

**Montgomery County Collaboration Council for Children, Youth and Families, Inc.  
Meeting Minutes  
September 13, 2017**

The Montgomery County Collaboration Council for Children, Youth and Families, Inc., convened a meeting of its Board of Directors on September 13, 2017 at the Collaboration Council's office, 1801 Research Boulevard, Rockville, MD 20850. There was a quorum present:

**Public Members Present**

Gabriel Albornoz, (Chair) *Montgomery County Recreation Department Representative*  
Dr. Jonathan Brice, *Montgomery County Public Schools Representative*  
Joanie Glick, *MC DHHS, Public Health Office Representative*  
Roland Ikheola, (Vice Chair) *Board of Education Representative*  
Patty Vitale, *County Council Representative*  
Joshua Watters, *Office of Management and Budget Representative*

**Public Members Absent**

JoAnn Barnes, *MC DHHS Children, Youth and Families Representative*  
Raymond Crowel, *Core Services Agency Representative*  
Angela English, *MC DHHS/CWS, Provider of Direct Social Services to Children, Youth and Families*  
Delmonica Hawkins, *Department of Juvenile Services Representative*  
Russ Hamill, *Montgomery County Police Department Representative*  
Kathie Meizner, *Montgomery County Public Libraries Representative*

**Private Sector Members Present**

Robin Chernoff, MD (2019)  
Andrew Friedson (2017) (Treasurer)  
Brandon Howard (2019)  
Joanne Hurt (2019) (Secretary)  
Ivan Nalibotsky (2018)  
Kendra Wells (2017)

**Private Sector Members Absent**

Carolyn Tamarkin (2017)

**Ex Officio Member**

April Kaplan, Executive Director

**Guests and Collaboration Council Staff in Attendance**

Meg Breitenbach, Jessica Gibson, Debra Cady, Charlotte Gironda, and Lynn Sobolov.

- I. The meeting was called to order at 4:45 p.m. by G. Albornoz, Chair
- II. **Consent Agenda - G. Albornoz (*Material Distributed by Email and Onsite*)**
  - G. Albornoz presented the Consent Agenda that was comprised of the following:
    1. Approval of the June 21, 2017 Board Minutes
    2. Ratification of Executive Committee Approval of FY18 Excel Beyond the Bell Contracts
    3. Ratification of Executive Committee Approval of CESAR as an Evaluator for Many Voices for Smart Choices
    4. Approval of Proposed FY18 Collaboration Council Meeting Dates
    5. Approval of Amendments to the Bylaws
    6. Approval of Contracts for System of Care, *Bridges to the Future*

**Motion/Action:** A motion was introduced by A. Friedson seconded by J. Glick to approve the Consent Agenda as presented.

**Discussion:** Consent Agenda Item 6 (Approval of Contracts for System of Care, Bridges to the Future) was discussed. Clarification was provided regarding the request for Approval of Training Needs Assessment. It was clarified that the contract would be with the University of Maryland (UMD) at Shady Grove, not with an individual graduate student. Collaboration Council staff had met with UMD Department Head and the Contracting/Procurement Office. The contract will be with the University; however, a graduate student was identified and interviewed who will perform the evaluation and needs assessment. The graduate student's work will be overseen by the appropriate Department Head.

**Motion/Action:** A. Friedson moved to amend the motion to reflect discussion and recommendation regarding the Training Needs Assessment contract for Systems of Care. This contract will be between the University of Maryland and the Collaboration Council with oversight by the Department Head. The UMD Department Head would have overall responsibility to ensure that the work is completed. Because the contract is for a maximum compensation not to exceed \$30,000, UMD must provide a billing schedule with hourly breakdown to show how the funds are being spent. (*Unanimous with the inclusion of the amended language.*)

III. **Report of the Governance Committee - K. Wells**

K. Wells noted that the new board members will be confirmed by the County Council September 26, 2017. An orientation for new board members will be scheduled in October, prior to the November board meeting. The Governance Committee recommended that Board members volunteer to serve as mentors for the new board members. The Committee also needs a Board director(s) to volunteer to serve a Chair or two co-chairs of the Committee.

IV. **Report of the Fiscal Committee - A. Friedson, M. Breitenbach (*Materials Distributed by Email and Onsite*)**

- FY17 4<sup>th</sup> Quarter Financial Reports. A. Friedson noted that at the end of FY16 closeout in August, \$43K was written off as bad debt. This year's closeout was zero for bad debts. This reflects the improvements that were made in the accounting infrastructure as well as personnel. FY 17 ended with a positive net income just over \$170K. The Collaboration Council is doing a better job of reflecting actual costs of personnel and operating costs in the grants and programs. This provides a more realistic picture of what it actually costs to operate a program. A. Friedson requested that for the record, the date at the top of the Financial Dashboard should have been "Financial Summary as of 6/30/17" not "Financial Summary as of 3/31/17".
- FY18 Updated Organizational Budget. The surplus for this fiscal year has increased to \$78,808. The organization received new funding, \$24,681, from the Governor's Office of Crime Control and Prevention (GOCCP). These funds are being used to fill a gap in personnel. The Governor's Office for Children is also allowing the organization to use \$29,000 in unspent earned reinvestment funds as unrestricted funds. There is \$185,000 in County deferred revenue and approximately \$7,500 in foundation deferred revenue. This will bring the surplus to about \$260,000. The Fiscal Committee will discuss and determine how best to invest these funds. There is an additional \$100,000 in deferred revenue; however, these funds are used to cover accounts payable.

