

CARROLL COUNTY LOCAL MANAGEMENT BOARD

September 21, 2021 — 8:30 am (virtual meeting)

MEETING MINUTES

I. Call to Order

a. Attendance — 22 total attendees, 11 voting CCLMB members

- i. Celene Steckel, Javier Toro, Kerri Vitz, and Gabby Zelaya (Department of Citizen Services)
- ii. Christina Kuntz (CCLMB Chair, Branch Manager Carroll County Public Library)
- iii. Ed Singer (Carroll County Health Department)
- iv. Marie Liddick (Local Behavioral Health Authority)
- v. Commissioner Dennis Frazier (Carroll County Board of Commissioners)
- vi. Brian Gass and Tracy Whitaker (Department of Juvenile Services)
- vii. Katie Kirby (Together We Own It)
- viii. Kathi Green and Amy Jagoda (Carroll County Public Schools)
- ix. Caren Jagoda and Madeleine Ryan (Carroll County Youth Service Bureau)
- x. Corey Hardinger (Carroll County Government Grants Office)
- xi. Heather Powell (Business/Employment Resource Center)
- xii. Scott Yard (Human Services Programs of Carroll County, Inc.)
- xiii. Liza Frye (Head Start and Early Head Start Programs)
- xiv. Nicole Jackman (Springboard Community Services)
- xv. Erin Bishop (Boys and Girls Club of Westminster)
- xvi. Jennifer Mettrick (Penn-Mar Human Services)

b. Quorum — No.

II. **Welcome and Introductions** — Christina Ogle, Chair of the Local Management Board, welcomed the group and all participants introduced themselves.

III. **Commissioner Updates** — Commissioner Frazier had no updates to share at this time.

IV. **Minutes** — The May 18, 2021 meeting Minutes were approved.

- a. Motion to Approve by Corey Hardinger; second by Liza Frye; none opposed.

V. Housekeeping: New Members, LMB Orientation, and Future Meetings

a. New applications and finalizing membership

- i. New voting members: Javier Toro and Scott Yard
- ii. Several other applications are pending. This will bring our voting member total to 17.
- iii. You can always view Membership on [our website](#).

b. Future CCLMB Meetings

- i. Due to the pandemic and changing social distancing recommendations, the meeting method (virtual or in-person) for future CCLMB meetings will be announced closer to each meeting date.

VI. [FY 22 Program Overview and Updates](#) – \$1,503,952.00

a. Not in Carroll funding, Boys and Girls Club’s SMART Moves After School Program – \$165,002

- i. Leadership development program to help drive healthy lifestyle choices for youth.
- ii. Begins mid-October; all three schools involved (Northwest Middle School, North Carroll Middle School, and Sykesville Middle School) are accepting applications.

- b. Coronavirus Emergency Supplemental Funding Program (CESF)/Virtual Access Project: \$201,401
 - i. *Programs started October 1, 2020 and are funded through December 31, 2021*
 - ii. **Brain Gain Learning Recovery Program – Boys and Girls Club of Westminster**
 - 1. Program Description: Youth receive academic support and mentoring and participate in Social/Emotional programs to deal with stress and build resilience during COVID.
 - iii. **Wraparound Family Services/Compyle – Together We Own It**
 - 1. Program Description: Helps youth and families connect, coordinate and follow up with local resources; 90-day family engagement meetings assess progress. Using a database called Compyle to understand how clients are progressing through services.
 - 2. Program started February 15th; 65 referrals received, and 48 clients actively served.
 - 3. Most referrals from word-of-mouth and DSS. Utilizing the National Wraparound Initiative’s fidelity tool to work toward national standards for efficacy.
 - 4. This program started with CESF dollars and will be funded in 2022 using CPA dollars.
 - iv. **IT User Support Staff – Carroll County Youth Service Bureau**
 - 1. Program Description: Youth Service Bureau (YSB) hired on-site Information Technology (IT) staff person to improve experiences of youth and families served.
 - 2. Staff person improved infrastructure, set up Toshiba devices, assisted with CARF certification, and improved coordination. Next goal is to ensure all users are trained.
- c. Community Partnership Agreement (CPA) Programs: \$535,895
 - i. **Connecting Youth in Carroll County – YSB**
 - 1. Program Description: Contributes to county-wide approach of re-engaging youth 16-24 in employment, housing, and education/training. Partnerships exist with Business/Employment Resource Center, HSP, Inc., and Carroll County Housing. YSB also provides behavioral health services as needed.
 - 2. Currently serving 44 youth and implemented a waitlist for the first time (9 youth are on the list). Program has received 11 referrals since July.
 - ii. **Suicide Intervention and Prevention Services – YSB**
 - 1. Program Description: Enhances partnerships between YSB and local agencies to strengthen suicide prevention efforts. Creates greater sense of connectedness and support for individuals through outreach, advocacy, and intervention.
 - 2. 3 outreach events held, with at least an additional 3 scheduled. 10 interventions/treatments have been provided to date.
 - 3. Highlights include Hope and Healing Fair, Out of the Darkness Walk, and collaborations with American Foundation for Suicide Prevention and Carroll Kids for Equality.
 - 4. The program is currently hiring for the Coordinator position.
 - iii. **Wraparound Family Services – TWOI – see program details in VI.b.iii.**
 - 1. Program started with CESF dollars and will be funded in 2022 using CPA dollars.
 - iv. **Local Care Team** – administrative support
 - v. **Board Support** – administrative support, race equity discussions, and needs assessment
- d. Non-CPA Programs – YSB: \$601,654
 - i. **Interagency Family Preservation Program with DSS/DHS: \$395,830**
 - 1. Program Description: Provides therapy and case management to prevent out-of-home placement of children, promotes safety and stability of families, and assists families in utilizing resources to maintain self-sufficiency.
 - 2. 4 psychiatric evaluations have been provided to date. Program focuses heavily on agency collaboration which has been very strong in recent months.
 - 3. YSB is hiring for the Therapist and Case Manager positions of this program.

