



CARROLL COUNTY LOCAL MANAGEMENT BOARD (CCLMB)

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

March 31, 2022 Meeting Minutes

ATTENDANCE (21):

CCLMB Staff (1): Gabby Zelaya

CCLMB Members (9): Brian Gass, Kathi Green, Amy Jagoda, Marie Liddick, Christina Ogle, Katie Speert, Celene Steckel, Javier Toro, Scott Yard

Guests (11): DaVida Anderson, Carrie Freshour, Liza Frye, Caren Jagoda, Bev Lambert, Judi Nance, Emma Sparks, Debby Standiford, Mallory Sutphin, Courte Van Voorhees, Kerri Virtz

I. Welcome, Introductions, & Staff/Agency Updates

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

b. The following Agency Updates were shared:

- i. Our local Youth REACH MD, Youth Count starts Sunday, April 3rd (*see VIII for more details*).
 1. Encourage youth who may be eligible (under age 25, not in the care or custody of a parent or legal guardian, and experiencing housing insecurity) to stop by our Videogame Night on Friday, April 8th from 5-7 pm at Together We Own It! [RSVP here](#).
- ii. Carroll Community College's resource database is available online; [check it out](#) to see if your agency is represented and submit other helpful resources.
- iii. The Carroll County Youth Service Bureau (CCYSB) is moving ahead with their building expansion project; they were awarded funding in partnership with County for a feasibility study to add a 10,000 square foot addition to expand their Assertive Community Treatment (ACT) Team, Connecting Youth program, and Youth & Family Engagement Diversion program, and to add a new mobile treatment program.
- iv. Mallory Sutphin is the new Clinical Director at the CCYSB. She shared that the CCYSB is excited that their upcoming LGBTQ+ parent support group/psychoeducational group is very full.
- v. The CCLMB Strategic Planning Committee has been working with consultant Carrie Freshour to finalize, be thoughtful, and be inclusive with the Community Survey questions. Assistance will be needed from our members and partners in the next step of our process: focus groups.
- vi. Human Services Programs of Carroll County, Inc. (HSP) is still running the [Volunteer Income Tax Assistance \(VITA\)](#) program for the next couple weeks. Any households who made less than \$57,000 last year are eligible for this free tax preparation service.
- vii. HSP's Day Center is operating at St. Paul's through about June; it is currently being funded through a third unique grant right now. HSP staff are working on strategies to continue providing services to those utilizing the Center even once it has closed.
 1. This is a reminder that typically, the Cold Weather shelter would have closed tomorrow. However, with the recent addition of the Night-by-Night shelter, there is a place for individuals experiencing homelessness to go every night of the year.
 2. If you know of someone who could use some housing outreach services, feel free to reach out to HSP (410-857-2999) or Judi Nance specifically (410-857-2999 ext. 6663 or jnance@hspinc.org)
- viii. The Carroll County Local Behavioral Health Authority is submitting their Annual Plan to the Behavioral Health Administration today.
- ix. Carroll County Public Schools (CCPS) is hosting a summer recovery program from July 11th to August 4th. This is an extended learning opportunity for CCPS students from kindergarten



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through 12th grade and differs from CCPS's previous credit recovery programs for seniors. This includes providing school-based mental health providers at each site and collecting data.

- x. CCPS staff are also participating in various trainings: trauma-informed care session for school-based mental health staff; school refusal and anxiety fueled attendance concerns with Dr. Dalton, with additional ongoing trainings for staff and parents also provided by Dr. Dalton.
 - xi. Catholic Charities shared that they are looking to hire more staff.
- c. These additional events/updates were also shared:
- i. [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](#).
 - ii. Carroll County Workforce Development (CCWD, formerly BERC) is hosting their Summer Youth Program, a paid work experience for youth aged 16-18. This runs from July 7th to August 17th; youth will become County employees (\$12.50/hour) and can work up to 25 hours a week during this period. The application deadline for youth to apply to participate or business to apply to host youth is May 27, 2022. Contact Dominique Evans at 410-386-2820 for more information.
 - iii. The Bureau of Aging and Disabilities is hosting their [50th Anniversary](#) on April 27th from 10am-2pm at Westminster Senior Center.
 - iv. The Bureau of Aging and Disabilities is also moving forward with their AARP Age Friendly Community Initiative.
 - v. Lastly, the Bureau of Aging and Disabilities is hosting their [Inaugural Veterans Celebration Event](#) on May 15th at the Farm Museum from 12-4 pm.

