

**Frederick Community Action Agency  
Board of Directors Meeting  
Wednesday, February 15, 2023  
Frederick Community Action Agency  
100 South Market Street, Frederick, Maryland**

**Board Members Present:** Kavonte Duckett, Michael O'Connor, April Lee, Esther Slack-Metellus, Cindy Freeman, Tarolyn McKinney, Terrence Wiley

**Staff Present:** Ramenta Cottrell, Michele Ott, Raymond Whiten, Stephen McCoy, Rhiannon Patton, Ericka Rohrbaugh

**Not Present:** Guy Djoken, Charles Green, Ben McShane, Karen Lewis-Young

**Call to Order:**

Absent CABoD Chair, Ramenta Cottrell called the meeting to order at 12:07 P.M. Introductions followed.

**Community Action Board Roster:**

Current vacancies include representatives of the lower-income community and an elected official. The Community Action Board chair position is vacant. Onboarding recruiting efforts are ongoing and discussions among board members continue to fill the board chairperson position.

**Approval of Minutes:**

Motion to approve November 16, 2022 meeting minutes.

BOARD MEMBERS	MOTION	SECOND	YES	NO	ABSTAIN	NOT PRESENT
Cindy Freeman			X			
April Lee			X			
Kavonte Duckett			X			
Karen Lewis Young						X
Michael O'Connor	X					
Ben McShane						X
Charles Green						X
Terrence Wiley			X			
Tarolyn McKinney			X			
Guy Djoken						X
Esther Slack-Metellus		X				

**Bylaws Review**

General requirement section of the CABoD bylaws line c added to include the following language:

*Must live, work, or be retired from work in the Community Action Agency’s service area, or have demonstrable connection with the community.*

Motion to approve updated general requirements of the CABoD Bylaws.

BOARD MEMBERS	MOTION	SECOND	YES	NO	ABSTAIN	NOT PRESENT
Cindy Freeman			X			
April Lee		X				
Kavonte Duckett			X			
Karen Lewis Young						X
Michael O’Connor			X			
Ben McShane						X
Charles Green						X
Terrence Wiley			X			
Tarolyn McKinney	X					
Guy Djoken						X
Esther Slack-Metellus		X				

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

Fiscal year 2022 recap of expenses presented; expenses include but not limited to salaries and fridges, professional services, subgrantee disbursements, supply and repair and maintenance. The CABoD will receive a document detailing the acronyms used throughout the presentation. Michele Ott communicated details of the COVID grants received in 2022 which primarily supported motel placement and shelter operations. Tarolyn McKinney inquired about the breakdown of expenses towards motel placement and housing. Ramanta Cottrell reiterated the CABoD responsibility is to the CSBG funding source solely as the financial report included additional funding sources that included case management services for transparency. Although the CABoD only responsibility is to the CSBG funding the outcome of case management services expands throughout multiple funding sources. April Lee requested to include the over/under status of the budget allotment with the expense report and requested to receive a CSBG financial report independent of additional funding sources that the CABoD is not responsible for. Ramanta Cottrell communicated staff efforts will evolve with the request and needs of the board members to address housing needs and food insecurity and provide data attached to services.

## **Assistant Director Report: Michele Ott, Assistant Director of Community Action**

CSBG Community Action Annual Plan presented that includes the program and service delivery details. Partner organizations listed in the CSBG Community Action Annual Plan include but not limited to Frederick Health Hospital, Frederick County Health Department, Maryland Department of Housing and Community Development and Frederick Community College. National performance indicator used to establish priorities for the Community Action division such as affordable housing, health care, employment, job training and food insecurity. The CSBG Community Action Plan was provided to CABoD for review.

Q2 Program Report October 1 2022 – December 31 2022. Data presented detailing household and clients served throughout department programs.

Point in time completed January 25, 2023. Point in time is a HUD required survey. The data collected via the survey was consistent with the 2022 Point in time data. 2023 Point in time presentation expected to be available at the May CABoD meeting.

CSBG Organizational Standards examines areas such as policies and procedures, training and bylaws. As a result of the organizational standard examination the CABoD is required to document several areas were reviewed and accepted by the board. The needs assessment, first established in 2018 and updated in 2022, review of the Community Action mission statement, areas of the bylaws were updated and approved, CABoD orientation and training process is currently being worked on with the expectation to have document to review at the May 2023 board meeting, documentation the CABoD has reviewed the strategic plan and financial review and oversight review. The CABoD did not receive any findings for the CSBG program in the last financial audit. All documents to be reviewed, discussed or voted upon have been provided to revisit at the May 2023 board meeting.

## **Director's Report- Ramenta Cottrell, Director:**

The DHHS received \$1.3 million for renovation of the Permanente Support Housing units and the Community Table from Congressman Trone. DHHS is hosting a community forum in efforts to engage and receive feedback from the community regarding the Community Table renovation.

## **Other Business and Announcements:**

**Adjournment:**

The meeting was adjourned at 1:02 PM.

Recorded by Raymond Whiten

Reviewed by

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
, Chairman

\_\_\_\_\_  
Date