funding and overseeing which will train youth ages 16-24 to advocate on their own behalf and to raise awareness to issues affecting youth. It is an application process.
- Sexual Minority Youth Assistance League (SMYAL) is identified as an LGBTQ youth-serving and community-based organization with strong ties to the LGBTQ community and a proven track record of success in providing LGBTQ youth advocacy, training for staff, creating safe spaces, as well as providing quality programs and activities for LGBTQ youth. As part of the re-engagement center, SMYAL will hire a navigator to work with LGBTQ youth in Montgomery County.
- Maternal Health and Home Visiting - have been working with legislators and others to increase funding in Montgomery County for Maternal Infant Child Health Home Visiting programs. Currently, Montgomery County does not qualify.
- County Grants Program - have been having ongoing discussions with council members around the Collaboration Council overseeing community grants for children, youth and family services much like MCAEL and literacy grants.

VIII. Other Business/Announcements

- September 20, 2019, 4:00-6:00 p.m., LGBTQ Open House

IX. Adjournment

Motion/Action: A motion was introduced by C. Walsh and seconded by A. Vassallo to adjourn the meeting and convene in Executive Session. (*Unanimous*)

The meeting adjourned at 5:40 p.m.

Addenda to the Collaboration Council Meeting Minutes September 11, 2019

The following documents comprised the meeting packet for the September 11, 2019 meeting and were distributed by email and/or onsite.

Document

Final Agenda	Distributed Onsite
Consent Agenda	
1. Approval of March 13, 2019 Draft Meeting Minutes	Distributed Onsite and Email
2. Approval of June 28, 2019 Go To Meeting Minutes	Distributed Onsite and Email
3. Approval to Additional FY2020 Contracts	Distributed Onsite and Email
4. Approval of Plan to Use Open Solicitation Procurement Process To Identify Qualified Trainers for Community of Practice Workshops, Webinars etc.	Distributed Onsite and Email
5. Approval of Plan to Use Open Solicitation Procurement Process To Identify a Government Relations Advocate for Local Management Boards	Distributed Onsite and Email
6. Approval of FY20 EBB Contracts Session 1	Distributed Onsite and Email
Child Well Being Committee Report June 6, 2019	Distributed Onsite and Email
Governance Committee Report August 9, 2019	Distributed Onsite and Email
Input for Board Retreat Sheet	Distributed Onsite and Email
Flyer LGBTQ Open House	Distributed Onsite and Email