****

**BCCAP Board of Directors Meeting Minutes**

**10.28.2020**

**Location: WebEx Meeting**

**Welcome**

Angela Whitaker, BCCAP Director welcomed board members and guest to the first meeting of the Board of Directors

**Introduction**

Introduction of staff, board of directors and guest was presented by Angela Whitaker, BCCAP Director.

Board Members Present Board Members Absent

* Councilwoman
Sharon Green Middleton
* Councilman
Robert Stokes, Sr.
* The Honorable
Belinda Conaway
* Scott Gottbreht, PhD
* Francesca Jean Baptiste
* Doris Minor Terrell
* Manami Brown, MEd

 \* quorum present

* Theodore (Theo) Jackson
* LaRhonda Medley

**Call to Order**

Meeting was officially called to order by Angela Whitaker, BCCAP Director at 4:53pm

**BCCAP Program Overview**

Program overview was presented by Angela Whitaker, BCCAP Director

* + - Eviction Prevention Program. The overview of the Eviction Prevention Program included:
			* $29M fund from multiple federal, state & local sources
			* 550 DHCD Temporary Rental Support Approved & Authorized for Rent Payment
			* 2000 Back Rent Applications In Process for Payment by December
			* Challenges:
				+ Program accessibility to the immigrant community
		- Questions:
			* Is eviction prevention program broken down by council district?
				+ MOCFS Executive Director, Tisha Edwards will provide data by council district and social media information to board before next meeting.
			* Is there direct contact with landlords?
				+ Landlords are informed of application process.
			* Who should customers contact with issues?
				+ Customers should reach out to CAP centers
		- BH20 Water Assistance Program
			* 1,247 BH2O applications submitted as of September
			* Working with marketing/communications firm to assist with outreach
			* Challenges:
				+ Customer Engagement with the online portal
			* Legislation is working to address the issue with tenants facing eviction due to delinquent water bill
		- Energy Assistance
			* Program includes electric & heating bill assistance- arrearage assistance, 55-day extensions, crisis fuel deliveries
			* Baltimore City receives around 30,000 applications each year.
			* The number is expected to increase this year due to the pandemic.
			* Challenges:
				+ Addressing all requirements in Corrective Action Plan focused on application processing accuracy & staff productivity
			* Questions:
			* Are customers notified about programs, especially Senior Citizens?
				+ Outreach assistance is provided to customers via mail and redetermination letters
				+ Angela Whitaker will work with BCCAP team in aiding assistance.
				+ Councilman Stokes will provide listing of Senior Centers
		- Financial Empowerment Center
			* Areas of focus: increase savings, decrease debit, improve credit score, support long-term financial planning
		- Case Management
			* Areas of focus: Human Service Workers will partner with clients to develop case management plans to enhance client financial capacity from initial assessment to comprehensive service delivery
			* United Way Case Management Certification Program- 9 month training program ending with each staff receiving certification as a case manager
			* Challenges:
				+ Staff training
				+ -Shifting service delivery virtual case management sessions
			* Questions:
			* Will BCCAP follow COMAR Regulations regarding minimum/maximum caseload
			* Angela Whitaker will review COMAR regulations regarding caseloads
		- Technology Enhancements
			* Areas of focus: New case management data management software. Hardware upgraded for all staff. Additionally, the program early stage implementation of Call Center. Scanning system to electronically store client documents in the cloud.
			* Developing program dashboards to support CAPStat-data driven management processes
			* Challenges:
				+ Supporting staff with limited technology proficiency

**Bylaws Review**

Bylaws presented to the Board of Directors by Angela Whitaker

* + - One (1) correction was made to Section 2. Organization Name
			* Geographical area – Madison-Eastend in East Baltimore
				+ Correction – Eager Park Neighborhood Association
		- Motion was made by Belinda Conway and second by Scott Gottbreht to accept the bylaws revisions.
			* **Motion passed**
		- Angela Whitaker shared the Conflict of Interest Policy/Affidavit is included in the Board Packet and asked Members to read, sign and return a signed copy to her by November 16, 2020.

**Fiscal Review**

Fiscal overview was presented by Yolanda Cypress, BCCAP Accountant. Yolanda’s presentations included:

* An overview of each of BCCAP’s funding sources: Community Development Block Grant, Community Services Block Grant General Funds, Community Services Block Grant, Community Service Block Grant CARES Act, Maryland Emergency Food Grant Program, Maryland Energy Assistance and Office of Home Energy Program
* Councilman Stokes expressed concern about budget and staff potentially affected by COVID-19
* Yolanda shared she had not received any information regarding budget cuts due to COVID-19
* Councilman Stokes shared he would assist if needed to ensure BCCAP staff are not affected by budget cuts

**Community Needs Assessment (CNA)**

CNA was presented by Julie Jakopic, Consultant. Julie’s presentation included:

* + Why the agency is completing a CNA
	+ Community Action Agency Organizational Standards
	+ Overview of data sources
	+ Review of the following data: overall population change, poverty rates by race and ethnicity, unemployment rates, rates of individuals who are uninsured, median income, housing burden, homeownership and food insecurity.
	+ Question was asked how the consultant was selected and timeframe working with the agency.
		- Angela Whitaker and Tisha Edwards were able to speak on selection of consultant, including:
			* The agency followed to the City’s procurement process
			* Met with consultants to determine which would best meet the needs of the agency
			* Recommendation from Maryland Community Action Partnership
			* Experience working with Community Action Partnership and understanding of compliance requirements
		- Angela Whitaker shared the consultant has been working with the program since September 2020 and is expected to finish her engagement by the end of the year.

**Nest Meeting Date**

* + Bylaws state that board will meet quarterly
	+ Board needs to meet to review Community Needs Assessment and to vote on the following positions:
		- Chair
		- Vice Chair
		- Secretary
	+ Meeting date will occur the week of November 16th
	+ Notices will be sent of next meeting to the board week of November 3rd

Meeting was adjourned at 6:34pm

Submitted by Angela Whitaker