

**Frederick Community Action Agency  
Board of Directors Meeting  
Wednesday, May 18, 2022  
Frederick Community Action Agency  
100 South Market Street, Frederick, Maryland**

**Board Members Present:** Chris Bickle, Diane Fink, M.C. Keegan-Ayer, Michael O'Connor, Louise Lynch, Karen Lewis-Young

**Staff Present:** Ramenta Cottrell, Michele Ott, Raymond Whiten, Stephen McCoy

**Not Present:** Leslie Slaby, Guy Djoken, Charles Green, Ron Young, Ben McShane

**Call to Order:**

Meeting called to order at 12:10 p.m. Introductions followed.

**Approval of Minutes:**

Motion to approve February 16, 2022 meeting minutes. The Spring, Summer and Fall of 2021 meeting minutes to be redistributed to board members to vote at the August 2022 meeting:

BOARD MEMBERS	MOTION	SECOND	YES	NO	ABSTAIN	NOT PRESENT
Leslie Slaby						X
Chris Bickle			X			
Ron Young						X
Karen Lewis-Young			X			
M.C. Keegan-Ayer	X					
Michael O'Connor			X			
Ben McShane						X
Charles Green						X
Diane Fink		X				
Guy Djoken						X
Louise Lynch			X			

## **CSBG Financial Report: Stephen McCoy, Senior Assistant Director**

CSBG/6111 report presented. The CABod has historically been giving a financial breakdown of funding that the board is not responsible for. The CABod is responsible for the CSBG funding which as currently constructed covers salaries and fringe benefits for the department. The CABod can determine the scope of the CSBG funding during the planning of future fiscal years however at this current moment the CSBG funding is only being applied towards salaries and fringe benefits.

HHS staff will provide general updates in efforts to keep CABod members informed and provide transparency however the the focus of the CABod is to be responsible for the CSBG funding solely.

CABod members did not collect a vote to approve the financial report.

## **Organizational Standards Update**

Michele Ott presented data representing the Community Action impact in our community. Data covered October 2021 – April 2022 in areas of Foodbank, Case Management, Outreach Services and Motel Placements. CABod will create a committee to address organizational standards including revision of bylaws. Ms. Lynch and Ms. Keegan-Ayer volunteered to join the committee.

## **Community Action Agency Division Presentation**

Presentation provided detailing the origin of Community Action and its commitment to the low to moderate income population by way of the Community Services Block Grant (CSBG). The HHS leadership is emphasizing the Community Action mission to staff in efforts to revitalize and motivate staff. The current Frederick Community Action statement may need revision to reflect the evolution of the community needs since the last mission statement was created. Frederick Community Action is involved with the Maryland Community Action Partnership led by CEO/Executive Director Ms. Angela Martin. Networking and training opportunities available through membership with Maryland Community Action Partnership.

**Bylaws**

COF and HHS staff attempting to locate the original agreement/charter of the Community Action Board and City of Frederick. Attempts to have the original document by June 1<sup>st</sup> 2022 are ongoing.

**Board Member Nomination Process Ideas**

Recommended to table the nomination process until the committee to address bylaws and other matters have an opportunity to meet.

**Director’s Report- Ramenta Cottrell, Director:**

No additional comments.

**Other Business and Announcements:**

Leslie Slaby has resigned from the CABod

**Adjournment:**

The meeting was adjourned at 1:34 PM.

Recorded by Raymond Whiten

Reviewed by Diane Fink

Acceptance and approval of the Board Minutes by a vote of the Board of Directors.

\_\_\_\_\_  
, Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Louise Lynch, Chairman

\_\_\_\_\_  
Date