II. Commissioner Updates — Commissioner Frazier, District 3

- a. Commissioner Frazier was not present for this meeting and had previously shared with Gabby that had no updates.

III. Approval of November Meeting Minutes

- a. The January 18, 2022; March 2, 2022; and March 7, 2022 meeting Minutes were approved May 10, 2022 via email.

IV. FY23 Renewal of non-Community Partnership Agreement Grants

- a. The [Youth and Family Engagement & Diversion program at the Carroll County Youth Service Bureau](#) and funded by the Maryland Department of Juvenile Services was renewed for FY23 in the amount of \$80,000.
- b. The [Interagency Family Preservation Services program at the Carroll County Youth Service Bureau](#) and funded by the Department of Human Services was renewed for FY23 in the amount of \$395,830. This is the last of the one-year renewals included in the original contract.
- c. The Promoting Safe and Stable Families program at both [the Carroll County Youth Service Bureau](#) and [Human Services Programs of Carroll County, Inc.](#) and funded by the Department of Human Services was renewed for FY23 in the amount of \$125,824. This is the last of the one-year renewals included in the original contract.



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- V. **Community Partnership Agreement (CPA) Notice of Funding Availability (NOFA) Update**
- a. The NOFA was released on Friday, January 14th; the CCLMB's application was submitted on March 25, 2022 for a total of \$631,517.
 - b. On January 18th the CCLMB voted to continue prioritizing the current programs, Results, and Indicators in FY23:
 - i. **Connecting Youth in Carroll County at the Carroll County Youth Service Bureau: \$292,833**
 1. RESULT – Youth have Opportunities for Employment or Career Readiness
 2. INDICATOR – Youth Disconnection: % of youth aged 16-24 not in school and not working
 3. PROGRAM/STRATEGY PRIORITY – Improving outcomes for disconnected/opportunity youth
 - ii. **Suicide Intervention and Prevention Services at the Carroll County Youth Service Bureau: \$88,999**
 1. RESULT – Healthy Children
 2. INDICATOR – Depressive Episodes: % of public school students (in grades 6-8 and 9-12) reporting depressive episodes
 3. PROGRAM/STRATEGY PRIORITY – Increasing opportunities for community-based programs and services for youth
 - iii. **Wraparound Family Services at Together We Own It: \$70,985**
 1. RESULT – Families are Economically Stable
 2. INDICATOR – Child Poverty: % of children under 18 living in poverty
 3. PROGRAM/STRATEGY PRIORITY – Increasing opportunities for community-based programs and services for youth
 - c. An additional allocation of \$85,109 is slated for the CCLMB in FY23, although it is subject to change within the current legislative session.
 - i. After discussion during the March 2nd and March 7th CCLMB meetings, the Board voted to utilize this potential additional allocation for Community Support activities including helping cover the Boys and Girls Club of Westminster's summer camp admission fees for students in financial need, and funding a trauma-informed and resilience-oriented initiative for up to ten agencies. Seven agencies have already expressed their interested in participating.
 - d. The remaining \$37,422 is allocated for Board Administration:
 - e. \$56,169 was requested for Local Care Team coordination.
 - f. Next Steps:
 - i. Wait for confirmation of the additional \$85,109 in the CCLMB's FY23 allocation.
 - ii. Wait for and respond to follow-up questions from the State regarding our NOFA application.
- VI. **Community Needs Assessment and Strategic Community Plan Update**
- a. The Carroll County Local Management Board has chosen Carrie Freshour Consulting to complete the Community Needs Assessment and assist in creating our Strategic Community Plan.
 - b. The Community Survey to be pushed out to the community and through the school system.
 - c. Current data is being reviewed and compiled for analysis and focus groups are our next priority.
- VII. **Collective Impact and Asset-Based Community Development**



