

INTERAGENCY COORDINATING BOARD

Minutes of January 24, 2024, Meeting

Board Members Present:

Sherwin Collette, Laurence Pitsenberger, Marlene Michaelson, Fariba Kassiri (alternate for Richard Madaleno), Seth Adams (alternate for Dr. Monifa McKnight), and Pravin (Pete) Mistry.

Board Members Absent:

Dr. Debra Muge, Jeff Zyontz, Principal Lakeisha Lashley, Brenda Wolff, Artie Harris and Principal Cary Dimmick.

CUPF Staff:

Ramona Bell-Pearson, Ron Maxson, William Polman, Victoria Smith, David Park, Michelle Bean, Derek Ross, Vanessa Lopez-Cuevas, and Evelin Chavez.

Guests:

Riley Robin (REC), Haviz Adejo, Martha Kyrillidou, Katerina Miteloudi and Vivian Yao

Proceedings:

- Virtual Meeting was called to order at 8:07 a.m. by Fariba Kassiri and Seth Adams.
- Roll call of Board members was performed to determine a quorum.
- Minutes of the January 24, 2024, Meeting were approved.
- Agenda for April 24, 2024, Meeting was approved.

Director's Report:

- Thanked the many after-hours ICB workers who ensure that schools are open, clean and safe for use.
- Took a moment to express how proud she is of CUPF staff and recognize the amount of work that goes into making all community use events a positive and enriching experience.
- Informed Board members that CUPF suffered a hard loss in November when Robert Wright passed away after receiving a double transplant of a kidney and a liver.

Staff Update

- CUPF is operating at near full staff with one vacancy due to the loss of Robert and a second vacancy due to the departure of Mike Moua on the Child Care Team who moved with his family out of state.

- CUPF is actively recruiting for the receptionist position with interviews scheduled in the coming days.
- Melissa Boyd will be temporarily promoted to the position that Mike held. Melissa will assume her temporary role effective January 28, 2024. Prior to this Melissa had been working with the CUPF Finance Team.
- CUPF will be actively recruiting to permanently fill the Child Care Team position once Human Resources clears the paperwork.

Additional CUPF Updates

Annual Report:

- During this ICB meeting Board members had the opportunity to review the FY24 Annual Report that CUPF's Communication Outreach Manager Derek Ross has worked on over the past couple of months. Board members were given a draft copy prior to the meeting and had the opportunity to give suggestions, recommendations, and provide general comments. Comments and recommendations were noted and recorded by Derek.

Finance & Budget Report

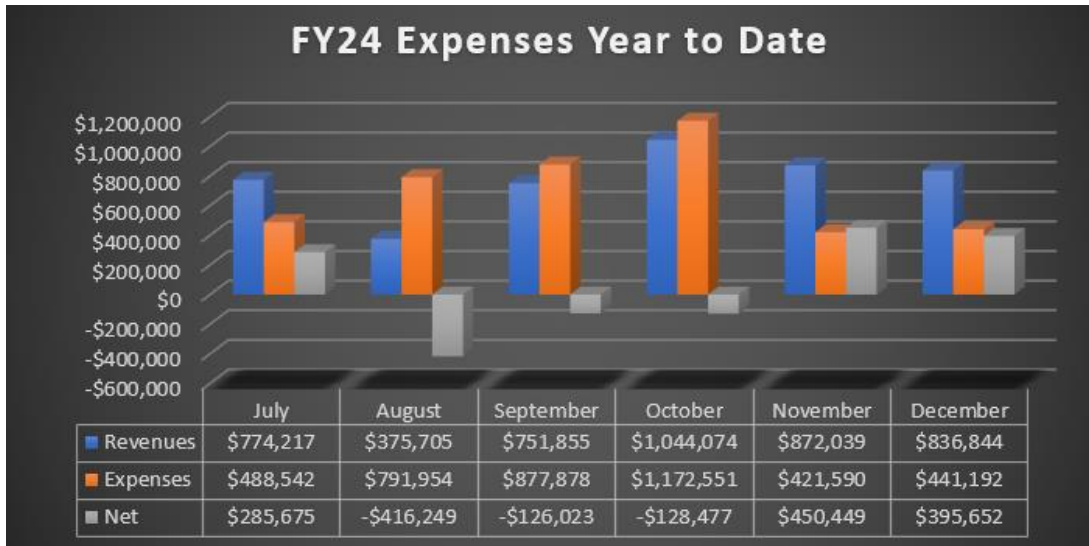
SECOND QUARTER OF FY24

The FY24 revenue budget is \$11.9 million which is in line with CUPF's pre-covid revenue. At the end of the 2nd quarter, CUPF has received \$4,654,733 which is 39% of its budgeted revenue.

