

Queen Anne's County
Community Partnerships for Children and Families
Board Meeting Minutes
February 20, 2008

Approved: March 12, 2008

Those present for the Community Partnerships for Children and Families Board Meeting:

Members Present:

Peg Anawalt, Chesapeake College	Ralph Marketto, Q.A. Co. Board of Education
Jeff Anthony, Community Member	Phyllis Naujokas, Q.A. Co. Department of Health
William Duffy, Community Member	Patricia Scott, Community Member
Margie Houck, Q.A. Co. Commissioners	Emily Smith, Q.A. Co. Student Representative
Virginia Ingling, Q.A. Co. Department of Social Services	Roseann Squire, Community Member
Michelle Johnson, Community Member	Paul Stearns, Community Member
Lynn Lang, Community Member	Geri Thompson, The Judy Center Partnership
James Malaro, Community Member	GG Weisenfeld, Community Member
Mary Ruth Meredith, Community Member	

Administrative Staff:

Michael R. Clark, Director	Mary Ann Gleason, Family Network Specialist
Cindi Bauer, Office Manager	Jennifer Stansbury, Operation Specialist

Members Regrets:

Rebecca Clark, Community Member	GeorgiAnna Schurr, Community Member
Sharon Ellis, Q.A. Co. Parks & Recreation	Pastor Dan Southern, Community Member
Gery Hofmann, Q.A. Co. Sheriff's Department	Mary Walker, Community Member
Joe Newell, Mid-Shore Mental Health Systems	Denise Whiteley, Department of Juvenile Services
Walter Pauls, Community Member	

I. WELCOME AND INTRODUCTIONS:

Paul Stearns, Board President, called the meeting to order at 11:30a.m.

II. REPORTS:

A. Executive Committee

The Executive Committee met on February 13, 2008 to receive updates and approve the agenda for the February Community Partnerships Board meeting. No formal actions were made on behalf of the board.

B. Secretary's Report

Michelle Johnson asked the Board members to review the minutes for the January 16, 2008 board meeting and for a motion to approve.

Motion:

Phyllis Naujokas made a motion to approve the January 2008 minutes as presented and Ralph Marketto provided a second to the motion. All present voted in favor with no abstentions and the motion was carried.

C. Treasurer's Report

GG Weisenfeld reviewed the treasurer's report for January 2008.

D. Character Counts!

Mary Ruth Meredith, Board member and Character Counts! Co Chair gave the board an update on Character Counts!

E. Foundation

Mike Clark, Director, gave the board an update on the Foundation. The Foundation staff is currently working to finalize the books for fiscal year 2007 and preparing for the annual audit. The board of the Foundation was excited to learn that they are accredited through the Council on Foundations. Linda Kohler, Foundation Financial Officer, will be presenting to the board at the March board meeting.

F. Membership

At the last board meeting a motion was made and approved to request the Queen Anne's County Commission appoint Ms. Sharon Ellis and Dr. Carol Williamson to the Board. The Commission appointed both members February 11, 2008.

Mike Clark, Director, announced that it is time to start working on the Partnerships board membership. Paul Stearns, Board President, asked for volunteers to be on the membership committee. Roseann Squire, Michelle Johnson, Phyllis Naujokas, and Virginia Ingling agreed to be on the membership committee.

G. Director's Report

Mr. Michael Clark, Partnership Director, gave an overview of the director's report included in the members packet. Mr. Clark reminded the board members that the March board meeting is one week earlier than normal (March 12, 2008). Mr. Clark also explained that the Nominating Form in the member's packet is to recognize individuals that have gone above and beyond for the community at the Community Partnerships nightly meeting in April. Mr. Clark agreed to email the members a list of past recipients. Mr. Clark requested that some Partnership Board members participate with the Executive Committee on a Finance committee in order to review the budget for fiscal year 2009. These members are: James Malaro and Bill Duffy.

III. **Marketing/Development Plan Follow-up**

Mr. Clark requested that the board members and staff start referring to the organization during everyday conversation as "Community Partnerships". "Local Management Board" should be used when talking at the State level or about statewide concepts. The "Foundation" will be used when talking about the Foundation for Community Partnerships, Inc. Mr. Clark discussed the possibility of doing some promotional advertising through QACTV. The Board members who agreed to "pilot" the elevator speech reported on their experience. The feedback that was received was that the speech was hard to remember and that it made the Community Partnerships seem like "political mumbo jumbo." Some members had trouble getting past the first sentence. After some discussion it was decided that Partnership members need to be able to fine tune a message for the varying audiences and circumstances. It was agreed that in most cases examples of the Partnership's work should be provided. Ultimately it was decided that instead of a pre developed speech, Board members would be provided with a document that would include an information sheet that would include answers to the following questions.

1. What we do.
2. How well we do it.
3. Who is better off and why?

The list will also include a list of frequently asked questions and the correct response.

IV. **FY 2009 Budget Process-opening discussion**

Mike Clark, reviewed how the budget process works. The Community Partnerships budget with the County must be submitted before we know what revenue we may expect from the State and other funders. The Partnership's county budget is based on a best estimate of revenue. When most of the Partnerships' funding is confirmed by the funders, Jennifer Stansbury works with county finance to align the Community Partnerships budget with what is on record with the county. The Partnership has received the county budget forms and will begin working on them. Paul Stearns, President, invited members to volunteer to be on the finance committee. The committee, along with the Director and the Executive committee will review the Partnership's budget for FY09. Bill Duffy and James Malaro volunteered to be on the finance committee and to work with the Director and the Executive committee for fiscal year 2009. Once the budget is finalized it will be presented to the full board.

V. **QAC Dept. of Social Services-Community Needs Assessment**
Virginia Ingling, Director of Q.A.C Dept. of Social Services gave an overview of the Community Needs Assessment. Ms. Ingling offered the assessment to the Community Partnerships for use in their projects. She also asked them to consider making some of the items that fall outside of the services of the Department of Social Services priorities for the Community Partnerships

VI. **Announcements & adjourn**

- The next LMB meeting is March 12, 2008.
- Nightly meeting, April 16, 2008 at 6:30 p.m. at Chesapeake College.