



CARROLL COUNTY LOCAL MANAGEMENT BOARD (CCLMB)

Department of Citizen Services | 410-386-3600 | [CCLMB Website](#)
10 Distillery Drive, Suite 101 | Westminster, MD 21157

May 17, 2022 Meeting Minutes

ATTENDANCE (19):

CCLMB Staff (1): Gabby Zelaya (CCG)

CCLMB Members (9): Brian Gass (DJS), Kathi Green (CCPS), Vicky Keller (DSS), Marie Liddick (LBHA), Christina Ogle (CCPL), Katie Speert (TWOI), Jen Mettrick (PMHS), Javier Toro (CCG), Bonnae Meshulam (BGCW)

Guests (9): DaVida Anderson (CCC), Liza Frye (CC HS/EHS), Caren Jagoda (CCYSB), Judi Nance (HSP), Mallory Sutphin (CCYSB), Corey Hardinger (CCG), Delmonica Hawkins (DJS), Joy Fisher (PFLAG), Tammy Black (AC)

I. Welcome, Introductions, & Staff/Agency Updates

a. The CCLMB Chair, Christina Ogle, called the meeting to order and introductions were made.

b. The following event updates were shared:

First Responders Appreciation Day – May 18, 2022

Celene and Gabby are both participating in First Responders Appreciation Day coordinated by the Debbie Finch of the Opioid Prevention Coalition at the Health Department. Teams will deliver lunches and other goods to first responders in appreciation of their efforts in saving lives from overdose, and a person in recovery will also share their story. Contact Debbie Finch if you want to get involved in the Coalition and similar events in the future: Deborah.finch@maryland.gov

I Like Big Data and I Cannot Lie! Training – Thu, May 19th from 9:30-10:30

Meeting link: <https://meet.goto.com/517671293>

Dial in: [+1 \(408\) 650-3123](tel:+14086503123) with Access Code: 517-671-293

Please join us for this interactive session on how we can benefit from data collection and analysis, including leveraging new funding, helping the community understand the work we do, and helping us further improve our work. CEUs will not be offered. Hosted by Dr. Courte Van Voorhees, Coordinator for the Carroll County Local Care Team. Email Gabby with questions: gzelaya@carrollcountymd.gov

Human Trafficking Training – date, time, & location TBD

Please complete this form (<https://forms.gle/ixEYaHUPr6615XX56>) if you are interested in attending a 1.5-hour-long IN-PERSON training on human trafficking. This training will be provided by staff of the Governor's Office of Crime Prevention, Youth, and Victim Services.

Please feel free to share this Interest Form with your peers and within your organizations.

Email Gabby with questions: gzelaya@carrollcountymd.gov

Board of Education Candidates Forum – May 22nd, 4-6 at Carroll Arts Center

Carroll County Kids for Equity and the Carroll County National Association for the Advancement of Colored People (NAACP) Branch are facilitating this forum. Register here:

<https://www.eventbrite.com/e/308586198627>

Department of Juvenile Services' Juvenile Justice Reform Training – May 24th, 25th, or 26th

Deputy Secretary Betsy Tolentino is conducting virtual training on the implementation of the Juvenile Justice Reform Legislation. There will be 3 one-hour sessions: May 24th, 25th, and 26th from 4:00 pm - 5:00 pm each date. Email Delmonica Hawkins, Regional Director, Region 5 of the Department of Juvenile Services, at delmonica.hawkins@maryland.gov as to what time and date you can attend.



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Summer Youth Program, a paid work experience for youth aged 16-18 – apply by May 27th!

Carroll County Workforce Development (CCWD, formerly BERC) is hosting their Summer Youth Program, a paid work experience for youth aged 16-18. From July 7th-August 17th; youth will become County employees (\$12.50/hour) working up to 25 hours a week. The application deadline for youth to participate or businesses to host youth is May 27th. Contact Dominique Evans at 410-386-2820 or devans@carrollcountymd.gov for more information.

Carroll County Public Schools Summer Recovery

CCPS is hosting a summer recovery program from July 11th to August 4th. This consists of Extended Learning Opportunities (ELOs) for any students who have struggled academically; students can participate 4 days a week in a half-day program. Special Education students can also participate in ELOs and also receive recovery services related to their IEP. All programs will provide transportation.