- ii. **Safe and Stable Families Program with DHS/DSS: \$125,824**
 - 1. Program Description: Prevents unnecessary separation of children from families and improves quality of care received through partnership with HSP’s Family Support Center
 - 2. 18 served so far; YSB’s PCIT team considering getting certified to work with toddlers.
- iii. **Youth and Family Engagement Diversion Program with DJS: \$80,000**
 - 1. Program Description: Provides behavioral health case management and behavioral health services for youth in the juvenile justice system. Facilitates linkages to community services and provides support to divert youth from further DJS involvement.
 - 2. 14 currently being served; 12 referrals have been received since July.

VII. Youth REACH MD Update (Reach out, Engage, Assist, & Count to end Homelessness)

- a. Youth REACH informs efforts to end and prevent youth homelessness by obtaining the demographic information and needs of youth aged 14-24 years old experiencing homelessness/housing instability.
- b. 2021 Youth REACH Count results (February 1st to May 31st)
 - i. 102 surveys were received overall in Maryland. In contrast, 1,782 surveys were received in 2018
 - ii. 7 surveys were received from Carroll County. In contrast, 24 surveys were received in 2018
- c. 2022 Youth REACH Count (Spring 2022)
 - i. Current participating agencies are HSP Inc, TWOI, YSB, CCPS, McDaniel, CCC.
 - ii. If interested in participating, please email Gabby.

VIII. New and Revived Continuum of Care Subcommittees

- a. Youth Homelessness: determine need for additional youth housing/supportive services
 - i. Lots of conversation about youth homelessness in the past year, and especially recently
 - ii. “My House seeks to build tiny house community in Carroll County for children aging out of foster care” – August 28, 2021, Carroll County Times
 - iii. Held focus groups with youth who had previously or were currently experiencing homelessness
 - iv. Anecdotally, local providers have seen significant numbers of youth experiencing homelessness
- b. Food Resources: method for regular collaboration between local food resource providers
 - i. A separate coalition for only emergency/crisis situations already exists (Food/Water/Shelter Taskforce led by the Carroll County Department of Public Safety)
- c. Homeless Outreach: to identify and wraparound individuals experiencing homelessness
 - i. Co-led by Human Services Programs of Carroll County, Inc. and the Health Department
 - ii. HSP hired Judi Nance as the Homeless Outreach Case Worker, who will work with Michael Clavin of the PATH (Projects for Assistance in Transition from Homelessness) program
- d. Current Steps for all Committees:
 - i. Planning goals and action steps, identifying key players, and preventing duplication.
 - ii. Contact Gabby if you’re interested in getting involved.

IX. Maryland Youth Advisory Council (MD YAC)

- a. Maryland YAC allows youth to provide feedback on public policies and programs and to take leadership roles in creating meaningful change by serving as a liaison between youth and policymakers.
- b. Sumiya Rahaman, a Junior at Westminster High School and leader within Carroll Kids for Equality, was appointed to the MD YAC on September 8, 2021.
- c. The LMB and Sumiya will have regular contact regarding updates and items of interest.

