

**Talbot Family Network
Board of Directors Meeting
Tuesday, April 19, 2022 · 2:30pm · Meeting is open to the public***
Talbot County Education Center (12 Magnolia Street, Easton) or VIRTUAL
(To participate virtually, use [ZOOM link on the TFN website](#))

Agenda

Through collaboration with public and private entities, Talbot Family Network will identify and develop support systems for a healthy, safe, caring and equitable community for all Talbot County children and families.

Welcome and Call to Order	Katie Dilley
Approval of March Board Meeting Minutes	Katie Dilley
Summary of Open Meetings Compliance Board Opinion	Katie Dilley
FY23 NOFA – Update Budget Review FY23 Programs Executive Director Compensation*	Nancy Andrew
FY22 CPA – Year End Budget Modification	Nancy Andrew
Directors Report	Nancy Andrew
Adjourn Meeting	Katie Dilley
Next meeting -	May 17, 2022 at 2:30pm (3rd Tuesday of the month; generally, no meetings in July, August, December)

Quorum is 51% of the total board membership inclusive of at least one presiding officer. (8 of 15 members)

* Meetings are open to the public; however, the Board (or Committee as the case may be) reserves the right to meet in closed session in accordance with the Maryland Open Meetings Act, as applicable.

Talbot Family Network
Board of Directors Meeting Minutes
Tuesday, April 19, 2022 · Talbot Board of Education Office and via Zoom

In Attendance:

IN PERSON - Marlene Thomas; Kelly Griffith; Katie Dilley; Chief Anthony Smith; William Johnson; Linda Webb, Jazmine Paxon, and Nancy Andrew

VIRTUAL - Cindy Green, Estella Ramirez, Joye Nagle, and Dr. Maria Maguire who left prior to the closed session

Absent: Pam Chollet, Corey Pack, Berenice Orellana, Samantha Martinez

Chair Katie Dilley called the meeting to order at 2:30 PM.

Minutes from March 9, 2022 were approved.

Summary of the April 6, 2022 OMCB decision was read by Chair Katie Dilley as required. Copies of the decision were provided to board members in advance by email. Following the reading, all board members present signed the last page of the decision as required. Nancy will contact the other board members to secure their signatures.

FY 2023 NOFA - Update

Nancy reviewed the final budget figures submitted to the State for programs in FY 2023. As agreed upon by the Board, Getting Ahead will not be funded and those funds will be invested primarily in community and mental health planning. Nancy will share Information gathered by the County Mental Health Task Force with the TFN Board to inform decisions on how these funds should be utilized.

The State will notify LMB's by April 22 of any deficiencies requiring corrections to LMB submissions. If such a notification is received, there will be insufficient time to bring the Board together to vote on corrections by the April 29 due date. After discussion, there was consensus to grant the Executive Committee the authority to approve any changes required. Kelly Griffith made the motion with second by William Johnson. All in favor; none opposed.

Four existing programs will remain with current vendors. TFN will put out an RFP for a new afterschool program. Race Equity grants remain in FY 2023 NOFA submission, and applications will be made available before the start of the new fiscal year. Various community partners have expressed interest in a countywide coalition that would promote collaboration and support between organizations implementing race equity strategies. After discussion, there was consensus to issue an RFP for a consultant to support such a countywide coalition. Funds are available in the TFN budget. Katie Dilley made the motion with second by Marlene Thomas. All in favor; none opposed.

The Board went into closed session at 2:58 PM under General Provision Art. 3-305(b): 1 to discuss and vote on Executive Director compensation starting in FY23. The meeting was re-opened at 3:04 PM. The Executive Director was recused during the closed session and returned to the meeting after members of the public were readmitted.

FY 2022 CPA Budget Modifications

Budget modifications for the current fiscal year must be submitted to the State by May 15, which precedes the next board meeting. To date, no programs have indicated a need for modifications. Nancy will be following up with all vendors for confirmation. After discussion, there was consensus to grant the Finance Committee the authority to move funds between programs if needed to meet program needs and fully utilize current year's funds. William Johnson made the motion with second by Jazmine Paxon. All in favor; none opposed.

One Racial Equity Grant vendor is unable to schedule the funded training until July 6. Nancy is checking with the State on a possible no-cost extension. She may need an officer's signature if an extension is possible.

Director's Report

- The TFN Resource Guide has been distributed around the county. Demand is so high that a second printing may be needed.
- The June Annual Meeting will include a presentation on Collective Impact and Asset-Based Community Development Mapping from Clear Impact. Information will be sent to the Board in advance
- The next 3-year community assessment is to be done in FY 2023. There is a new State result area - Families are Economically Stable. Nancy is collecting data now to determine if a pre-assessment is needed on this result area before the full community assessment.