Carroll Citizens for Racial Equity (CCRE) annual conference – June 3rd and 10th from 9am-12pm

This year's conference is titled *Systemic Racism: Acknowledging the Past, Healing, and Looking to the Future*. See the Save the Date [here](#).

First Fridays – June 3rd from 6:30 pm-10:00 pm

First Fridays is a safe space for gay, lesbian, bisexual, asexual, pansexual, and transgender youth and their allies. All youth attending school - including college - are welcome, and no one has to discuss their orientation unless they want to share it with others. We meet on the first Friday of each month at St. Paul's (17 Bond Street in Westminster). Snacks, pizza, and games are provided! For more information email pflagcarroll@gmail.com or visit the local PFLAG [Facebook page](#).

Westminster Pride Walk – June 4th at 11 am

This is the 4th Pride Walk the local PFLAG chapter has held. This year, Pride Walk participants will meet in the courtyard across from the Westminster Library, walk down to Birdie's, come back around to Carroll Arts Center and then back to the courtyard. For more information email pflagcarroll@gmail.com or visit the local PFLAG [Facebook page](#).

Transit Talk – June 8th from 9 am-2 pm at the Ag Center

Christina Ogle is attending this Talk and can bring up any transit related questions, concerns, suggestions. Email those questions, concerns, or suggestions to her at cogle@carr.org or visit [the Carroll Transit System's website](#) for more information.

Resource Fair for individuals experiencing homelessness or housing instability – June 23rd

This Fair is currently scheduled for June 23rd from 10-2 at Belle Grove Park across from St. Paul's. Contact Judi Nance for more information or to get involved: jnance@hspinc.org



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May 17, 2022 Meeting Minutes

Transportation Advisory Committee (TAC) – Monday, July 11th from 9:00-9:30 am

The TAC currently meets once a quarter at the County Office Building (225 North Center Street in Westminster). CCLMB members and partners can attend these open meetings to bring up the barriers and gaps youth face when trying to find transportation or utilize existing transportation services. Email Gabby for more information: gzelaya@carrollcountymd.gov

c. The following agency/organization updates were shared:

COVID-19 Testing Kits

Carroll County Public Libraries no longer have COVID-19 test kits or masks available. However, individuals can contact the following agencies to receive more test kits:

- i. Carroll County Health Department: 410-876-4848, 290 S. Center Street in Westminster
- ii. Access Carroll: 410-871-1478, tblack@lifebridgehealth.org, 10 Distillery Drive, Suite 200 in Westminster
- iii. Together We Own It: 410-878-3104, 77 John Street in Westminster

Opening of Youth Drop-In Center at Together We Own It

TWOI's new Youth Drop-In Center for youth aged 18-24 will open in the coming weeks. Feel free to contact TWOI if you know of a youth who wants to connect to local services.

Refer those facing homelessness or housing insecurity to Housing Stability Coordinators

Connect or refer individuals facing homelessness or housing instability to the Housing Stability Coordinators at the Carroll County Bureau of housing: 410-386-3600. Ask for Javier, Kerri, or Emma.

In-person and document translation from English to Spanish

Javier Toro has offered to provide translation of documents from English to Spanish, or in-person English-Spanish translation services for clients whose primary language is not English. Contact him for assistance or more information: jtoro@carrollcountymd.gov

Opening for an AmeriCorps Vista Member at Carroll Community College

Join Carroll Community College as an AmeriCorps Vista Member! This is a full-time (8:30-4:30, M-F) position at the College providing a bi-monthly living allowance; health care; childcare; non-competitive eligibility for federal jobs; and an end-of Service Stipend OR Education Award. Applicants must have an associate's degree; be able to work with diverse populations including low-income and other minoritized students; have interpersonal, written, and oral community skills; and understand or be able to learn technology software. Learn more at <https://www.americorps.gov/serve/fit-finder/amicorps-vista>.

