

**APPROVED NOVEMBER 19, 2024**

Montgomery County Community Action Board  
Zoom Meeting  
October 22, 2024

**MINUTES**

**CAB Members in Attendance:** Rachel Bonas, Beverly Coleman, Lisa Conlon, Erika Conner, Summer Cook, Luz Cuenca, Denise Fredericks, Jeffery Johnson, Will Kenlaw, Pamela Lockett, Timothy Robinson, DaVida Rowley-Blackman, Claudia Simmons, Mike Subin, Kemmesha Thomas, and Helen Winder

**CAB Members Absent:** Evelyn Okutu

**CAA Staff:** Shantá Johnson, Charlene Muhammad, Aizat Oladapo, Marwan Abdelmoniem, and Leah Goldfine

**Call to Order:** The meeting was called to order at 5:33 pm.

**Consent Agenda**

Timothy moved to approve the consent agenda and Erika seconded the motion. All voted in favor. The consent agenda included the September 2024 CAB meeting minutes; the meeting evaluations from September 2024; Executive Director's Report; Head Start Report, FY25 Head Start Carryover Budget, and HS Carryover Request Narrative; Contracts Report and Contract Partner Annual Report; Staff Liaison's Report; Budget report and P Card update; TESS and Navigation reports; VITA report; CAB priorities statement for annual County Council HHS Committee Worksession; and CAB Bylaws.

**Head Start Report**

Ahead of the meeting, Board members received a detailed written Head Start report, along with the FY25 Head Start Carryover Budget and the Head Start Carryover Request Narrative.

Charlene explained that the board's approval was needed to submit a request to carry over \$438,568.43 from the previous year's budget to the current school year. The funding would be used for a Head Start fiscal specialist and to support a Navigator to work with Head Start/PreK families. The funds would also be used for equipment for School Health Services and for supplies and equipment for community programs. Mike moved to approve the carryover request and Timothy seconded the motion. All voted in favor.

Charlene noted that the agency has not received the grant application yet. She met with DHHS leadership earlier that day to discuss the Head Start Community Needs Assessment. Charlene reported that the Jewish Social Services Agency will apply for the Early Head Start grant previously held by Sheppard Pratt. They are hoping to build up the birth to three model.

## **CAB Updates**

Prior to the meeting, Board members received a detailed written report from the staff liaison with updates on the board's activities since the last CAB meeting. Staff reported that the CAI was off to a good start. The orientation session on October 19<sup>th</sup> brought together the new cohort, along with board members, CAI Ambassadors, and staff. Dr. Johnson did an excellent job of facilitating that session.

## **Budget Presentation**

Marwan Abdelmoniem, an Administrative Specialist at the agency, joined the meeting to provide an overview of the CAA budget, comparing FY24 and FY25. Marwan noted that the agency's funding did not change much between these two years. One thing that did change was that the agency exhausted its ARPA funds, which were used to pay for brokers. It was also emphasized that CSBG is only about 5% of the agency's budget. This is the portion of the budget that the CAB oversees and approves each year.

Questions were raised about specific positions within the agency and how each position is funded (CSBG, County General Funds, Head Start funds, or other). Marwan would follow up with a detailed list of the agency's positions and their fundings sources, broken down by percentages.

## **Executive Director's Report**

Prior to the meeting, board members received a detailed Executive Director's report with updates on the agency's programs, along with program reports from TESS and Navigation, VITA, and budget and P Card reports. Shantá shared that the agency is supporting two ENOUGH Grant applications. One is led by Story Tapestries, the Montgomery County Food Council and Mid-County United Ministries, and other is led by CHEER and Interfaith Works.

Shantá updated the board on the TESS facility issues. The building remains closed for repairs following damage caused by a fire at a neighboring store. Staff members are temporarily working at 1401 Rockville Pike on certain days. The Center hopes to reopen in early November.

## **CAB Updates Continued**

Staff shared a presentation about the board's bylaws and recent changes to state law that impact Community Action Boards. CABs in Maryland are no longer required to have term limits for private sector and low-income representatives. There are also no longer requirements for board size. The board can now adjust the bylaws if they wish to make changes to the current term limits in place.

The board discussed the pros and cons of having term limits. Many board members felt that it was necessary to ensure that new board members with new ideas were brought onto the board regularly. It was noted that economically disadvantaged people are often underserved, and this is why new people with different lived experience need to join the board. There were also concerns about losing experienced board members with knowledge of the board's work. A suggestion was made to add mentors to the board so that new board members can learn from more experienced board members.

The board will continue this discussion at future meetings and determine if any changes are needed for the bylaws.

**Contracts**

Board members received a detailed written report with updates on the agency’s contract partners, along with the Contract Partners Annual Report. Aizat highlighted the annual report, which includes outcomes from partner organizations. Aizat reported that the agency has received all DPOs from grant agreements. Board members were reminded that the contract partners meeting was November 13<sup>th</sup> from 9:30 am – 12 pm at Bohrer Park. All board members are invited to attend.

**Announcements**

Dr. Johnson thanked everyone who participated in the CAI orientation session earlier in the month.

**Adjournment:** The meeting ended at 6:51 pm.