The meeting was adjourned at 3:19pm.

Submitted by: Linda Webb

PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT")
UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)
with Instructions

Instructions to presiding officer: To meet in a closed session under the Act, the public body must first meet in open session, after providing proper notice. Make sure that the open session is attended by a member designated to receive open meetings training. If a designated member cannot attend, complete the Compliance Checklist.¹ If the public body has never designated a member for training, it must do so **before closing the session**.

Before closing the session, take two steps: (1) conduct a recorded vote on a motion to close; and (2) make a written "closing" statement. If the public body might return to open session afterwards, be sure to tell the public that. During the closed session, keep the discussion topics within the confines of the closing statement. After the closed session, the events of the closed session must be disclosed in the next open-session minutes.

The top part of this form is a model closing statement. It has two sides. Before closing the open session, complete items 1 through 4 on this form or in any writing with the same information. If someone pre-prepared the form for you, make sure it reflects the public body's own intended topics and reasons for closing the meeting. A member of the public may inspect the closing statement at the time of the closing and may object to the decision to close the meeting. Once the meeting is closed, the closing statement sets the agenda and may not be changed.

The bottom part of the form is a worksheet that provides a checklist of the disclosures that must be made in the next open-session minutes. The worksheet is not part of the closing statement.

1. Recorded vote to close the meeting: Date: 4/11/17; Time: 2:58 pm; Location: Talbot County Education Center;
Motion to close meeting made by: Paxon; Seconded by Griffith;
Members in favor: Thomas, Griffith, Duley, Smith*; Opposed: None;

Abstaining: None; Absent: Chollet, Pack, Orellana, Martinez, + Maguire
* In favor cont: Johnson, Webb, Paxon, Green, Ramirez, Nagle

2. Statutory authority to close session (check all provisions that apply):

This meeting will only be closed under the provision or provisions checked below, all from General Provisions Art. § 3-305(b):

- (1) ☒ "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"; (2) ☐ "To protect the privacy or reputation of individuals concerning a matter not related to public business"; (3) ☐ "To consider the acquisition of real property for a public purpose and matters directly related thereto"; (4) ☐ "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State"; (5) ☐ "To consider the investment of public funds"; (6) ☐ "To consider the marketing of public securities"; (7) ☐ "To consult with counsel to obtain legal advice"; (8) ☐ "To consult with staff, consultants, or other individuals about pending or potential litigation"; (9) ☐ "To conduct collective bargaining negotiations or consider matters that relate to the negotiations"; (10) ☐ "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans"; (11) ☐ "To prepare, administer, or grade a scholastic, licensing, or qualifying

¹ http://www.marylandattorneygeneral.gov/OpenGov/%20Documents/Openmeetings/COMPLIANCE_CHECKLIST%20.pdf

examination"; (12) ☐ "To conduct or discuss an investigative proceeding on actual or possible criminal conduct"; (13) ☐ "To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter"; (14) ☐ "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process"; (15) ☐ "To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to" (i) "security assessments or deployments relating to information resources technology"; (ii) "network security information," such as information that is related to passwords, personal ID numbers, access codes, encryption, security devices, or vulnerability assessments or that a governmental entity collects or maintains to prevent, detect, or investigate criminal activity; or (iii) "deployments or implementation of security personnel, critical infrastructure, or security devices."

3. For *each* provision checked above, the corresponding topic to be discussed and the public body's reason for discussing that topic in closed session, in as much detail as possible without disclosing the information that may be discussed behind closed doors:

Citation (insert # from above)	Topic <i>We expect to discuss these matters:</i>	Reason for closed-session discussion of topic - <i>We are closing the meeting to discuss this topic because:</i>
§ 3-305(b) <input checked="" type="checkbox"/>	Personnel matter	the Board will consider and vote on FY23 compensation for the Executive Director.
§ 3-305(b) <input type="checkbox"/>		
§ 3-305(b) <input type="checkbox"/>		
§ 3-305(b) <input type="checkbox"/>		

4. This statement is made by Kathleen Dilley, Presiding Officer.

Kathleen Dilley
Name Signature

**WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION THAT MUST BE
DISCLOSED IN THE MINUTES OF THE NEXT OPEN SESSION (§ 3-306)(c)(2) or § 3-104**

For meetings closed under an exception, as disclosed above:

Time of closed session: _____ Place: _____

Purpose(s): _____

Members who voted to meet in closed session: _____

Persons attending closed session: _____

Authority under § 3-305 for the closed session (see chart above): _____

Topics actually discussed: _____

Each action Taken: _____