College students 18+ YO needed to support students with developmental disabilities

Penn-Mar Human Services is looking for college students 18+ YO to support students with developmental disabilities as they participate in a 6-week summer work-based learning experience. College students would receive one week of training and a \$3,500 stipend. Email Jen Mettrick for more information: jennifermettrick@penn-mar.org



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May 17, 2022 Meeting Minutes

Contact Carroll County DSS directly if customers are having challenges with their benefits

There have been several glitches in Temporary Cash Assistance (TCA) and Supplemental Nutrition Assistance Program (SNAP) benefits. Customers experiencing challenges with their benefits should contact the Carroll County DSS office directly: 410-386-3300 or 410-386-3494.

4 new behavioral health contracts will begin July 1, 2022

The Carroll County Board of Commissioners approved 4 new behavioral health contracts using Fiscal Recovery Funds (FRF); these will start July 1, 2022 and run through December of 2024. These include increasing services through Mobile Crisis; providing additional Open Access slots at the Carroll County Youth Service Bureau; increasing peer support and case management at Access Carroll; and providing medication-assisted treatment (MAT) through Mountain Manor for people leaving incarceration.

Carroll County Youth Service Bureau is expanding its services

With the additional Open Access slots through the FRF dollars, more folks can get same day/next day services at the CCYSB. The CCYSB is also working on its building expansion – more details to come.

Openings for programs and staff positions at Head Start & Early Head Start of Catholic Charities

Catholic Charities shared that they are recruiting for their upcoming Head Start program this fall, always recruiting for their Early Head Start programs, and are looking to hire more staff. Interested families or individuals can email Liza at lfrye@cc-md.org, or visit [the Catholic Charities website](#).

Scorecard Update

This is the Results Scorecard online application provided by Clear Impact and the Governor's Office for Crime Prevention, Youth, and Victim Services; it lists data for all CPA programs. It is undergoing a major update within the next year; Gabby is hoping to use or share it more with the Board in the future.

Local Care Team Updates

The Carroll County LCT will review its 29th case of FY22 this afternoon. We are slowly getting back to pre-COVID rates. (FY 18: 34 cases - FY 19: 33 cases - FY 20: 47 cases - FY 21: 25 cases)

II. Commissioner Updates — Commissioner Frazier, District 3

Commissioner Frazier was not present for this meeting and had not previously shared any updates.

III. Approval of Previous Meeting Minutes

- a. The March 31, 2022 meeting Minutes were approved during this meeting (Motion: Kathi Green; Second: Jen Mettrick; none opposed).
- b. The January 18, 2022; March 2, 2022; and March 7, 2022 meeting Minutes were approved May 10, 2022 via email.

IV. CCLMB 2022 Community Assessment and Strategic Plan Update

- a. 434 responses have been received on the CCLMB's Community Survey. It was released on April 12 and shared through Carroll County Public Schools staff and parents.



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May 17, 2022 Meeting Minutes

- i. Respondents are mostly white, non-Hispanic/Latino, heterosexual, married females aged 35-64 years old, living in Westminster and working fulltime who have a Bachelors or Masters degree.
- b. Our next steps:
 - i. Continue hosting focus groups and key informant interviews
 - 1. Spoke with the Community Advisory Council through CCPS and PFLAG
 - 2. Focus group with Student Government Association and another with CCKE this month.
 - 3. Hoping to schedule focus groups with survey respondents, CCRE and NAACP members.
 - ii. Compile existing data for our community needs assessment.
 - iii. Present assessment, findings, and next steps.

V. Transit Talk & Transportation Advisory Committee Participation

- a. First Transit Talk – June 8th from 9 am - 2 pm at the Ag Center
 - i. See more information on [Carroll Transit's website](#). Email Stacey Nash by May 23rd to RSVP (snash@carrollcountymd.gov).
 - ii. Christina Ogle is attending this Talk and can bring up any transit related questions, concerns, suggestions. This is a great opportunity to bring up barriers and gaps youth face when trying to utilize CTS.
 - iii. Email any of your questions, concerns, or suggestions to her at cogle@carr.org or visit [the Carroll Transit System's website](#) for more information.
- b. Transportation Advisory Committee – Monday, July 11th from 9:00-9:30 am at the County Office Building
 - i. The TAC currently meets once a quarter at the County Office Building (225 North Center Street in Westminster). CCLMB members and partners can attend these open meetings to bring up the barriers and gaps youth face when trying to find transportation or utilize existing transportation services. Email Gabby for more information: gzelaya@carrollcountymd.gov

