



APPROVED JANUARY 27, 2026

Montgomery County Community Action Board

November 18, 2025, Meeting Minutes

Meeting Location

Zoom

Attendance

Members Present

- Rachel Bonas
- Beverly Coleman
- Lisa Conlon
- Erika Conner
- Summer Cook
- Denise Fredericks
- Will Kentlaw
- Evelyn Okutu
- Timothy Robinson
- DaVida Rowley
- Claudia Simmons
- Helen Winder

Members Not Present

- Luz Cuenca
- Pamela Lockett
- Mike Subin
- Kemmesha Thomas

Staff Present

- Shantá Johnson
- Charlene Muhammad
- Leah Goldfine

Call To Order

The meeting was called to order at 6:04 pm.

Review and Approval of Consent Agenda

Timothy moved to approve the consent agenda and Claudia seconded the motion. All voted in favor. The consent agenda included the October 2025 CAB meeting minutes; October 2025 CAB meeting evaluations summary; Executive Director's report; Head Start report; Contracts and grants report; Staff Liaison's report; Navigation and TESS performance reports; VITA report; CAA/Head Start Budget and P Card updates; Proposed edits for CAB Bylaws; CAB testimony for 2025 Joint Delegation Hearing; CAB Vacancy Notice; and CAB Advocacy Plan.

Meeting Agenda Items

1. CAB Updates

Board members received a detailed written report prior to the meeting with updates on the board's advocacy work, CAI, and other efforts.

a. CAI Update

Staff shared that the 2025-2026 CAI program is off to a good start. The first workshop took place on November 1.

b. CAB Membership

Staff shared a brief update on board membership. Several board members are eligible for reappointment to a second term and there was also one vacancy in the private sector of the board. All positions on the CAB must be posted online and open to the public to apply, even when there are incumbents. A press release announcing the application for these positions was issued earlier in the month. Later, a committee would be needed to interview new applicants.

c. CAB Advocacy Committee

Staff noted that volunteers were needed to serve on the Advocacy Committee during the legislative session. Board members received the board's Advocacy Plan in their meeting materials, which provides an overview of the board's process for selecting legislation to support.

d. Action Item: CAB Bylaws

Staff and members of the Bylaws Committee shared an overview of the proposed changes to the CAB bylaws, which the Executive Committee had reviewed and approved at their meeting. The changes made adjustments to the bylaws based on the board's practice for certain matters. The changes also address term limits, allowing private sector and low-income representatives on the CAB to serve for six consecutive years. Public sector board members would continue to have no term limits. Timothy moved to approve the proposed changes to the bylaws and Denise seconded the motion. All voted in favor.

2. Executive Director's Report

CAB members received a detailed written report from Executive Director Shantá Johnson, along with budget and P card updates, TESS and Navigation reports, and a VITA report. Shantá shared that she and Monica Rivera-Goldberg are both now certified ROMA trainers. Shantá reported that the agency is moving forward with the transition to DHHS Children, Youth, and Family Services. There will be three new program managers joining the team from the Cluster Projects. We are also close to filling the Administrative Specialist position, which supports our budget and fiscal needs.

3. Head Start Report

Board members received a detailed written report with updates on the Head Start program. Charlene shared that the program hosted four information sessions for the Early Head Start program, with 219 providers registered for the session. The application closed on November 15th with 55 providers submitting applications. All applications will be reviewed and site visits will be scheduled. The County is incorporating the application for families interested in applying for EHS into the EICM system. Charlene noted that the program will be hiring a team to do comprehensive services. Head Start will officially move to DHHS Early Childhood Services on December 1.

4. Contracts and Grant Agreements

Board members received a detailed written report with updates on the agency's contract and grant partners.

Next Meeting

The next CAB meeting will be on January 27, 2026.

Adjournment

The meeting was adjourned at 6:31 pm.