

Montgomery County Community Action Board Meeting  
September 25, 2018  
1401 Rockville Pike, Room 3603

**APPROVED OCTOBER 23, 2018**

**MINUTES**

**CAB Members Present:** Isaac Osei Asare, Mary Bennett, Valerie Chatfield-Smith, Lisa Conlon, Jackie Dennard, Laura Irwin, Ron Jennings, Tiffany Jones, Agnes Leshner, Pamela Luckett, Myriam Paul, Steve Ruffin, Mike Subin, and Zelda Wafer-Alonge

**CAB Members Absent:** Alejandro Becerra, Stacy Coletta, Lisette Engel, and Gail Gunod-Green

**Guests:** Beverly Coleman and Will Kenlaw (DOT)

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

**Call to Order:** The meeting was called to order at 7:05 pm.

**Consent Agenda:** Mary moved to accept the consent agenda and Agnes seconded the motion. All voted in favor. The consent agenda included the June 26 CAB meeting minutes, June meeting evaluations summary, Executive Director's report, VITA report, WorkSource Montgomery Agreement (email only), VITA East County updates (email only), Head Start report, P card statements and grant updates (email only), MSDE Supplemental Grant application (email only), Contracts report, Staff Liaison's report (email only), CAB accomplishments for FY18 (email only), CAB report for DHHS Quarterly Meeting for BCC leadership (email only), and the Advisory Committee on Consumer Protection Report (email only).

**CAB Updates:** The Board members introduced themselves for Myriam Paul, a new CAB member in the low-income sector of the Board.

Steve Ruffin was appointed Parliamentarian for FY19 by Laura.

Several Board members had attended the African American Health Program's Health Data Summit the previous night and shared some important information from the session. Board members noted that "place matters" and there are significant health disparities between different area of the County and different demographic groups. It was noted that there are shared priorities between CAB and the AAHP Steering Committee. Collaboration between the groups is encouraged. There was a recommendation to pair the data shared at the event with Self-Sufficiency Standard data.

The Board discussed the Kirwan Commission's recommendations and opportunities to provide feedback. Councilmember Craig Rice was scheduled to attend the October 9 Executive Committee meeting to discuss the recommendations of the Early Childhood Education Working Group's recommendations. All Board members are invited to participate in this meeting. Board members discussed the next steps in the process. It was explained that after the Kirwan Commission issues its

final report, it will go before the legislature for funding. The goal of the ECE's recommendations is to have universal preschool for all three and four-year-olds in the state. How the plan will be implemented is still being determined.

Leah provided updates on the Community Advocacy Institute. Interviews were conducted throughout the month of September. A planning meeting was held prior to the CAB meeting to select the participants for the 2018-2019 program. Twenty-four participants were selected for the program. The orientation will take place on October 11.

Board members reviewed the transition document that all BCCs in the department have been asked to complete. The document highlights the Board's historic priorities and goals. It was recommended that the Board begin thinking about meeting with incoming elected officials when they take office.

Board members received the annual "year at-a-glance" document that provides an overview of the Board's activities for the year. The schedule also includes upcoming training sessions that will take place during the CAB meetings. It was noted that there are many ways for Board members to get involved.

Charlene reported on the training for MCPS staff. Dr. Navarro has convened a nine-member subcommittee that will meet for training led by Charlene. It was noted that this subcommittee will interact with the Head Start Parent Committee. Charlene reported that Verna Washington is now working with a technical specialist for one-on-one training. Charlene led a training session on Performance Standards for Head Start staff and will lead another session for Head Start teachers. Pam recommended that the Board receive regular reports on the training of MCPS/DHHS/BOE staff throughout the year.

The Board members briefly discussed transportation for Head Start children and how this is coordinated.

**Executive Director's Update:** Board members received a written report from Sharon in their packets with updates on VITA, TESS, personnel matters, etc.

Sharon provided an update on the agency's collaboration with the County's Food Security Manager. Last year, CAA SNAP outreach volunteers reached 270 people. The Americorps Volunteer Coordinator helped with recruitment and training of these volunteers. This year, the agency does not have an Americorps Volunteer Coordinator, but will instead work with the County's Food Security Manager. An intern assigned to that program will assist with recruitment and training of volunteers.

Sharon noted that the Food Security Manager is also planning listening sessions to learn more about food insecurity among young children. Two sessions have been scheduled for Judy Center parents at TESS in Spanish and Amharic. Two additional sessions have been scheduled for Early Head Start parents, which will be facilitated by Laura and Lisette.

Sharon reported that the Executive Committee approved the FY19 budget. Sharon provided an overview of the budget and community priorities. Sharon noted that for the budget, staff and fringe benefits increased this year, including costs for brokers to support TESS and a VITA Fellow. Aizat presented on the National Performance Indicators. She explained that the form asks for baseline

outcomes and a target for the upcoming year and noted that there are some new indicators this year. Outcomes are reported later in January. Aizat noted that there are a few challenges with the new reporting, including the request for unduplicated numbers, the fact that some indicators do not apply to our agency, and the reporting differences for our partner organizations.

A motion was put forward to approve the FY19 budget as presented. Mary seconded the motion. All voted in favor.

**Head Start:** Board members received a written Head Start report in their packets, along with a summary of the Program Information Report. Charlene shared some important indicators from the report, including the statistic that 36% of Head Start children were considered “obese” and 40% of Head Start children received mental health services. Board members discussed new stressors for families leading to certain outcomes. Laura encouraged all Board members to review the full report in detail.

**Contracts:** Board members received a written report in their packets with updates on the agency’s contracts. Aizat reported that all FY19 contracts were in place, with the exception of the weekend food bags program. There are 52 contracts being monitored by the agency this year. Aizat noted that the new contracts are receiving additional assistance because many have not worked with the County before.

**Announcements:** Zelda shared the new Head Start Parents Policy Council bookmark with the Board members. The bookmark provides an overview of the Policy Council and will be used for outreach with parents at all Head Start/Pre-K classes. Tiffany discussed the ways that the Policy Council is working to engage parents.

Lisa noted that the Head Start Providers’ Meeting is on October 19. The meeting will include all programs that MCPS Head Start/Pre-K partners with, along with some organizations they would like to partner with. Partners will bring flyers and share information about services and events that may be of interest to Head Start/Pre-K families. A feedback session will also be included in the meeting.

The Head Start Registration and Recruitment Stakeholders meeting will take place on November 28. Staff will share additional details as they become available.

A Head Start/Pre-K community event is scheduled for July 13 at Wheaton Regional Park. More details will become available during the year.

**Adjourn:** The meeting was adjourned at 8:29 pm.