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- a. The CCLMB arranged a two-day Workshop with Dan Duncan of Clear Impact around Collective Impact and Asset Based Community Development (ABCD). It was a good introduction into what an ABCD model looks like, and we are looking to host a follow-up discussion or workshop in FY23.
- b. Materials, including recordings, from this Workshop are available here: [Carroll County CI Folder](#)

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

- a. Youth REACH (Reach out, Engage, Assist, and Count to end Homelessness) is Maryland's effort to better understand the number, characteristics, and needs of unaccompanied youth and young adults experiencing housing instability, which means anyone:
 - i. Under 25 years old
 - ii. Not in the physical custody or care of a parent or legal guardian
 - iii. Lacking a fixed, regular, adequate nighttime residence
 1. ***This includes those who may be doubled-up, couch surfing, pregnant/parenting, runaway, at imminent risk of losing their housing, and have no other alternatives.
- b. Upcoming events we are hosting or participating in for our implementation of this Count:
 - i. Carroll County's local Count starts April 3rd and runs through April 16th.
 - ii. Videogame Night on April 8th from 5-7pm at Together Own It – [RSVP here](#).
 - iii. International Night on April 14th from 5:30-7:30pm at North Carroll Public Library
 - iv. Agency Open House on April 21st from 5-7pm at Together We Own It
 - v. Movie Night on April 22nd from 5-7pm at Together We Own It
- c. Transportation can be provided to these events! Contact Gabby if you have youth interested in participating and who need transportation: gzelaya@carrollcountymd.gov or 410-386-3614
- d. The Carroll County Youth Count Planning Team's next meeting is April 7th at 10 am in Suite 101 of the Distillery Building in Westminster.

IX. MD Youth Advisory Council & Carroll Kids for Equity — Updates from Sumiya Rahaman

- a. Sumiya Rahaman, a Junior at Westminster High School and leader within Carroll County Kids for Equity, was appointed to the Maryland Youth Advisory Council on September 8, 2021.
MD Youth Advisory Council (MD YAC)
 - i. The Maryland YAC allows youth to provide feedback on public policies and take leadership roles in creating meaningful change by serving as a liaison between youth and policymakers.
 - ii. The MD YAC voted on policies on bills they support and oppose for this legislative session and wrote recommendations for them.
 - iii. The Youth Advisory Council is also accepting applications for next year; Council members must be 14-22 years of age (as of September 1, 2022 for those applying for the 2022-2023 cycle). Members must serve a two-year term (September 1st – August 31st). Interested youth can [APPLY HERE](#) by June 30, 2022.
 - iv. The legislative committee is hosting a workshop for youth to learn how to become more involved in the legislative process and ways they can push for local change (date TBD).
- b. **Carroll County Kids for Equity (CCKE)**
 - i. Carroll County Kids for Equity is an independent student group working to advocate for better school services and a better environment within CCPS.
 - ii. CCKE has been working on the Youth Changing the World summer camp, helping to plan the content of the camp and research activities for that week. At this time all spots are filled.
 - iii. They are also working with the National Association for the Advancement of Colored People (NAACP) to host a Board of Education Townhall, allowing community members and students to



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learn about the Board of Education candidates and their priorities. This will be held at the Carroll Arts Center on May 22nd and the CCKE is waiting for the candidates respond back with their availability. The promotional materials and RSVP links will be sent soon.

X. Youth Homelessness Subcommittee Update

- a. This is a Subcommittee of the Continuum of Care to determine the needs and next steps for additional youth housing/supportive services. Initial goals and next steps are listed below. Contact Gabby if you or your agency in getting involved and to be notified about the first meeting in FY23.
 - i. Establish a collaborative committee.
 1. Meet and determine each agency's strengths and what they can offer.
 - ii. Identify what services related youth homelessness are needed in the community.
 - iii. Back up big ideas with data.
 1. New ideas are being posed and other agencies may have the data to support them.
 - iv. Establish a Youth Action Board.

XI. Continuing the CCLMB's Race Equity Discussion

- a. 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,*



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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.

- b. 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.

Meeting adjourned at 9:30 am.

The next CCLMB meeting is scheduled for May 17, 2022 at 8:30 am.

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