VI. [Youth REACH MD](#) & Youth Homelessness Subcommittee Update

- a. The 2022 Youth REACH Count is over!
- b. Some of our practices were utilized by the State Steering Committee and by other jurisdictions.
- c. 48 surveys were collected/submitted in 2022. This number will likely decrease as the surveys are reviewed/data is scrubbed.
 - i. 2017: 26 surveys collected; 2018: 24 surveys collected; 2020: 7 surveys collected.
- d. We expect some raw data by the Fall 2022, and a full report by December 2022.
- e. We still have over \$7,000 available for future efforts:
 - i. Youth Homelessness Subcommittee of the Continuum of Care beginning this summer
 - 1. Inviting Youth REACH Team and members of the Connecting Youth Coordinating Council
 - ii. Ways to involve youth in our local efforts and prepare earlier for the 2024 Youth Count

VII. Community Partnership Agreement (CPA) Notice of Funding Availability (NOFA) Update

- a. GOCPYVS asked one question about the Trauma-Informed and Resilience-Oriented initiative; no further questions at this time. Two more reviews by the State will occur by the end of this month.
- b. Letters of Intent should be sent in June with programs/funding spenddown starting July 1.



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May 17, 2022 Meeting Minutes

i. FY23 CPA NOFA Application/Budget Total: \$631,517

1. Connecting Youth in Carroll County program at CCYSB: \$292,833
2. Suicide Intervention and Prevention Services program at CCYSB: \$88,999
3. Wraparound Family Services at TWOI: \$70,985
4. Community Support Budget: \$97,213
 - a. Boys and Girls Club of Westminster summer camp fees: \$7,500
 - b. Trauma-Informed, Resilience-Oriented Initiative (TIRO): up to \$75,300
 - c. Various Trainings: \$14,413
5. Board Administration (payroll): \$25,318
6. Local Care Team: \$56,169

c. Now, some budget modifications are necessary in order to utilize all funding:

- i. Only 7-8 agencies can commit to the TIRO initiative in FY23 (DSS, HSP, BGCW, TWOI, CCG, CCPL, and LBHA). This leaves about \$15,000-\$22,000 of funding that will be unused and needs to be modified. Since our application has been submitted and undergone initial review, any budget modifications must be within the confines of the approved application:
 1. Increase TWOI's WFS program by about \$8,000 to fund two Family Navigators (one at 35 hours/week, another at 30 hrs/wk). Total FY23 WFS budget = ~\$79,000
- ii. Remaining unused funding (~\$7,000-\$14,000) will be modified for Board Administration use:
 1. After suffering over \$50,000 in budget cuts in FY21, the LMB administration (staff) never fully recovered. Adding this remaining funding back to the administrative pool will provide a few hours of assistance each week to the LMB, the LCT, fiscal accountability, and youth initiatives.

VIII. MD Youth Advisory Council & Carroll County Kids for Equity Updates

- a. MYAC is coming to a close; last meeting was May 14th. A report will soon be released discussing all the things they accomplished this year
- b. CCKE led two protests, one in school involving high school students and one outside of school involving community members and parents.
- c. CCKE is also hosting a Board of Education Candidates Forum this Sunday, May 22 from 4-6 along with NAACP at the Carroll County Arts Council. Register here: <https://www.eventbrite.com/e/308586198627>

IX. Continuing the CCLMB's Race Equity Discussion

- a. As a reminder, the LMB is following the Annie E. Casey Foundation's [Race Equity and Inclusion Action Guide](#) and is currently focusing on steps 1-3 of their *7 Steps to Advance and Embed Race Equity*.
 - i. **Step 1: Establish an Understanding of Race Equity and Inclusion Principles**
 1. Current plans: Provide upcoming trainings and attend/encourage on-going webinars.
 - ii. **Step 2: Engage Affected Populations and Stakeholders**
 1. Current plans: Involve supervisory staff in the trainings; meet populations where they are, like Together We Own It's outreach efforts with the Hispanic/Latino population.
 - iii. **Step 3: Gather and Analyze Disaggregated Data**
 1. Current plans: focus on collecting, analyzing, and referencing disaggregated data in our Community needs Assessment and subsequent Strategic Community Plan.



