



BCCAP Board of Directors Meeting Minutes

1.20.2021

Location: WebEx Meeting

Welcome & Call to Order

Madam Chair, Doris Minor Terrell welcomed board members and guest to the meeting of the Board of Directors

Introduction/Roll Call

Angela Whitaker, BCCAP Director greeted board members and guest along with an official roll-call.

Board Members Present

- Councilwoman
Sharon Green Middleton
- Councilman
Robert Stokes, Sr.
- The Honorable
Belinda Conaway
- Scott Gottbreht, PhD
- Francesca Jean Baptiste
- Doris Minor Terrell
- Manami Brown, MEd
- Theodore (Theo) Jackson

Board Members Absent

- LaRhonda Medley

Presentation Share

Angela Whitaker, BCCAP Director shared the Community Action Partnership Board Meeting Power Point

BCCAP Staff Updates

Staff Updates shared by Angela Whitaker, BCCAP Director

- Two New BCCAP Staff:
 - Deputy Director- Kevin Large (Bio was shared w/ group)
 - Background working with the State Government, BCCC& Non Profit Work (No Kid Hungry Maryland)
 - Daniela McDonald - CAP Manger Immigrant & LEP Community
 - Background in Non Profit- Residential Director in Hope Works Howard County (Families impacted by intimate partner violence, sex violence and human trafficking)
 - Madam Chair, Doris Minor Terrell welcomed New BCCAP Staff
 - Questions: None

Community Needs Assessment (CNA) Update

Madam Chair, Doris Minor Terrell asked the following question: Are we ready to follow through with our Community Needs Assessment?

CNA Consultant, Julie Jakopic answered yes, and confirmed that she is gathering some additional feedback. Once that is complete Madam Chair Terrell can approve the documents and the board can move forward towards Strategic Planning.

- Consultant Jakopic shared that there is a lot of information in the report, however, there is some particular information that relates directly to CAP that the organization will want to focus on moving forward.
 - The first relates to housing disparities, low home ownership rates, high rent, and housing affordability. (Also summarized as affordable housing.)
 - Second, connecting more seamlessly with workforce development; the second connecting part is wages and job opportunities. CAP should focus on building those connections
 - Third- with all of the reorganization there is an incredible opportunity for BCCAP to really play a role as convener and collaborator even in the areas where the scope of services may not cover something but the role that you play in the community may enable you to create conversations and collaborative change.
 - The other particular piece that came up in the interviews was also building on what BCCAP has already been doing to strengthen the relationship and services with the Latin-X Community.
 - Consultant Jakopic asked for additional feedback, comments and questions; once the plan is finalized then the group can work on a short board survey to lead into the Strategic Planning Process
- Consultant Jakopic opened the floor for questions or concerns
 - Councilman Stokes shared with the board that education, youth, workforce development and senior fairs are things that he is looking forward to working with the committee on. He plans to share associated programs with the board that he is currently working with.
 - Councilwoman Middleton shared that she is going to be introducing a few informational hearings, one subject matter is bringing all of the 311 Staff and associates together to communicate how the process needs to flow better. In addition to addressing a number of things that residents have issues with due to the lack of response or solutions provided. This restructure can benefit BCCAP.
 - Madam Chair, Terrell also shared that the data appears to be quite thorough as it provides an overview of what is actually going on within different communities throughout the comparison of years. Believing that it will help the board to design a plan moving forward to correct and connect some of the problems that our inner-city families are facing.
- Community Needs Assessment Vote
 - Madam Chair Terrell requested a motion.
 - Councilman Stokes then made the motion to accept the minutes from the last meeting- 2nd by Belinda Conaway
 - Madam Chair Terrell asked if the group was ready for the question; and all in favor say “I”
 - All board member’s stated “I”
 - Madam Chair Terrell asked if the group for any “opposes”
 - No “oppose” response from any board members

- Motion was accepted
- The Community Needs Assessment was accepted on January 20, 2021.
- Next Steps
 - Board Survey (survey will be sent to the group prior to the first Strategic Planning Session)
 - Strategic Planning (dates are forthcoming)

Fiscal Review

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

- Description and amounts for all 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
- Eviction Prevention Program phases and funding sources – Coronavirus Relief Funds, Affordable Housing Trust Funds, Emergency Solution Grant – CV, Homeless Solutions Program, Emergency Solutions Grant, Community Development Block Grant – CV, Community Service Block Grant – CARES and Newly Awarded CDBG Grant Funds
 - Additional funding expected through the most recent federal stimulus package and will be discussed during the next board meeting.
- BCCAP December 2020 Budget Report & Takeaways
 - MEAP & Eviction Prevention Bank Balances
- Floor was open for questions
 - Board member Scott Gottbreht asked for the amount of Eviction Prevention Funds that have been spent down
 - Angela Whitaker, BCCAP Director answered with most recent data and will provide updates during the next board meeting
 - MOCFS Director Edwards provide additional content regarding funds - out of 28 million, 10 million has been spent down
 - A list of each funding source eligibility will be shared with the group
 - Councilman Stokes asked how can the funds be assessable to citizens that contact his office
 - Angela Whitaker, BCCAP Director answered by recapping that funds are only for eviction prevention and they have to be accessed through BCCAP
 - Madam Chair, Terrell asked if the board was able to identify the landlords that have been paid and how many properties we are and have paid for
 - Angela Whitaker, BCCAP Director answered yes, the information will be shared with the group

Eviction Prevention Update

Eviction Prevention updates were provided by Angela Whitaker, BCCAP Director. Those updates include:

- Purpose
 - Prevent housing Instability
 - Provide assistance to residents impacted by the covid-19 pandemic
- Strategies

- Spend down \$10 million of COVID relief funding by 12/30 to quickly prevent homelessness for as many residents as possible
- Leverage residents who were not eligible for DHCD's Temporary Rent Program
- Implement a tenant driven phase
- Added a landlord driven phase
- Next Steps
 - Continue the spending down off CRF funds
 - Initiate Phase III of the Eviction Prevention Program

Volunteer Income Tax Assistance (VITA)

VITA details and updates were provided by Angela Whitaker, BCCAP Director. Those details and updates include:

- The VITA Program offers free income tax assistance to individuals who generally make \$54,00 or less, persons with disabilities, the elderly and limited English speaking taxpayers who need help preparing their own tax returns
- Partnership with CASH Campaign of Maryland - this partnership will strengthen the position of CAP centers as a resource for financial empowerment and support.
- Timeline February 8th through April 15th 2021
- Implementation – the program will be virtual for the 2021 Season
- VITA 2020 recap – total tax returns processed and National CAP Goals
 - National Goal: Low-income people become more self-sufficient

Next Meeting Date & Recaps

- Moving to quarterly meetings – dates and invite forthcoming
- Strategic Planning – doodle poll forthcoming for planning
- The Conflict of Interest Affidavit should be signed and submitted by all board members

Meeting was adjourned at 6:10pm

Submitted by Jamie Johnson