

**Queen Anne's County  
Community Partnerships for Children and Families  
Board Minutes  
March 19, 2014**

Drafted: April 7, 2014

Those present for the Community Partnerships for Children and Families Board meeting:

**Members Present:**

Dr. Carol Amoia, Community Member	Quentin Kent, Student Representative
Peg Anawalt, Chesapeake College	Vincent Radosta, Community Member
Joan Brooks, Q.A. Co. Recreation	Myron Richardson, Community Member
Cindy Chirumbole, Community Member	Janet Sankar, Community Member
Susan Coppage, Department of Social Services	Steve Scott, Dept. of Aging/Transportation
Pastor Mark Farnell, Community Member	Brian Smith, Sheriff's Office
Janice Feeley, Community Member	Paul Stearns, Community Member
Lee Franklin, Community Member	Mary Ann Thompson, Q.A. Co. Department of Health
Wayne Humphries, Community Member	Denise Whiteley, Department of Juvenile Services
Holly Ireland, Mid Shore Mental Health Systems	Suzy Wishard, Community Member
Mandy Jones, Community Member	

**Administrative Staff:**

Cindi Boone, Administrative Assistant	Michael R. Clark, Director
Jacki Carter, Character Counts!	Jennifer Stansbury, Operations Specialist

**Member Regrets:**

Brad Engel, Q.A. Co. Board of Education\*

Margie Houck, Q.A. Co. Commissioners

*\* Board member gave their proxy to another board member for this meeting.*

**I. WELCOME, CALL TO ORDER & INTRODUCTIONS:**

Vincent Radosta, Board President, welcomed everyone and called the meeting to order at 11:35 a.m.

**II. REPORTS:**

**A. Executive Committee**

The Executive Committee was unable to meet due to weather, so the agenda for the March board meeting was decided via email. No formal decisions were made that require ratification from the full board.

**B. Secretary**

Wayne Humphries presented the minutes for the February 2014 board meeting.

**Action:**

Cathy Dougherty moved to approve the February 2014 minutes as written. Denise Whiteley provided a second. All present voted in favor with no abstentions and the motion was carried.

**C. Treasurer**

Peg Anawalt presented the treasurer's report for February 2014.

**D. Director's Report**

Mike Clark gave an overview of the director's report that was included in the member's packets.

- The revised approved By-laws were included in the packet for today's meeting.
- Earned Reinvestment funds for the Yellow Ribbon campaign funding was approved and Mr. Clark received another request from the Governor's Office of Children regarding an event for the Yellow Ribbon in which Anne Sheridan could attend.
- Out of School Time funds (multiple no-cost extension requests); the board approved the request to retool \$10,890 of unspent funds and allow the \$12,241 to go back to LMB Earned Reinvestment fund for projects to be determined later. A copy of the letter sent to Ms. Sheridan was included in the member's packets. There has been no response from GOC yet.

**E. Committees**

LMB Committee representatives gave updates on recent events and accomplishments:

• *Anti-Bullying Committee*

Jacki Carter, chair, gave the board an update on Unity Day.

- The next Unity Day will be on October 22, 2014.
- Six Flags is joining to help raise funds for Unity Day.
- BullyFree.net website is in the final stages. The site is being created by Reece Milner, a sophomore at Queen Anne's Co. High School.
- Committee members are selling tickets for Spring Ca\$h, the lottery pick-three raffle fundraiser.

• *Character Counts!*

Jacki Carter, Coordinator, updated the board on the Character Counts! Committee

- Responsibility is the Pillar for March.
- Laws of Life ceremony this evening.
- Receiving applications for the Faye Lister Teen of Character Scholarship
- CC! in need of more volunteers to help mentees and meet our goal of 100 mentors.

• *Cultural Competence*

Vince Radosta reported that the meeting was rescheduled due to inclement weather. Nothing to report at this time.

• *Early Childhood Council*

The Committee has divided into three sub-committees: Strengthening family involvement; Marketing plan; and Professional development.

• *EduCARE*

No Report

- *Mentoring Committee*
  - The Mentoring Program has been receiving positive feedback from the community.
  - The program needs volunteers; more male volunteers are much needed.
  - The trip to Medieval Times in February was enjoyed by all who attended.
- *Nominating Committee*  
Denise Whiteley announced that the committee has begun the process of determining which board members terms will expire June 2014, which members wish to stay on the board for an additional term, and how many positions will need to be filled with new members. The committee will also be taking nominations for Board officers.
- *Open Tables Committee*  
The committee is focusing on the recruitment meeting in March, and is inviting all faith-based organizations and other service organizations who are in Queen Anne's County as listed with Chesapeake Helps! The meeting will be held at the Department of Community Services at 6 p.m. and food will be provided. Pastor Mark Farnell announced that the table at Centreville United Methodist Church is going very well and the church is very close to starting a second table.
- *Out Of School Time Committee*  
Heather Zietlin, Out of School Time Coordinator has resigned. The committee is working with Dr. Williamson and the Board of Education to be sure that the program continues to move forward. The committee reviewed the proposed job description for a new coordinator.
- *Public Relations*  
Vince Radosta reported that the meeting with Anne Sheridan was cancelled and will have to be rescheduled.
- *Partnership for Suicide Prevention*  
Holly Ireland, chair, announced that the committee will be hosting an "Out of the Darkness" walk sometime between September and November of 2014. Keep posted for details.

### III. ORGANIZATIONAL UPDATES

#### State & County Budgets:

Mike Clark reported that the State and County budgets have been level funded for FY2015 – so far there have been no cuts and no increases. The budgets have been submitted but not yet approved.

#### Overview of Performance Measures:

Mike Clark distributed the FY 2014 Performance Measure Tables that were prepared by Jennifer Stansbury. LMBs are required to submit these tables based on the Results Based Accountability Framework, each year and then they are used to monitor our progress toward population goals and performance measures of the programs we fund. The document includes a review of population measures selected by the LMB along with detailed performance measures prepared as an arrangement between the LMB and the individual program vendors. Next month the mid-year results will be presented to the board.

#### Upcoming Monitoring Session:

The LMB staff has begun the final stages of preparation for the GOC monitoring visit. The year in review is most likely 2013. The visit is scheduled for the week of April 8, 2014.

#### Program/Vendor Review:

One job of the LMB is to review the programs we fund in order to make sure they are operating correctly and ultimately have a positive effect on their customers. This is done in part by the contracts we set up, reports we receive, site visits, and participation on program committees and activities. While preparing for the State audit, the LMB staff agreed that it is a good idea for the board to receive regular updates on the progress of the programs we fund. It would be ideal for the programs to report in September and February; because September is the beginning of the year and February is when the mid-year reports are due. The programs will be asked to give the board a written overview that will answer the seven accountability questions as listed through Results Based Accountability framework. They will have 5-10 minutes to present on highlights and to

answer questions. Through a discussion the board decided to implement this concept in fiscal year 2015.

**IV. ANNOUNCEMENTS AND ADJOURN:**

- Meeting Adjourned at 1:00 p.m.
- Next meeting – April 16, 2014 at the Q. A. Co. Board of Ed.
- Bridges Out of Poverty Training by GOC May 1, 2014 8:30a.m. -3:30 p.m.
- 2014 Upper-Shore Diversity Summit, Kent Co Community Center, April 24, 2014, All day event