

**Final**  
**Montgomery County Collaboration Council for Children, Youth and Families, Inc.**  
**Meeting Minutes**  
**September 8, 2021**

The Montgomery County Collaboration Council for Children, Youth and Families, Inc., convened a meeting of its Board of Directors September 8, 2021 via Zoom. There was a quorum present:

**Public Members Present**

Adriane Clutter, (Chair), *Montgomery County Recreation Department Representative*  
Wanda Frink-Little, *Department of Juvenile Services Representative*  
Deborah Lambert, *Montgomery County Office of Management and Budget Representative*  
Lori-Christina Webb, *Board of Education Representative*

**Public Members Absent**

Valeria Carranza, *Montgomery County Council Representative*  
Joanie Glick, *MC DHHS, Public Health Office Representative*  
Lisa Merkin, *MC DHHS/CWS, Provider of Direct Social Services to Children, Youth and Families*  
Ruschelle Reuben, *Montgomery County Public Schools Representative*  
Anita Vassallo, *Montgomery County Public Libraries Representative*

**Private Sector Members Present**

Monya Bunch (2021)  
Hannah Davis, (2021)  
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**

Donte Brown (2023)

**Ex Officio Member**

Elijah Wheeler, Executive Director

**Guests and Collaboration Council Staff in Attendance**

Meredith Bowers, Crystal Fang, Peter Garza Jade-Ann Rennie

The meeting was called to order at 4:10 p.m. by Adriane Clutter, Board Chair. Adriane welcomed new member, Wanda Frink-Little, as DJS representative.

**I. Consent Agenda – (Material Distributed via Email)**

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

1. Approval of June 9, 2021 Draft Board Meeting Minutes
2. Ratification of Executive Committee Approval to a fourth amendment to the Youth Development Institute/Ramapo for Children Contract Number 442R.
3. Ratification of Executive Committee Approval of a third amendment to the contract with Jackson and Associates (human resources consultant), contract 412R21

4. Ratification of Executive Committee Approval of Contract with Mnemonic/Comcast for social media to support the OMPP and SABG grants
5. Ratification of Executive Committee Approval of FY22 Out of School Time Contracts

**Motion/Action:** A motion was introduced by Lori-Christina Webb and seconded by Adam Younoszai to approve the consent agenda (*Unanimous*)

## II. Update from Executive Committee – Adriane Clutter

- A. Adriane asked Carol Walsh to review the Governance Committee’s recommendations regarding criteria for filling the unspecified public agency seats on the Board and the and the Executive Committee’s recommendation to adopted the recommended criteria and fill the current vacancy with a representative from be the Office of Racial Equity and Social Justice. If legally allowable, the future appointments of these agencies would be for an initial three-year term (as with the private sector members) to be renewed as deemed strategically important.

**Motion/Action:** Carol Walsh moved to adopt the proposed criteria. Hannah Davis seconded the motion. No discussion. (*Unanimous*)

**Motion/Action:** Adam Younoszai moved to seek representation for one of the unspecified public agency seats from the Office of Racial Equity and Social Justice. Michelle Taylor seconded the motion. No discussion. (*Unanimous*)

Adriane thanked the Governance Committee for bringing forth the criteria and recommendations.

- B. Adriane led the Board through a discussion of goals for process and product from the anticipated Strategic Planning during FY22.

A discussion ensued and the Board reached consensus on the following:

- There must be a strong alignment with the work of the Child Wellbeing Committee and also the Board’s Self-Assessment
- Synergy between the Board Strategic Plan and Staff Operational Plan is imperative
- Process is key.
- There must be agreement on what product the Board is working toward. Members agreed to engage in “homework assignment” to identify models and samples of good products, models, samples to react to and potential consultants to facilitate the process.
- Importance of identifying resource development beyond traditional fundraising
- Agreement to the goal of completing this process in FY22

## III. Update from Governance Committee - Carol Walsh

Carol Walsh led the review of the 6 proposed by-law revisions that have vetted by the County agencies, including:

1. Page 7, Article V. Committees. Section 1. Executive Committee a) Purpose and Scope in the list of items the Executive Committee is empowered to do, add: “to regularly review and as needed, propose revisions to Personnel Policies and Procedures;”
2. Add to Page 7, Article V. Committees. Section 1. Executive Committee a) Purpose and Scope in the listing of items the Executive Committee is empowered to do, add: “Ensures that the Collaboration Council has a strategic plan with organizational and program goals for each year;”

3. Page 9, Article V. Committees, Section 2. Standing Committees. h): replace the current language with the following: “The Child Well Being Committee will support the implementation of the Board’s mission and goals by:
  - 1) Identifying needs and priorities of children, youth and families in the community;
  - 2) Establishing priorities for the organization and making recommendations as appropriate;
  - 3) Making recommendations for programs in response to identified needs;
  - 4) Ensuring ongoing programs are achieving desired outcomes;
  - 5) Seeking and leveraging existing public/private funding in partnership with the Board of Directors”
4. Page 10. Article VII. Voting. Section 1. Delete the following paragraph as it is no longer LMB policy: Of the simple majority, twenty-five percent (25%) of the following members must be in attendance for a quorum: County Health Officer or designee; Regional Director of the State Department of Juvenile Services or Director’s designee; the Director of the Core Service Agency or Director’s designee; either the designee of the Board of Education or the designee of the Superintendent of Montgomery County Public Schools; representative of the local Department of Social Services.”
5. Page 13. Financial Administration. Section 2 Delete \$15,000 as stated threshold for requiring second signature on checks and replace with \$25,000
6. Page 15. Article XVI. Replace “sexual preference” with “sexual orientation”

**Motion/Action:** Adam moved to adopt all 6 proposed changes. Lori-Christina seconded the motion. No discussion. *(Unanimous)*

**Motion/Action:** Carol introduced a motion to nominate Hannah Davis as Vice Chair to the Board. Nicholette Bligen seconded the motion and Hannah was duly appointed. *(Unanimous)*

Carol noted the onboarding of Wanda Frink-Little as DJS representative and that we continue to work with DHHS to pursue the nomination of Dr. Rolando Santiago to the Board.

#### **IV. Update from Child Wellbeing Committee - Hannah Davis & Nicholette Smith-Bligen**

The Co-Chairs reviewed the narrowed-down priorities from Community Needs Assessment and invitation to the next CWB meeting on September 23, 2021.

#### **V. Update from Fiscal Committee - Michelle Taylor**

Michelle reported on the Fiscal Committee’s recent review of FY21 close-out, FY22 organizational budget, and the audit process that is set to begin at the end of September. The close out of FY21 saw a favorable bottom line of \$94,642 which was \$52,000 better than projected. Staff member Sandy Lombardo was thanked for her excellent fiscal committee preparation documents. Adriane thanked the fiscal meeting for their careful review of all of the financial statements.

**Motion/Action:** Deborah Lambert moved to approve the FY22 Organizational Budget as recommended by the Fiscal Committee. Carol seconded the motion. *(Unanimous)*

#### **VI. Update from Executive Director - Elijah Wheeler**

- Elijah thanked staff for their hard work over the past year and noted that most staff had taken vacation in FY21 which is encouraged.
- Elijah noted 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 it’s 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