As far as CUPF expenses, at the close of the 2nd quarter, CUPF has utilized \$2,913,211.44 which is 26% of its operating expenses budget.

FY24 Quarter 2	Income	Expenses
Revenue from Community Use	\$4,654,733	
Personnel Expenses		(\$1,662,786)
Operating Expenses		(\$1,250,425)
	Net	\$1,741,522

CUPF ended the 2nd Quarter with a positive \$1,7 million. In comparison, CUPF is ahead of revenues acquired last year during the 2nd Quarter. This year (FY24) at the end of the 2nd Quarter CUPF has received \$896,557 over what it received in the 2nd quarter in FY23. The monthly breakdown for the 1st half of the year is as follows:



CUPF’s FY24 operating budget is \$11.1 million dollars. Its expenses, at the end of the 2nd quarter are \$2,913,211 which is 26% of the FY24 budget.

According to our projections for the remainder of FY24, CUPF is expected to end the fiscal year with a surplus.

Revised FY24 Revenue Projections - 2nd Quarter					
	Q1 Actuals	Q2 Actuals	Q3	Q4	Totals
County Bldgs	\$15,418	\$17,513	\$25,026	\$26,389	\$84,346
Fields	\$144,647	\$155,829	\$16,032	\$142,742	\$459,250
Schools	\$1,505,524	\$2,283,720	\$2,616,493	\$2,412,254	\$8,817,990
SSCB	\$236,188	\$295,894	\$179,985	\$254,984	\$967,051
Investment					
Income	\$0	\$70,177	\$0	\$70,177	\$140,354
	\$1,901,777	\$2,823,133	\$2,837,535	\$2,906,546	\$10,468,991

In comparison, in FY23 CUPF received \$9 million for the entire year, CUPF is estimating it will end FY24 with \$10.4 million, which would be close to 90% of its revenue budget.

FY25 BUDGET

CUPF has been working with the Office and Management and Budget and has submitted its FY25 budget in the amount of \$11,282,193 which is a 1% increase from FY24.

SUBSIDY PROGRAMS

Community Access Program (CAP) for Silver Spring Civic Building

The Community Access Program is budgeted for \$150,000 for FY24. So far, CUPF has approved and processed awards for 47 organizations totaling \$114,973.20. The

remaining balance for CAP awards is \$35,026.80 which is expected to be fully utilized in the upcoming months.

Facility Fee Assistance Program (FFAP)

The budget for FFAP this year is \$75,000. CUPF has approved awards for 25 organizations, which total the full \$75,000.

Safe Summer Grand Fund

CUPF was a recipient of 4 - \$20,000 Safe Summer Fund grants funded through the State to assist low-income at-risk youth. These funds were to be fully utilized prior to December 31st.

- \$20,000 was used towards the Community Access Program. This funding was awarded to 7 organizations. All programming was for the benefit of at risk or economically challenged youths and young adults.
- \$20,000 was used for the Fee Facility Assistance Program. This funding was awarded to 10 organizations. All recipient organizations hosted programming for the benefit of at risk or economically challenged youths.
- \$40,000 was used for Out of School Time program. (\$20,000 was redistributed from another organization who could not use their funding.) This funding was mostly used for sports equipment for community use at many MCPS sites. The remaining funding went to 1 organization. All funds were used for the benefit of Title 1 school communities as well as middle and high school communities where at risk and economically challenged youths could benefit.

Fee Study Update

CUPF is working closing with Quality Metrics LLC and its partners to provide requested information for their evaluation of CUPF operations. CUPF has delivered many reports from as far back as FY17 to FY23, to include revenue, expenses, and utilization data. Quality Metrics LLC has also been able to meet with individual focus groups in order to get a full gauge of the data provided. CUPF has been meeting at least bi-weekly to stay on track with the designated work plan, which will allow CUPF to receive recommendations sometime in April.

Meeting adjourned at 9:23 a.m.