

**APPROVED OCTOBER 22, 2024**

Montgomery County Community Action Board  
Zoom Meeting  
September 24, 2024

**MINUTES**

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

**CAB Members Absent:** Pamela Lockett

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

**Call to Order:** The meeting was called to order at 6:05 pm.

**Consent Agenda**

Mike moved to approve the consent agenda and Timothy seconded the motion. All voted in favor. The consent agenda included the June 2024 meeting minutes; meeting evaluations summary from June 2024; Executive Director’s Report; Head Start Report, Memo to Board of Education re: Head Start Corrective Action Plan, and HS Presentation and Matrix – Community Needs Assessment; Contracts Report; Staff Liaison’s Report; Budget report and P Card update; TESS and Navigation reports; VITA report; VITA eligibility plan; FY25 CSBG Application; FY25 CSBG Budget Presentations; and CAI Alumni Survey Results.

**CAB Updates**

The meeting started with an icebreaker where board members and staff shared a highlight from their summers and new board members Beverly Coleman and Kemmesha Thomas were welcomed to the CAB.

Prior to the meeting, Board members received a detailed written report from the staff liaison with updates on the board’s activities over the summer. Staff shared that the Bylaws Committee met over the summer to discuss possible changes to the bylaws based on a change to the state statute that applies to Community Action Boards. There would be a more in-depth discussion of the bylaws at the October CAB meeting.

Staff shared an update on the CAI program. The ninth year of the program would be starting in October with a record number of participants – 35 in the cohort.

**Executive Director’s Report**

Prior to the meeting, board members received a detailed written 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 she and Program Manager Monica Rivera-Goldberg were completing the ROMA certification process.

Shantá also shared some highlights from the NCAP Conference, which she attended over the summer with other staff members and Dr. Johnson.

### **Head Start**

Prior to the meeting, Board members received a detailed written Head Start report, along with a Memo to Board of Education re: Head Start Corrective Action Plan and HS Presentation and Matrix for the Community Needs Assessment. Charlene reviewed the Head Start Community Needs Assessment presentation with the board. Head Start programs are required to complete a CNA every five years. The CNA is a way to analyze what is happening in the community and includes very specific requirements for what must be included. The Assessment helps to determine the strengths, needs, and resources in a specific community. The CNA looks closely at demographics and the diversity of a specific community.

Charlene explained that she will need to have a planning and organization team that includes parents, staff, board members, Policy Council members, management, and community partners. This team will analyze information that is gathered for the CNA and help develop and review the Assessment.

Charlene led the board in a discussion to help plan for the CNA. The main question was what do we need to know to support Head Start-eligible families in the future. Board members had many suggestions, including:

- Where families get their information
- Level of literacy of families
- Household composition
- Literacy in the home – access to books
- Level of engagement of fathers – can reach out to the HOC Fatherhood Program
- What the families expect from the HS program
- Education and training needs of adults in the household
- Travel/mobility of families – do they need to keep moving?
- How tech savvy the parents are – can they access the resources?
  - Look into data on how many computers were distributed by the County

Claudia, Lisa, Rachel, and Mike volunteered to support the Head Start CNA by serving on the committee.

Charlene noted that she would like to have the CNA drafted by November to share with the full board and Policy Council.

### **Contracts**

Board members received a detailed written report with updates on the agency's contract partners. Aizat noted that the contract monitors are working with 19 contracts and four grant agreements.

The grant agreements previously monitored by the agency were not renewed, however, the Office of Grants Management provided funds, Legacy Awards, that will end June 30,2025. Aizat thanked the many board members who participated in site visits over the summer at Women Who Care Ministries, Interfaith Works, and CASA.

**Adjournment:** The meeting ended at 7:24 pm.