

**APPROVED SEPTEMBER 24, 2019**

Montgomery County Community Action Board Meeting  
June 25, 2019  
1401 Rockville Pike, Room 3603

**MINUTES**

**CAB Members Present:** Isaac Osei Asare, Valerie Chatfield-Smith, Janice Freeman, Gail Gunod-Green, Laura E. Irwin, Ron Jennings, Tiffany Jones, Will Kenlaw, Myriam Paul, Mike Subin, and Zelda Wafer-Alonge

**CAB Members Absent:** Meredith Bowers, Lisa Conlon, Jackie Dennard, Lisette Engel, Agnes Leshner, Pamela Lockett, and Steve Ruffin

**Staff:** Sharon Strauss, Aizat Oladapo, Leah Goldfine, and Betty Lam

**Guest:** Beverly Coleman

**Call to Order:** The meeting was called to order at 7 pm.

**Installation of FY20 Executive Committee**

Betty Lam, Chief of the DHHS Office of Community Affairs, installed the FY20 CAB Executive Committee members:

Chair: Laura E. Irwin

Vice Chair: Tiffany Jones

Secretary: Isaac Osei Asare

At-Large Members: Lisette Engel, Myriam Paul, Steve Ruffin, and Mike Subin

**Executive Director's Updates**

All Board members received a written Executive Director's report, which included updates on CSBG funding, personnel matters, VITA, TESS, and community engagement. Sharon reported that she attended the annual CAPLAW Conference. The Head Start MOU, which will fund the summer program, is moving forward. Board members received a handout with highlights from the VITA program. Sharon reported that CSBG monitoring, which occurs every three years for CAAs, will take place for our agency this year. This year's monitoring tool is very detailed. Monitors will meet with Board leadership in the fall. The monitoring involves looking at the agency's self-assessment to see if the agency is doing what it reports to be doing.

**Consent Agenda**

Mike moved to accept the consent agenda and Gail seconded the motion. All voted in favor. The consent agenda included the following documents: minutes from the April 2019 CAB meeting, minutes from the May 2019 CAB meeting/Community Action Awards, meeting evaluations summary from the April 2019 CAB meeting (email only), Executive Director's report, Head Start

report, P card statements and grant update (email only), Head Start Health and Safety Notice of Award (email only), Selection criteria for FY18 and proposed for FY20 (email only), Contracts report, Staff Liaison's report (email only), CAI alumni updates (email only), CAI pre and post-program survey summaries (email only), CAB comments re: proposed changes to FPL inflationary adjustment (email only), CAB report for quarterly meeting with DHHS acting director (email only), and Advisory Committee on Consumer Protection – May OCP Complaints (email only).

### **CAB Updates**

Board members reviewed the proposed FY20 CAB meeting calendar. Mike moved to approve the calendar and Ron seconded the motion. All voted in favor.

Board members discussed County Council Bill 18-19, which would require landlords to cover relocation costs when housing is condemned due to health and safety violations. Board members expressed concerns regarding situations where the tenant is at fault for health and safety violations. Board members recommended that staff check with Councilmember Will Jawando (the lead sponsor of this bill) to request additional information about how the law will be implemented.

Mike Subin presented his proposal, previously raised with the Board, for CAB to study MCPS support of community partnerships (ex. Head Start and Linkages to Learning), reviewing trends over the past 5 years in regard to the MCPS budgets and personnel assigned. The Board then discussed Mike's broader proposal to review class size, which is based on a calculation that includes non-instructional personnel and has a budget impact. After discussing pros and cons, the Board recommended a workgroup gather information about the scope of the proposal prior to the Board's determination. Tiffany and Zeldia volunteered to work with Mike to develop the proposal. Mike moved to table the discussion until a later date. Will seconded the motion and all voted in favor.

Gail, who has served as the Board's liaison to the Parks and Recreation Advisory Committee for several years, will be stepping down from the CAB soon. The Board will need to select a new liaison. Gail provided an overview of the liaison's role, which is to attend meetings and share information between the two groups. Isaac may be able to serve as the liaison, but he recommended that an email be sent to the full Board to see if anyone else would be interested.

Board members received a draft list of legislative priorities for FY20. The Board will continue to develop the list of priorities at the annual retreat and throughout the year.

Staff reported that an initial planning meeting for the FY20 CAI was held prior to the full Board meeting. Board members reviewed a draft timeline for this year's program and discussed the recruitment and interview process. Board members will receive additional updates via email in the coming months.

Staff reported that Community Action has been selected as one of about 20 national agencies/organizations to assist with outreach for the 2020 Census. Our agency will be participating in outreach events and helping the County's efforts to reach undercounted populations.

**Contracts**

In addition to the written contracts report, Aizat reported that CMT is working to get all contracts in place by July 1. A 3% inflationary adjustment is being processed for all base budget contracts. The CASA de Maryland social services contract that had been transferred to DHCD came back to Community Action. Aizat explained that some contracts will not return to the CAA this year while others did not receive funding. There are also new contracts assigned to the agency. Aizat reported that she visited EMEAN and the C-4 clothing closet. Issues had come up before regarding their leases and EMEAN now needs a new lease and contract.

Aizat reported that Manna Food Center will be moving to East County. The organization will relocate to East County while the Gaithersburg site is being renovated, but they will continue to operate an East County site even after the Gaithersburg site reopens.

Aizat continues to serve on the Food Council Board. There will be an event featuring a Food Security Plan update on June 28. Aizat also reported that July 7 is “MoCo Made Day” and there will be a “MoCo Made” Happy Hour on July 15.

**Announcements**

Beverly Coleman announced that the Single Parent Conference will take place on August 10 at Montgomery College. Community Action has been heavily involved in the planning of this event. Staff and Board members will also support the event as workshop presenters.

**Adjourn:** The meeting was adjourned at 8:23 pm.