**Motion/Action:** J. Watters presented a motion that was seconded by Dr. Brice to approve the reports of the Fiscal Committee. (*Unanimous*)

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

R. Chernoff reported that the committee continues to meet monthly. Timing is being readjusted over the next few months. Minutes of the July 5, August 2, and September 11, 2017 meetings were included in the meeting packet. R. Chernoff noted that at the September 11<sup>th</sup> meeting, the Creating Healthy Bonds program was discussed. This program is funded through the Governor's Office for Children and provides funding for incarcerated parent(s) to connect with their families within 6 months of their release using technology as well as social skills groups for disconnected children. The next meeting will focus on developing a work plan for the Committee for this year and developing outcome measures.

VI. **Executive Director Updates - A. Kaplan**

A. Kaplan provided updates on the following:

- Collaboration Council is fully staffed. Intake Coordinator for the System of Care, *Bridges to the Future* grant will start next week. We also hired a Washington Regional Area Grantmakers (WRAP) fellow part time. She is pursuing her master's degree at the University of Maryland and will be working with E. Wheeler on disproportionate minority reduction issues and the re-engagement center.
- The Collaboration Council is partnering with the Montgomery County Bar Association, State's Attorney's Office, Montgomery County Police Department, Universities at Shady Grove, Department of Corrections, and Department of Health and Human Services to organize three community forums focused on opioid prevention. The first forum, *Save a Life Montgomery*, will take place October 21<sup>st</sup>.
- Re-Engagement Center. The initiative is taking up a lot of staff time. Program focuses on disconnected youth. National League of Cities is providing technical assistance.
- As we start preparing for FY19, we may need to strategize where to find funding to continue the ACE Academy program which is currently a federally funded program through the 21<sup>st</sup> Century Community Learning Center, Maryland State Department of Education.
- J. Hurt noted that research has shown that a lot of the opioid abuse can be traced back to dentists. The American Dental Association has a separate foundation which may be a source of funding for opioid prevention education.

VII. **What's On Your Plate/Announcements/Adjournment**

- G. Albornoz announced that he will be filing to run for a County Council at large position and need to resign his position as Director of Montgomery County Recreation Department. He will also need to resign his position as Chair and Board Member of the Collaboration Council. Projecting that November will be his final board meeting.
- K. Wells announced that 4-H nationwide is offering an e-Academy on the Role of Diversity and Inclusion in Positive Youth Development. This is an online professional development series designed for 4-H and other youth development professionals. The focus is on promoting diversity and inclusion throughout 4-H's programs and increasing the awareness of social issues that affect youth development. Additional information will be emailed to board members.
- A. Friedson noted that the Rotary Club has made opioid prevention and use as the Rotary's top issue. A. Kaplan spoke about opioid prevention at a local Rotary meeting.
- A. Friedson discussed the Able Savings Account that is being launched in Maryland that helps individuals with disabilities save money for qualified expenses without being taxed on the earnings. This is an interstate partnership with Oregon.
- A. Friedson announced that he is running for County Council in District 1. As a community member of the Board, he is not required to resign his position at this time.
- G. Albornoz noted that he and J. Watters as part of the County Executive's Positive Youth Development initiative are looking at the gang issue in Montgomery County. J. Watters noted that the County is not just concentrating on suppression; there is a lot of collaboration going on among the county departments focusing on intervention and prevention. It is a three-pronged approach.
- J. Hurt noted that research has shown that a lot of the opioid abuse can be traced back to dentists. The American Dental Association has a separate foundation which may be a source of funding for opioid prevention education.
- Patty Vitale announced that the County Council interviewed the new County Health Officer, Dr. Travis Gayles. He will be confirmed next Tuesday.
- Sunday, September 17, 5-7 p.m. - G. Albornoz announced that there will be a youth led fundraiser for hurricane victims in Texas and Florida, at Amp at Pike and Rose. This is a benefit concert hosted by Strathmore.
- October 21, 1-5 p.m. - Save a Life Montgomery Event, at Covenant Life Church, Gaithersburg.
- October 26, 9:30 a.m. - Arlene Lee will be visiting the Collaboration Council. Members are invited to attend this coffee hour.

The meeting adjourned at 5:30 p.m.

**Addenda to the Collaboration Council Meeting Minutes September 13, 2017**

The following documents comprised the meeting packet for the September 13, 2017 meeting and were distributed by email and on-site.

**Document**

Final Agenda	Distributed Onsite
Consent Agenda	
1. Approval of June 21, 2017 Meeting Minutes	Distributed Onsite and Email
2. Ratification of Executive Committee Approval of FY18 Excel Beyond the Bell Contracts	Distributed Onsite and Email
3. Ratification of Executive Committee Approval of Contract with With Center for Substance Abuse Research (CESAR)	Distributed Onsite
4. Approval of Proposed FY18 Board of Directors Meeting Dates	Distributed Onsite and Email
5. Approval of Revisions of Bylaws	Distributed Onsite and Email
6. Approval of FY17 Systems of Care Bridges to the Future Contracts	Distributed Onsite
Report of the Fiscal Committee	
• 4 <sup>th</sup> Quarter FY17 Financial Reports	Distributed Onsite and Email
• FY18 Updated Organizational Budget	Distributed Onsite and Email
Report of the Child Well Being Committee Meeting July 5, 2017	Distributed On Site
Report of the Child Well Being Committee Meeting August 2, 2017	Distributed On Site
Report of the Child Well Being Committee Meeting September 11, 2017	Distributed On Site
Community of Practice September 2017 Trainings	Distributed Onsite