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May 17, 2022 Meeting Minutes

- b. [Carroll Citizens for Racial Equity \(CCRE\)](#) is hosting their annual two-day conference on June 3rd and June 10th from 9am-12pm. This year's conference is titled *Systemic Racism: Acknowledging the Past, Healing, and Looking to the Future*. See the Save the Date [here](#).
- c. Carroll Community College regularly offers one-day courses related to diversity, equity, and inclusivity. [CHECK HERE](#) to register for the following classes (please note that not all classes are open for registration at this time):
- i. **Turning Incivility into a Respectful, Thriving Work Culture (Online: 6/2/22 from 9-1:30 AND 10/20/22 from 9-1:30)** *Incivility is on the rise, especially in the American public arena. It is exemplified in the news and entertainment media, political discourse and people's daily conversations. When social and cultural factors make uncivil speech and behavior acceptable, they tend to seep into the workplace as well. With the U.S. becoming more and more politically polarized, it is imperative to recognize incivility and address ways to mitigate it within organizations. Discuss workplace incivility and the ways in which it can manifest itself explicitly and implicitly. Learn how incivility can lead to a hostile workplace environment causing decreased morale and productivity. The impact of incivility will be shown at both the individual and organizational levels, and strategies will be suggested to check uncivil behaviors and foster civility the workplace.*
 - ii. **Fostering Diversity in the Workplace (In-Person: 10/27/22 from 9-4)** *This course will assist managers in effectively leading diverse teams in the workplace. Students will learn how people from differing backgrounds and experiences contribute to the richness and the competitive edge of any organization. Topics include exploring ways to create an atmosphere of inclusion, creating an understanding and appreciation for individuals that will enhance creativity, and how inclusion and collaboration can increase overall team performance.*
 - iii. **Promoting Racial Equity and Justice at Work (Online: 7/13/22 from 9-1:30 AND 11/16/22 from 9-1:30)** *Recent racial incidents and consequent protests around the U.S. have initiated a new awareness regarding systemic racism. Most organizations are revisiting their D & I policies to include people of color (POC) and starting productive conversations about race in the workplace. Employers are willing to learn what it means to be an ally and listen to the lived experiences of their employees of color. Talk about inclusion from a race perspective. Learn strategies to have constructive conversations about race while listening empathetically to POC in the workplace. Learn how to assess racial diversity and inclusion in your organizations, as well as promote racial equity and justice individually and institutionally.*
 - iv. **Cultural Awareness and Sensitivity in the Workplace (Online – Thursday | October 6 – 9am to 1:30pm)** *Culture is the lens through which humans perceive the world around them. Culture is also instrumental in the way people think, talk and act among other things. In the workplace, cultural factors determine employees' thought processes, creativity, problem solving, decision making and so on. Learn about culture and its effect on people's communication, behavior, learning and working styles. Learn about cultural values and how they can give rise to cultural differences and misunderstandings. Review cultural competency, ethnocentrism and ways to understand and combat cultural conflicts.*



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May 17, 2022 Meeting Minutes

X. CCLMB Meetings for FY23

- a. The CCLMB typically meets about 5 times a year: at 8:30 am on the third Tuesday of every other month from September-May. The FY23 CCLMB meeting schedule is as follows:
 - i. Sept. 20, 2022
 - ii. Nov. 15, 2022
 - iii. Jan. 17, 2023
 - iv. Mar. 21, 2023
 - v. May 16, 2023
- b. We will be going back to 1.5 hour-long meetings in FY23. We are also going to hold at least half of our meetings in-person at partner agencies' locations (such as CCPL, CCWD, TWOI, DCS, and CCYSB).
- c. We may also have to schedule/hold additional meetings as needed for strategic planning and NOFA writing purposes.

Meeting adjourned at 9:30 am.

The next CCLMB meeting is scheduled for September 20, 2022 at 8:30 am.

Location details/meeting links will be shared closer to that date. Check [our website](#) for more details.
