

**Talbot Family Network**  
**EXECUTIVE COMMITTEE MEETING**  
**Wednesday, August 9, 2023 · 11:00am – 12:00pm · Meeting is open to the public\***  
VIRTUAL on Zoom  
(To participate, use the [Zoom link](#) on the TFN webpage.)

**Agenda**

1. Minutes of the July meeting – for approval.
2. FY24 Equity Grants – Request for Proposals
  - a. Review proposals received\*
  - b. Select FY24 awardees

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\* 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.

**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.<sup>1</sup> 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: 8/9/23; Time: 11:06 am; Location: Zoom;  
Motion to close meeting made by: Anthony Smith; Seconded by William Johnson;  
Members in favor: Smith, Johnson, Martinez; Opposed: —;  
Abstaining: —; Absent: (Sparks joined mtg after this vote)

**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

<sup>1</sup> [http://www.marylandattorneygeneral.gov/OpenGov%20Documents/Onemeetings/COMPLIANCE\\_CHECKLIST%20.pdf](http://www.marylandattorneygeneral.gov/OpenGov%20Documents/Onemeetings/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 type="checkbox"/> 14	Racial Equity Request for Proposals	Review grant applications to Select Awardees for FY 24.
§ 3-305(b) <input type="checkbox"/>		
§ 3-305(b) <input type="checkbox"/>		
§ 3-305(b) <input type="checkbox"/>		

4. This statement is made by Nancy Andrew, Presiding Officer.

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**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: \_\_\_\_\_

**Talbot Family Network**  
**EXECUTIVE COMMITTEE MEETING**  
**Wednesday, August 9, 2023 · 11:00am via Zoom · Meeting is open to the public\***  
Meeting Minutes

Attending: William Johnson, Samantha Martinez, Anthony Smith, Martha Sparks, and Nancy Andrew

1. The meeting began at 11:05am.
2. The meeting went into closed session at 11:06am under General Provision Art 3-305(b)(14) to consider 11 proposals received in response to the FY24 Request for Proposals: Equity Grants for Talbot County Organizations and Agencies and to select awardees. Motion to go into closed session by William Johnson; second by Anthony Smith; all in favor; no abstentions. (note: Martha Sparks joined the meeting after this vote.)
3. At 11:42am, the meeting returned to open session. Motion by Anthony Smith, seconded by Samantha Martinez; all in favor; no abstentions.
4. A motion was made by William Johnson and seconded by Anthony Smith to award \$8,500 to each of the following. All in favor; no abstentions.
  - a. Talbot County Public Schools
  - b. Polaris Village Academy
  - c. The Country School
  - d. Mid Shore Behavioral Health
  - e. Talbot County Department of Social Services
  - f. Choptank Community Health System

Nancy will review the project budgets with each applicant prior to finalizing the Notice of Grant Awards and contracting.

5. Samantha Martinez and William Johnson expressed interest in being part of the grant monitoring with these awards to promote implementation and accountability. This will be discussed further at the September 8, 2023 Racial Equity Committee meeting.
6. Update on the FY24 Safe Summer – Mentoring supplemental funds – TFN was notified of these unexpected funds on June 8, 2023, which have a grant period of 7/1-9/30/23. At the July meeting, the Executive Committee agree to award the funds to Talbot Mentors to support its one-on-one youth mentoring program. Martha received verbal approval from the County Manager for sole source procurement after which Nancy completed a Notice of Grant Award with Talbot Mentors and submitted the project application to the state for one-on-one mentoring programming with Talbot Mentors.

As requested, Nancy also submitted a formal request to the County Manager for sole source procurement. Mr. Stamp has responded with questions. Following discussion, it was agreed that Nancy will send Mr. Stamp additional background information on this funding. William Johnson noted that when he heard about this funding through the Department, his understanding was that it was for one-on-one mentoring which is why the committee decided to allocate the funds to Talbot Mentors. Martha asked if there were any questions or concerns about this decision. All agreed to proceed.

7. The meeting concluded at 11:55am.

Submitted by Nancy Andrew

Committee approved and posted to webpage 8/25/23.