

**MONTGOMERY COUNTY BOARD of SOCIAL SERVICES**  
**February 3, 2025 | 4:00 PM – 6:00 PM**  
**HELD VIRTUALLY (MICROSOFT TEAMS)**  
**MEETING AGENDA**

**Board Members**

**HHS and Council Staff**

| Name                 | Title             | Present | Name               | Title         | Present |
|----------------------|-------------------|---------|--------------------|---------------|---------|
| Yuma Tomes           | <i>Chair</i>      | X       | Oscar Mensah       | HHS Staff     | X       |
| Anthony Carter       | <i>Vice Chair</i> | X       | Hannah Shaw        | HHS Staff     | X       |
| Larniece McKoy Moore | <i>Secretary</i>  | X       | Kristine Cummings  | Council Staff | X       |
| Jewel Butler         | Member            |         | Caroline Davenport | Council Staff | X       |
| Shadrene Howard      | Member            | X       |                    |               |         |
| Michele Levy         | Member            | X       |                    |               |         |
| Dawn Luedtke         | Member            | X       |                    |               |         |
| Swapnika Madhavaram  | Member            | X       |                    |               |         |
| Frances Marshall     | Member            | X       |                    |               |         |
| Zackary Richards     | Member            | X       |                    |               |         |
| Maria Schwermer      | Member            | X       |                    |               |         |
| Loveline Tangwan     | Member            |         |                    |               |         |
| Isabella Wise        | Member            | X       |                    |               |         |

**I. CALL TO ORDER**

- Roll Call (to determine quorum) – meeting called to order at 4:03 pm
- Introduction of Guests (if warranted)
  - No guests

**II. PUBLIC PARTICIPATION (*if warranted*) – N/A**

**III. READING/REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES**

- December
  - Due to cancellation of the January meeting (County closed due to weather), the notes being reviewed are from the December 2024 meeting
  - Motion to approve by S. Marshall, seconded by I. Wise
  - Approved, no edits

**IV. REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES**

- Chair, Co-Chair and Secretary (*if warranted*)
  - Called Board Members attention to the MD Association of Social Services Boards (MASSB) Winter Meeting, which will be hosted by the Howard County Board of Social Services on March 1, 2025.
  - Link to RSVP with event details will be sent to the board.
- Outreach Committee (*if warranted*) – N/A
- Legislation Committee (*if warranted*) – N/A

**V. NEW BUSINESS**

- The Open Meetings Act and Subcommittee Meetings (*Frances*)
  - Discussion of what meetings, documents, or actions fall under the Act. The Act applies only when a quorum of the members of the public body are meeting. The board has 13 members and a quorum of the board is 7 or more members.
  - Meetings are considered to be anytime the body convenes to discuss public business and are considered a meeting no matter where the meeting occurs (in-person, virtually, by phone, etc.).

Emails communication among a quorum as opposed to between individual members constitutes a meeting if the emails are so close in time as to show that a quorum was in on the discussion together.

- Committees may meet outside of the regularly scheduled monthly board meetings, however if a committee is made up of a quorum of the larger board (7 or more members), that meeting would fall under the Open Meetings Act statute and the following would need to occur before each meeting
  1. The committee would need to give reasonable advance notice of the meeting. This includes identifying the time, date and place of the meeting.
  2. Each meeting would require an agenda and that agenda must be made available to the public ahead of the meeting, either when notice of the meeting is posted, if the items of business are known then, or as soon as practicable, but no later than 24 hours before the meeting.
  3. Each meeting would need to be held openly, allowing the public to attend and that the meetings must be reasonable accessible to individuals who would like to attend them.
  4. Each meeting would need to have minutes taken and adopted, available to the public/posted online if that is practicable and have them retained for 5 years.
- Review the Board Priorities and Determine an Action Plan (*Yuma*)
  - Current priorities are:
    1. Expanded Access to Multilingual Resources (taken from the 2024 presentation from OESS)
    2. Increasing Advocacy for Foster Care Initiatives (taken from the 2024 presentation from CWS)
    3. Collaborating with other Boards, Committees and Commissions (carry over from 2023-2024 priorities)
  - Given the new year and changes around issues related to each service area, the board will request each service area to come back to review what priorities they previously highlighted, whether those priorities are still valid (and if not what are the new priorities) and to discuss how they see the board assisting them in meeting those priorities.
- 2025 State Legislative Session Resources (*Hannah*)
  - Reviewed a list of upcoming State bills that may impact the Office of Eligibility and Support Services (OESS), Child Welfare Services (CWS) and Aging and Disability Services (A&D)

## VI. COMMITTEE BREAKOUT SESSION & DISCUSSION

- **Legislative** – discussed the mechanics of how they will communicate during the legislative session.
- **Outreach** – discussed how they will flag and/or reach out to other County boards and committees to discuss collaboration on cross-cutting issues.

## VII. ADJOURNMENT

- Motion to adjourn by , seconded by. Meeting adjourned at 5:50 pm.

**Next meeting:** *Virtually - Monday, March 3rd, 2025; 4:00PM – 6:00PM*