



# Local Management Board for Children's



Board Meeting Minutes  
November 17, 2011

## Attendance

✓	Bill Clark, Chair
✓	Bill Kerbin, Vice-Chair
✓	Myra Butler, Secretary/Treasurer
✓✓	Ron Fithian/Susie Hayman, member at large
✗	<i>Dr. Kevin Karpowicz, member at large</i>
✗	<i>Jean Austin</i>
✗	<i>Judie Barroll</i>
✓	Nora Becker
✓	Candy Edwards
✓	Thomas Gross
✓	Holly Ireland
✓	Baker Landon
✓	Bailey Perry
✓	Andrea Pinder
✗	<i>John Price</i>
✓	Darlene Stouts
✓	Linda Webb
✓	Dr. Leland Spencer/Linda Wilson
✗	<i>Dr. A. Barbara Wheeler</i>
✓	Jenny Randolph

## Welcomes and Introductions

Board members introduced themselves and advised of their membership affiliation. All new members were in attendance for their first meeting since being appointed by the County Commissioners in September.

## Committee Reports

*Executive Committee* - Did not meet.

*Program and Accountability Committee* - Did not meet.

### *Finance Committee:*

Myra Butler reported that the Finance Committee met previous to today's meeting to review the LMB audit with the County's Chief Finance Officer, Pat Merritt. The County's FY2011 audit included the Local Management Board (LMB), rather than the LMB having a separate audit. The inclusion was a several thousand dollars savings to the County. The LMB ended with a solid financial position and unless something changes with the legislation in FY12, there is

reason to remain optimistic. Myra shared total expenditures, total revenues, total assets and liabilities, and total cash on hand as of the end of the fiscal year, June 30, 2011. Copies of audit pages pertaining to the LMB were made available to Board members who wanted a copy.

*Board Development Committee:*

Linda Webb welcomed the new members and thanked them all for making today's meeting.

Linda asked if the by-laws had been returned from the County Commissioners. Jenny Randolph advised that they have been approved and returned, and that the approved by-laws will be sent electronically to board members.

The group discussed whether or not to hold the annual holiday luncheon this year. Myra Butler made a motion to hold the meeting in December, invite vendors for presentations, and for it to be pot luck. The motion was seconded by Nora Becker. The motion passed unanimously. After further discussion as to student members' and others' attendance, it was decided that Jenny will send a doodle poll to Board members with a 3 pm time on December 15, 2011. The Board and Program Committee will organize who will bring the appetizers, finger foods, etc. and the LMB office will be responsible for inviting the vendors. The meeting is expected to last no more than the length of a normal meeting (90 minutes).

**Vendor Contract Updates and Program Highlights**

*Community Partnership Agreement (CPA) FY 2012:*

The CPA agreement was approved as submitted to the Governor's Office of Children (GOC). The contractual agreement has been reviewed by Susie Hayman and will be signed by the Commissioners, followed by Board members.

Copies of detailed program highlights were distributed to and reviewed with the Board. The document provided status updates for each program through early November. Among the programs listed on the document, four programs below were highlighted:

*Adventure Diversion Program:*

Bill Clark gave an overview of the challenges Kent Youth (the program vendor) has faced due to staff turnover, resulting in questioning whether or not fidelity was there. In meetings with the vendor, the LMB learned the vendor is strongly committed to maintaining fidelity, and that staffing has stabilized. The LMB proposed to GOC that the Kent LMB will assume responsibility for monitoring program fidelity, in addition to its established monitoring measures, since the Carroll County Youth Services Bureau declined to continue to provide fidelity-specific technical assistance and monitoring. GOC approved this plan, under the new name "Kent County Diversion Program." Going forward, the program will be more closely monitored by the LMB than it had in the past. Vendor meetings were held in September and November; another is scheduled for December, and a monitoring visit is scheduled for the week of 11/21.

*Governor's Office of Crime Control and Prevention (GOCCP):*

Jenny Randolph reported that the funding for this grant has ended. The LMB de-obligated money and spent less than budgeted which raised concerns from GOCCP. After a monitoring visit and audit of the LMB by GOCCP, they were satisfied with the documentation, back up, and

answers to questions they posed. As a result, there were no findings and the grant was closed out as of a letter received November 10, 2011.

*Health Transportation Grant:*

The LMB had scheduled to complete all work under this grant by the end of December, 2011. The actual end date of the grant approved by the donor (HRSA) is 2/29/12, and Jenny Randolph reported that the LMB will require this full amount of time in order to complete the work plan for this initiative. Alex Handy who works with a marketing company out of Easton, MD has been contracted to do research, currently under way. He has a background specializing in transportation marketing.

*Drug Free Communities (DFC) Grant:*

Bill reported that this grant ended on September 29, 2011. Jenny will be completing reporting by the end of December to close the grant out. Bill also noted that although the Adolescent Substance Abuse Coalition (ASAC) was funded by DFC, it will continue to function.

*REACH:*

Regarding the Reach out for support; Energize yourself and family; Activate your strength, Challenge yourself to be empowered; and Hear that you are not alone (REACH) program was held 11/11 and 11/12. Holly Ireland reported that she received feedback from a parent who attended. The parent reported to Holly that it was clear parents were dragging kids there this time, but it is anticipated that the kids will be dragging the parents to attend the next retreat. Candy Edwards also attended. She reported that over 100 people were supported and that she was asked to report from the families that they were very appreciative and thankful for such an offering. Candy further reported that it was a wonderful event where no one had to be removed and everyone supported each other. The final retreat is scheduled for December 2-3, 2011.

**Kent County Vendor Meeting**

Earlier in the meeting reference was made to a vendor meeting held on November 2, 2011. Due to time restraints, there was no additional report.

**Old Business/New Business**

Bill Clark reported that the LMB is still looking for locations to relocate items the LMB has stored in the old Board of Education building. Candy Edwards reminded the Board that transfer of ownership of LMB purchased items must be approved by GOC (owners of items) and that they have a priority list of where they would like to see donations given. GOC has thirty days to respond but generally responds sooner. Susie Hayman made a motion to donate the unneeded items in storage (furniture, items from resource library) to local partnering agencies, including local government. The motion was seconded by Linda Wilson. It was unanimously agreed to donate the items. In addition to the Post Prom items Myra Butler has already agreed may be stored at the Kent County Community Center, she also advised that temporary storage can be provided for boxed files (grant and finance records since the LMB's inception) until they are possibly transferred to an electronic format, as was suggested should be pursued by Candy Edwards. Candy also suggested requesting Earned Reinvestment dollars to be used to contract a company to transfer files to an electronic format. Susie Hayman noted that Kent County Public

Schools has recently contracted to perform this same task for their records, and recommended that the LMB inquire about ‘piggy backing’ onto this existing contract.

Jenny will continue to solicit ownership for items that haven’t received interest (laptop computers, desktop computers, display boards, etc.). The Family Navigator and Kent Youth have already acquired (on loan) most of the items from the resource library. Jenny will draft a letter to GOC requesting approval to transfer ownership of LMB purchased items.

**Board Member Announcements**

Due to time restrictions member announcements were not shared.

**Action on Minutes of September 15, 2011 Board Meeting Minutes**

Susie Hayman made a motion, noting one typo, to approve the minutes of the September meeting as submitted. The motion was seconded by Myra Butler. The minutes were unanimously approved as submitted, noting the typo.

The meeting was adjourned at 6:08 pm.

Respectfully Submitted,

Myra S. Butler  
Secretary/Treasurer