

APPROVED FEBRUARY 25, 2025

Montgomery County Community Action Board
Zoom Meeting
January 28, 2025

MINUTES

CAB Members in Attendance: Rachel Bonas, Beverly Coleman, Lisa Conlon, Erika Conner, Denise Fredericks, Jeffery Johnson, Will Kenlaw, Pamela Luckett, Evelyn Okutu, DaVida Rowley, Claudia Simmons, Mike Subin, Kemmesha Thomas, and Helen Winder

CAB Members Absent: Summer Cook, Luz Cuenca, and Timothy Robinson

CAA Staff: Charlene Muhammad, Aizat Oladapo, and Leah Goldfine

Guests: Dr. James Bridgers, Nichelle Owens, and Dourakine Rosarion

Call to Order: The meeting was called to order at 6 pm.

Consent Agenda

Evelyn moved to approve the consent agenda and Denise seconded the motion. All voted in favor. The consent agenda included the November 2024 CAB meeting minutes; November 2024 CAB meeting evaluations summary; Executive Director's Report; Head Start Report; Contracts Report; Staff Liaison's Report; Budget report and P Card update; TESS and Navigation reports; CSBG Organizational Standards Report; and VITA flyer.

Introductions

CAB members were joined by DHHS Director Dr. James Bridgers and DHHS Office of Community Affairs Acting Chief Dourakine Rosarion. Board members introduced themselves and Dr. Bridgers shared some remarks from the department.

CAB Updates

Board members received a detailed written report from the staff liaison with updates on the board's activities since the last CAB meeting. Staff shared that the CAB Advocacy Committee was meeting every Monday to review bills the CAB is tracking and to finalize testimony. Erika, Evelyn, Lisa, and Kemmesha are serving on this committee, taking turns to draft testimony for various bills.

Staff thanked Erika, Kemmesha, Dr. Johnson, and Timothy, all of whom joined staff for the MCAP Advocacy Day in Annapolis. This annual event included meetings with Delegate Palakovich Carr and staff for Delegate David Moon.

Staff also gave a special thank you to Dr. Johnson, who had gone above and beyond to support the board's work in recent months. Dr. Johnson participated in MCAP Advocacy Day, facilitated the EITC

Awareness Day event, participated in the Women's Legislative Briefing, and would be presenting at the CAI workshop that weekend.

The CAI was moving forward into the final stretch of the program. Board members were reminded that many volunteers were needed for the two testimony practice sessions in March.

Executive Director's Report

Board members received a detailed Executive Director's report with updates on the agency's programs, along with program reports from TESS and Navigation and budget and P Card reports.

Head Start Report

Board members received a detailed written Head Start report. Charlene noted that registration for the 2025-2026 school year would begin on March 3rd. The Head Start Party in the Park will take place on June 7th.

Following an Executive Order to pause funding on federal grants, Charlene reported that late in the day, the National Head Start Association was informed that the Head Start grant was not included in this initial order. It was still unclear if CSBG was meant to be included but staff would share updates with the CAB as they became available.

Charlene shared that the Head Start annual report had been drafted and would be shared with the board for approval the following month. Charlene also noted that the agency's VITA program continues to track Head Start families accessing this service.

Contracts

Board members received a detailed written report with updates on the agency's contract and grant partners. Aizat noted that she and contract monitor Melissa Ferguson were in the process of completing site visits for our partner organizations. Staff were working to complete the FY24 CSBG annual report.

Aizat provided an overview of the FY24 CSBG Organizational Standards report. This report is required of all Community Action Agencies. It includes an assessment of our work, explaining how the agency and board have met all of the Standards. Staff noted that many of the Standards pertain to the board's work and ensuring that the board receives adequate information. The report reflected that the agency was in compliance with all of the Organizational Standards.

Adjournment: The meeting ended at 6:43 pm.