

**APPROVED SEPTEMBER 24, 2024**

Montgomery County Community Action Board  
Zoom Meeting  
June 25, 2024

**MINUTES**

**CAB Members in Attendance:** Rachel Bonas, Elaine Carballo, Erika Conner, Summer Cook, Luz Cuenca, Denise Fredericks, Jeffery Johnson, Pamela Lockett, DaVida Rowley-Blackman, Claudia Simmons, Mike Subin, and Helen Winder

**CAB Members Absent:** Lisa Conlon, Will Kenlaw, Evelyn Okutu, and Timothy Robinson

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

**Guests:** Vanessa Davis and Dr. Suresh Gupta

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

**Consent Agenda**

Mike moved to approve the consent agenda and Denise seconded the motion. All voted in favor. The consent agenda included the meeting minutes from April and May 2024; the meeting evaluations summary for April 2024; Executive Director’s Report; Head Start Report; Contracts Report; FY25 Base Budget contracts and Grant Agreements; Staff Liaison’s Report; Budget report and P Card update; TESS and Navigation reports; Draft CAB meeting calendar for FY25; CAB testimony: Council Bill 5 – 24 – Child Investment Fund; and New TESS Hours.

**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 meeting. Staff noted that more volunteers were needed to serve as mentors to new board members. Staff shared that Dr. Johnson had recently testified at the public hearing regarding the Child Investment Fund.

Volunteers were needed to review the CAB bylaws with regard to HB680, a bill that recently passed in the state. The new law changes the requirements for Community Action Boards in Maryland. There is now no requirement to have term limits for low-income representatives and private sector representatives (the requirement had been a five-year term limit). Denise and Mike volunteered to form a Bylaws Committee, which would review the current bylaws and determine if changes should be recommended.

Staff shared an update on the CAI and noted that Committee members had provided input on the CAI logic model at a recent meeting. Recruitment for the 2024-2024 CAI would begin in July.

Volunteers were needed to review the VITA eligibility guidelines and any potential exceptions to the requirements. DaVida, Claudia, Summer, and Rachel all volunteered to review the guidelines and provide their input.

CAB members reviewed the draft FY25 meeting calendar, noting months where the full board meeting did not fall on the fourth Tuesday of the month, which is the regular meeting day. There was a recommendation to select the date for the annual CAB retreat earlier in the year so that board members could plan their vacations around this date. Pam moved to approve the proposed calendar. Elaine seconded the motion and all voted in favor.

### **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 and budget and P Card reports. Shantá reported that she had completed the onboarding process and had the opportunity to visit several of our partner organizations. She shared that VITA was well into the post-tax season now and all outreach materials were available in seven languages on the CASHBACK website.

### **Installation of FY25 Executive Committee**

Shantá thanked the current board leaders and welcomed the new and continuing EC members with an installation ceremony. The FY25 EC includes:

Chair: Dr. Johnson

Vice Chair: Claudia Simmons

Secretary: Elaine Carballo

At-Large EC Members: Erika Conner, Denise Fredericks, Evelyn Okutu, Timothy Robinson, and Mike Subin

### **Head Start**

Prior to the meeting, Board members received a detailed written Head Start report. Charlene shared an update on the quality improvement plan regarding the inappropriate release of a child. Previously, board members had approved a plan to reduce HS enrollment in order to cover the cost of hiring 90 bus monitors to ride on all buses transporting Head Start children. Since that plan was approved, MCPS was able to identify funding to pay for bus monitors and the request to the Office of Head Start to reduce enrollment was withdrawn. Charlene noted that the Board's and Head Start Parent Policy Council's advocacy on the issue was very effective. MCPS representatives will be invited to an EC meeting to discuss the new plan in more detail. Board members expressed their appreciation for the new plan and Charlene's efforts to avoid a reduction in enrollment.

Dr. Johnson noted that the CAB should meet with the Board of Education and Superintendent to discuss Head Start program needs and the board's advocacy.

### **Contracts**

Board members received a detailed written report with updates on the agency's contract partners, along with the list of FY25 Base Budget contracts and Grant Agreements, in their meeting packets. Aizat

reported that there were some updates to the FY25 contracts and grant agreements assigned to Community Action. She would send an updated list following the meeting. Changes included the addition of KIND and two new grant agreements for the Maryland Vietnamese Mutual Association and the Conflict Resolution Center of Montgomery County.

Aizat reported that staff would survey CAB members regarding which partner organizations they would like to visit over the summer. She would also reach out to the contract partners to determine a site visit schedule.

**Adjournment:** The meeting ended at 6:56 pm.