

**APPROVED BY THE COMMUNITY ACTION BOARD SEPTEMBER 30, 2025**

Montgomery County Community Action Board  
Virtual Meeting  
June 24, 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, Mike Subin, Timothy Robinson, and Helen Winder

**CAB Members Absent:** Rachel Bonas, Summer Cook, Luz Cuenca, Claudia Simmons, and Kemmesha Thomas

**CAA Staff:** Shantá Johnson, Aizat Oladapo, and Leah Goldfine

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

**Consent Agenda**

Mike moved to approve the consent agenda and Beverly seconded the motion. All voted in favor. The consent agenda included the minutes and evaluations summary for the April 2025 meeting; May 2025 meeting minutes (CAI graduation); Executive Director's Report; Head Start Report and Head Start Non-Federal Share Waiver request – approved by EC on June 10<sup>th</sup>; Contracts Report; Staff Liaison's Report; Budget report and P Card update; TESS and Navigation reports; VITA Flyers in English and Spanish; BCC Reimbursement Form; and Whistleblower Policy and Presentation.

**CAB Updates**

Board members received a detailed written report from the staff liaison with updates on the board's work since the last meeting. Staff reviewed the draft meeting calendar for FY26, noting certain changes to the CAB's regular meeting dates. Timothy moved to approve the meeting calendar and Denise seconded the motion. All voted in favor.

Staff noted that more volunteers were needed to serve on the CAB Bylaws Committee. The plan was to have a committee meet throughout the summer to review the current bylaws and develop proposed edits. The committee would then present the changes to the full CAB at the September meeting. DaVida, Lisa, Timothy, and Evelyn all volunteered to join Denise and Mike on the Bylaws Committee.

Staff led a training session about the County's whistleblower policy. It was noted that the same rules and protections that apply to County employees also apply to members of County Boards, Committees, and Commissions. All CAB members received the County's policy and the presentation in their meeting materials.

Staff and board members participated in a special presentation for Dr. Johnson as he stepped down as Chair of the CAB. Staff highlighted many of the activities, hearings, and programs Dr. Johnson participated in or led on behalf of the CAB. Many expressed their appreciation for his incredible commitment to the board, his leadership, and his active participation in so many CAB and agency activities.

Shantá installed the new Executive Committee members:

Chair – DaVida Rowley

Vice Chair – Timothy Robinson

Secretary – Claudia Simmons

At-Large EC Members – Rachel Bonas, Beverly Coleman, Erika Conner, Dense Fredericks, Evelyn Okutu, and Mike Subin

The new EC members will serve for one year.

#### **Executive Director's Update**

Board members received a detailed Executive Director's report with updates on the agency's programs, along with TESS and Navigation reports and budget and P Card reports. Shantá shared that the VITA program's post-tax season had just begun. Free tax help would be available through the end of October.

#### **Head Start Update**

Board members received a detailed written Head Start report with updates on the program, along with the Head Start Non-Federal Share Waiver request, which was approved by the EC on June 10<sup>th</sup>.

#### **Contracts**

Board members received a detailed written report with updates on the agency's contract and grant partners. Aizat shared that contract renewals had gone through for many contracts, while the off-cycle contracts would be renewed in August and September. Contract monitors were working on accruals – carryover expenditures past July. Aizat noted that staff would be following up with the CAB to determine which partner organizations would be selected for site visits over the summer.

Aizat noted that the most recent County audits in FY24 did not include CSBG or Head Start.

**Adjournment:** The meeting was adjourned at 6:44 pm.