

**Talbot Family Network  
Board of Directors Meeting  
June 7, 2017  
2:30 PM**

Talbot County Board of Education  
12 Magnolia St., Easton, MD

**Agenda**

Welcome	Sherry Sutton
Review and Approval of Minutes from April 2017	Sherry Sutton
Talbot Community Partnership Agreement FY 18	Sherry Sutton
RFP's and Timeline	Katie Sevon
Board Meeting 8/15/17 or Defer to Executive Committee	Katie Sevon
Earned Reinvestment Dollars	Sherry Sutton, Katie Sevon
Follow Up to Coordinator's Report	Katie Sevon
Financial Report	Angela Lane
Board Retreat Discussion	Sherry Sutton
TFN Staffing Update and Vote	Jessica Morris

**Next meeting - August 15, 2017 at 2:30pm  
Talbot County Board of Education, 12 Magnolia St., Easton, M**

Talbot Family Network  
Board of Directors Meeting Minutes  
June 7, 2017 - 2:30 pm  
Talbot County Education Center, 12 Magnolia St., Easton, MD

In Attendance: Milton Orellana, Fredia Wadley, Megan Pinder designee for Holly Ireland, Denise Whitely, Angela Lane, Sherry Sutton, Catherine Poe, Jessica Morris  
Absent/Excused with Proxy given to attending member: Thomas Hutson and Kelly Griffith gave proxy to Sherry Sutton, Linda Webb gave proxy to Fredia Wadley  
Absent: Doug Devenyns, Dale Skinner, Anthony Smith, Kelly Reynolds, Preston Pepper

Welcome – Sherry Sutton began the meeting.

Review and Approval of Minutes from May 2017 – Sherry Sutton asked the Board to review the minutes from the May 2017 Board meeting. Fredia Wadley motioned that the minutes be approved. Angela Lane seconded the motion. The minutes were approved as submitted.

Talbot Community Partnership Agreement (CPA) FY 18 – Sherry Sutton announced that the Community Partnership Agreement Proposal was approved with a score of 95.3 and programs submitted for competitive funding were also approved. There is one special condition that will be addressed in order for final execution of the grant is approved by GOC.

Katie Sevon explained that contracts will be awarded to continued programs when they are ready. Katie Sevon worked with Angela Lane and determined that an Request for Proposal is not required for the Reengagement Coordinator Program since it is a partnership funded by both TFN and Talbot County Public Schools.

Request for Proposals will need to be released for two programs – Career Pathways and Support and Connect. Discussed general timeline for release. Angela Lane made a motion and Fredia Wadley seconded the motion that the Board authorize the development of RFPs for Career Pathways and Support and Connect Programs. The motion was approved.

Since the timeline outlined in the CPA states contracting will begin in September, a vote needs to be held in August. The Board discussed meeting in August and stated they preferred to defer to the Executive Committee rather than meet. Denise Whiteley made a motion that the Executive Committee, guided by the Service Review Committee recommendations, act on behalf of the full TFN Board to award funding to selected proposals and that the full TFN Board not meet in August 2017. Catherine Poe seconded. The motion was approved.

Earned Reinvestment Dollars – Sherry Sutton and Katie Sevon informed the Board the funds have yet to be received from GOC. Recommended RFPs for the suggested programs wait until funds are released. Discussion ensued and the Board agreed to wait. Reviewed suggested programs are Cultural Competency and Interpreters and Driver's Education Scholarships.

Coordinator's Report Review – Katie Sevon submitted the Coordinator's Report to the Board electronically prior to the meeting and provided a brief overview in the meeting. Reviewed Healthy Talbot website was hacked and security has been increased on the site. Informed the Board that final budget modifications and waiver has been submitted to GOC. Informed the Board that the Regional Training Grant application was submitted requesting funds for a Racial Equity Leadership Academy.

Financial Report – Angela Lane presented the financial report for TFN. She highlighted revenues and expenditures and stated TFN is on track to spend down the grant by the end of the fiscal year. She reviewed that there is \$97,332.27 in Earned Reinvestment Dollars.

Board Retreat Discussion – Sherry Sutton presented questions related to Board orientation and discussed planning a Board retreat. Discussion ensued. Board Retreat to be scheduled for September meeting date.

TFN Staffing Update – TFN Staffing Update – Jessica Morris provided an update on the recruitment for the Executive Director position. The interview panel consisting of Sherry Sutton, Denise Whiteley and Jessica Morris interviewed three candidates for the position. It was the interview panel's unanimous decision to recommend the appointment of Katie Sevon for the Executive Director position. Upon motion by Fredia Wadley, seconded by Angela Lane, the TFN Board unanimously approved the appointment of Katie Sevon as the Executive Director for TFN. Her contract will take effect on July 1, 2017. Discussion ensued about the possibility of needing to subcontract out some of the job duties listed for Executive Director such as maintaining the Healthy Talbot website. Ms. Morris will speak with Ms. Sevon about the job duties for the position and which parts could be subcontracted.

Next meeting – September 19, 2017 at 2:30pm at the Talbot County Board of Education, 12 Magnolia St., 21601