

**APPROVED OCTOBER 28, 2025**

Montgomery County Community Action Board  
Virtual Meeting  
September 30, 2025

**MINUTES**

**CAB Members in Attendance:** Rachel Bonas, Beverly Coleman, Lisa Conlon, Erika Conner, Luz Cuenca, Denise Fredericks, Will Kenlaw, Evelyn Okutu, Timothy Robinson, Claudia Simmons, Kemmesha Thomas, and Helen Winder

**CAB Members Absent:** Summer Cook, Pamela Luckett, DaVida Rowley, and Mike Subin

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

**Guests:** Whitney Johnson, DHCD; Hermine Williams, DHCD; Angela Fraser, DHCD; and Oliver Salter, MSW Student

**Call to Order:** The meeting was called to order at 6:00 pm.

**Consent Agenda**

Will moved to approve the consent agenda and Evelyn seconded the motion. All voted in favor. The consent agenda included the June 2025 meeting minutes; Meeting Evaluations Summary for June 2025 and CAB retreat 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; VITA report; Draft agency strategic plan; Proposed CAB bylaws– edits and updates; Head Start Community Forum Slides; CAB attendance policy; CAI program evaluation; and CAI post-program survey.

**CAB Updates**

Board members received a detailed written report from the staff liaison with updates on the board's work since the last meeting. Several board members shared their feedback on the various site visits conducted at CAA partner organizations over the summer. The board visited EMEAN, C-4 Clothing Closet, Manna Food Center, CASA, and Catholic Charities.

Staff shared an overview of the priorities that the board discussed at the annual retreat, noting that the retreat discussion and the resulting recommendations will guide the board's work. Staff also shared a brief training about the attendance policy for board members. Meeting attendance will be tracked carefully this year and board members will be reminded of the policy if they miss a meeting.

Staff shared an update on the CAB bylaws. Throughout the summer, the Bylaws Committee met to review the current bylaws and draft some proposed changes to present to the CAB. Board members discussed a question that was raised about a section of the bylaws regarding when the CAB will

recommend removal of a board member due to disruption. Board members were asked to review the proposed changes carefully ahead of the October CAB meeting.

#### **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, a VITA report, and budget and P Card reports. Shantá reviewed the CAA strategic plan she and other staff members developed. Board members received the document ahead of the meeting as well. Shantá explained that the idea is to connect all of the agency's work and set goals for the next few years. Shantá noted that once the plan is approved, it will be shared with our Children, Youth, and Families Chief Lori Garibay Aquino and DHHS Director Dr. James Bridgers. The board members expressed their appreciation for the plan and the goals it highlights. Denise moved to approve the strategic plan and Will seconded the motion. All voted in favor.

#### **Head Start Update**

Board members received a detailed written Head Start report with updates on the program. Lisa shared that enrollment for full-day Head Start was at 87% and 100% for half-day. Enrollment for full-day PreK was at 88% but just 63% for part-day. Part-day programs are typically the last to fill because working parents need full-day classes. Lisa noted that certain schools are seeing lower numbers, even though these sites are usually very popular. There is a lot of fear within the immigrant community right now. The board members discussed this issue and how it is impacting the program.

#### **Contracts**

Board members received a detailed written report with updates on the agency's contract and grant partners. Aizat noted that agreements started July 1<sup>st</sup>. At the time, the agency had only received four out of 21 community grants. Aizat also shared that one of Manna Food Center's contracts will not move to the Office of Food Systems Resilience until November 19<sup>th</sup>. This specific contract includes the food education program.

Aizat noted that the Lighthouse Program and many of the CAA partners are seeing the same trends that Head Start is seeing within the immigrant community.

Aizat also noted that surveys were sent to the partners as part of our development of the strategic plan.

#### **Open Forum**

Aizat shared that she will be retiring on October 31<sup>st</sup>. The board members expressed their appreciation for her commitment to the agency, her professionalism, and her support of the board's work over the years.

**Adjournment:** The meeting was adjourned at 7:11 pm.