X. Continuing the CCLMB's Race Equity Discussion

a. CCLMB's Previous Discussion on Race Equity

- i. **Get involved:** Culturally and Linguistically Appropriate Services (CLAS)/Health Equity Workgroup & Carroll Citizens for Racial Equality
- ii. **Assess:** Complete agency self-assessment tools; create a strategic plan and revisit it annually.
- iii. **Identify goals:**
 1. Provide trainings/invite various community members.
 2. Engage stakeholders and community leaders.
 3. Have County staff sit on the CCRE or HE Workgroup.
 4. Revisit and discuss race equity at every CCLMB meeting.
- iv. **Other considerations:**
 1. Include people of different populations in these discussions with community leaders.
 2. Must hear from our under-served populations.

b. CCLMB updates on Race Equity

- i. The LMB utilizes the Annie E. Casey Foundation's [Race Equity and Inclusion Action Guide](#) as a model. Currently we are addressing 1-3 of their *7 Steps to Advance and Embed Race Equity*.
 1. Step 1: Establish an Understanding of Race Equity and Inclusion Principles
 2. Step 2: Engage Affected Populations and Stakeholders
 3. Step 3: Gather and Analyze Disaggregated Data
- ii. These three steps are being addressed in the following ways:
 1. Third consecutive CCLMB meeting during which race equity was discussed. It will remain on the agenda for the foreseeable future.
 2. Celene sits on the Carroll Citizens for Racial Equality; they will be holding a retreat in October to discuss their goals and how to involve new members.
 3. Gabby sits on the CLAS/Health Equity Workgroup and will share relevant updates.
 4. The Department of Citizen Services/the LMB planned to partner with a state consulting agency to engage County leadership in discussions surrounding equity and race equity.
 5. Gabby attended trainings on how equity is addressed community wide. See meeting presentation for more details on the Community Resilience training.
 6. Multiple organizations are identifying and sharing existing equity data.
 7. Several agencies/groups are ensuring they focus on equity in their goals.
 8. Needs assessments and strategic plans are being formed at various agencies where equity data will be collected and analyzed.
 9. Trainings about trauma-informed care and race equity are being provided to the Carroll County Circle of Caring and/or Continuum of Care Executive Committees.

c. Youth Service Bureau (YSB) – Madeleine Ryan

- i. Currently creating an Equity Committee; updates will be provided moving forward.
- ii. Recently hired a Hispanic clinician. YSB's forms are also being converted into Spanish.

d. Catholic Charities (CC) – Liza Frye

- i. Robust Diversity, Equity, and Inclusion (DEI) initiative for people of color and of various faiths.
- ii. CC holds trauma-informed town halls, guest speakers, and assessments of how they are doing.

e. Penn-Mar Human Services – Jennifer Mettrick

- i. Created a (DEI) initiative as part of strategic plan, starting with a Needs Assessment.

f. Department of Juvenile Services – Brian Gass

- i. Have a Director of Race Equity, regularly provide training for new and existing employees.

g. Together We Own It – Katie Kirby

- i. Program service rates and lengths of stay are much lower for Latinx population. Have connected with Spanish-speaking families but the barrier is connecting them to services.

- ii. Partnered with McDaniel College for *Palabras to Words* to connect with our Latinx committee. We utilized surveys and are utilizing focus groups right now.
- h. Carroll County Public Schools – Amy Jagoda
 - i. Equity Policy is part of CCPS’ strategic plan; currently focusing on educating others on CCPS’ goals and equity policy. Working to ensure curriculum represents minority groups.
 - ii. Culture Fair was held for employees only this year. Next year’s should be open to the public.
- i. Carroll County Public Libraries (CCPL) – Christina Ogle
 - i. CCPL has a statement against racism and discrimination which lists core values.
 - ii. Library is a place for everyone, and CCPL strives to reflect that in those core values, the way customer service is provided, and in programming choices.
 - iii. Including more DEI-centered objectives in strategic plan. Worked on providing more training to staff, like racial equity training and LGBTQ allyship training.
- j. Human Services Programs of Carroll County, Inc. (HSP)– Scott Yard
 - i. For Home Energy services, the head of household does not need to have citizenship status. If someone in the household has citizenship status, the family is eligible able to apply.
 - ii. HSP has Spanish-speaking staff and can utilize language line for Spanish-speaking clients.
- k. Boys and Girls Club of Westminster – Erin Bishop
 - i. BGC of America has had Race Equity Policies with members and families for a long time.
 - ii. Westminster Club has held focus groups with junior leaders on several issues and would be happy to partner with the LMB on more focus groups.
- l. Carroll County Health Department – Marie Liddick
 - i. Every year the HD submits an Annual Plan to Maryland Behavioral Health Administration to discuss past and future goals. Every year a separate Culturally and Linguistically Appropriate Services plan is submitted to address those inequities.
- m. Carroll County Department of Citizen Services – Celene Steckel
 - i. Celene will be participating in the CCRE’s retreat in October.
 - ii. As stated previously, we are also working on engaging County leadership in a race equity discussion – look for that discussion to occur this Fall.
 - iii. Holding miniature trainings for the Circle of Caring Homelessness Board which includes many leaders of various groups within the community.
- n. Other Considerations
 - i. Reach out to other jurisdictions/communities/regions/states for how race equity is addressed.
 - ii. Involve Caring Carroll.

Meeting adjourned at 10:00 am.

The next general meeting of the CCLMB will be held **November 16, 2021 at 8:30.**

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