

**APPROVED APRIL 28, 2020**

Montgomery County Community Action Board Meeting  
March 24, 2020  
VIRTUAL MEETING

**MINUTES**

**CAB Members Participating Online or Via Telephone:** Meredith Bowers, Valerie Chatfield-Smith, Lisa Conlon, Candace Groudine, Laura E. Irwin, Lisette Engel, Ron Jennings, Jeffery Johnson, Tiffany Jones, Will Kenlaw, Danette Lawrence, Agnes Leshner, Pamela Lockett, Myriam Paul, Mike Subin, Samuel Sharper, Jr., and Zelda Wafer-Alonge

**CAB Member Absent:** Isaac Osei Asare

**Staff:** Sharon Strauss, Charlene Muhammad, Aizat Oladapo, and Leah Goldfine

**Call to Order:** The meeting was called to order at 7:00 pm.

**Consent Agenda**

Sam moved to approve the consent agenda. Lisette seconded the motion and all voted in favor. The consent agenda included: the February 25, 2020 meeting minutes; February meeting evaluations summary; Executive Director's report; Head Start report; contracts report; staff liaison's report; CAB testimony County Council Bill 9 – 20; HB1145 - Maryland Meals for Achievement Fund – Establishment; HB1363 - Human Services - Two Generation Family Economic Security Commission; SB367 – Trauma-Informed Approach; HB1232 - Income Tax Credits - Employer Child Care Centers and Employer-Provided Child Care Services; and HB821 - Montgomery County Stable Homes Act.

**Head Start Update**

CAB members received a written Head Start report, along with a summary of the five-year grant application and the proposed FY21 Head Start budget. CAB members received the program narrative and the budget summary. Charlene noted that the full application also includes the Community Needs Assessment, which she reviewed at a previous meeting. It was noted that a committee of Board members was established to help develop the grant application and to continue to supporting planning throughout the grant cycle.

Charlene explained that the program would like to use its funding creatively. The grant application proposes adjusting the service delivery model for the County's Head Start program. FY21 will include the same service model as this year but will also serve as a planning year. After the first year, the tentative plan is to take 100 slots currently within MCPS and move them to a community-based model to serve three-year-olds. These community-based venues may include Early Head Start sites. The program will also develop a Family Childcare Provider Hub with five FCCPs serving three Head Start slots each, and/or a Childcare in Public Space Hub with up to five CCPS sites serving three Head Start slots each.

Charlene noted that this plan is in line with the County's Early Childhood Education Initiative and with the recommendations of the Kirwan Commission, which may have a big impact on PreK in the next several years. The grant application, if approved, will be put forward as written, but it may be changed during the grant cycle.

Sam moved to approve the Head Start Five-Year Grant Cycle application. Jeff seconded the motion and all voted in favor.

### **CAB Updates**

CAB members received a handout outlining the role of the Nominating Committee to develop to slate for the FY21 Executive Committee. Lisette, Mike, and Ron volunteered to serve on the committee. The Committee members will reach out to current EC members and the full CAB to determine who is interested in being included on the EC slate. The FY21 EC slate will be presented to the CAB at the next full board meeting.

Prior to the meeting, CAB members received a document from Pam listing the answers to several questions about County Council Bill 13-20 that were raised at the March EC meeting. She discussed these questions with the CAB, explaining how the bill would only apply to public lands that will be used for housing development. Currently in these situations, if the developer uses 30% of the land for MPDUs, they do not need to comply with the fair market value requirement, and they do not need to submit a declaration of no further need. This bill will take away these exemptions, requiring 30% of the housing units to always be MPDUs. However, if 15% of the new housing is "deeply affordable", meaning that those earning 50% or less of the area median income could afford it, then the developer does not need to comply with the two requirements listed above.

Several questions were raised about Bill 13-20 regarding how the legislation would impact the MPDU laws, how much County land is currently available, and how many units of affordable housing this bill would create. Pam offered to follow up on these questions and provide additional information to the CAB. Mike moved to table the discussion. Ron seconded the motion and all voted in favor. Laura noted that the CAB recently supported Housing Impact Fairness Act, which also aims to create more affordable housing in the County. Because of the CAB's support for this important issue, Council Bill 13-20 should be explored further to determine if the CAB should support this bill as well.

### **Executive Director's Updates**

CAB members received a written report from Sharon with updates on the agency's work. Sharon presented the amended FY20 CSBG budget, which includes a \$10,000 increase. The added funding will be used to pay for additional contractual services at TESS and supplies (new VITA computers). Sam moved to approve the amended FY20 CSBG budget as presented. Agnes seconded the motion and all voted in favor.

Sharon updated the CAB on how the agency is responding to the Covid-19 public health emergency. The VITA program has cancelled all appointments through April 15. VITA applied for

and received permission to serve as a drop-off site. This allows clients to leave documents at the office and VITA staff to complete the client's taxes without the person present, but the proposal approved required staff to verify identity documents in person and make copies, which is not possible through telework. VITA also has the opportunity to be part of a pilot program involving scanning documents for clients. These options are still being explored and staff are determining the logistics involved. Sharon reported that most staff members who work at the Rockville office are now teleworking. TESS operations have been reduced so that staff members work with clients over the phone and via email. There are no walk-in hours at TESS and no partner programs.

Sharon reported that HB1363 passed. This bill will establish a 2-Gen Commission in the state. The state budget also included continued funding for 2-Gen work. This funding will be distributed to Maryland CAAs. Sharon noted that the federal Stimulus Bill may include funding for CSBG.

Meredith noted that Nonprofit Montgomery was hosting two virtual meetings the following day – one with the County Executive to discuss the County's Public Health Emergency Grant Program and the other with County and nonprofit leadership to discuss updates on Covid-19.

### **Contracts**

CAB members received a written report with updates on the agency's contracts. Aizat noted that the County Executive's budget was released on March 16. Three CAA contracts were moved from NDAs to the base budget. Budget modifications will continue with the usual process, although modifications specific to Covid-19 can be approved by contract monitors. Aizat noted that some contract requirements are not enforced right now because of the public health emergency. Many partner organizations are wondering what will happen to funds that are not used due to the current situation.

Aizat reported that the Food Council has been charged with providing leadership on addressing food security resources during the pandemic. The Food Council is tracking gaps and overlaps in food and nutrition services during the crisis. They are hosting virtual weekly meetings to update the food and nutrition providers on the latest information. Aizat reported that there are currently 30 schools with meals-to-go programs. Manna Food Center has closed its choice markets during the public health emergency and are instead providing food boxes. Manna is utilizing its trucks to distribute food while its offices are closed to the public.

### **Announcements**

Leah reminded CAB members about the virtual CAI workshop on March 28. All CAB members are invited to participate in this second testimony practice session.

**Adjourn:** The meeting was adjourned at 8:40 pm.