



CARROLL COUNTY LOCAL MANAGEMENT BOARD (CCLMB)

for children, youth, and families

10 Distillery Drive, Suite 101 | Westminster, MD 21157

410-386-3600 | [CCLMB webpage](#)

MINUTES

September 20, 2022 at 8:30 am – Virtual via GoToMeeting

1. Welcome

a. Quorum? Yes (9/13)

- i. Brian Gass – Present
- ii. Kathi Green – Absent
- iii. Vicky Keller – Present
- iv. Marie Liddick – Present
- v. Sue Doyle – Absent
- vi. Celene Steckel – Present
- vii. Nicole Jackman – Absent
- viii. Amy Jagoda – Present
- ix. Christina Ogle – Present
- x. Heather Powell – Absent
- xi. Katie Speert – Present
- xii. Javier Toro – Present
- xiii. Scott Yard – Present

b. Staff & Guests

- i. Gabby Zelaya
- ii. Carrie Freshour Consulting, LLC.
- iii. Commissioner Dennis Frazier
- iv. Corey Hardinger
- v. Caren Jagoda
- vi. Delmonica Hawkins
- vii. Debby Standiford
- viii. Herelys Parks
- ix. Arianne Minyard

2. Commissioner Updates — *Commissioner*

- a. \$2.4 million or so COVID funds are being spent, including on mental health services like those at the Carroll County Youth Service Bureau (CCYSB)
- b. [988 Suicide & Crisis Lifeline](#) is active
- c. Luminary Walk at Wakefield Valley Park for suicide awareness was a success – a mile-long walk with luminary bags on both sides of trail every five feet.

3. CCLMB Housekeeping Updates

- a. Approval of May 17, 2022 Meeting Minutes
 - i. Motion: Scott Yard
 - ii. Second: Corey Hardinger
 - iii. Opposed: None
- b. Membership — *CCLMB Staff*
 - i. Addition of Sue Doyle, Health Officer for the Carroll County Health Department
 - ii. Judy Jones is no longer a member as she left Carroll County Public Schools
 - iii. A couple applications are pending

4. CCLMB Community Assessment Presentation — *Carrie Freshour Consulting, LLC.*

- a. See “Community Assessment Slide Deck for CCLMB – 9.20.22”
- b. The Assessment will be reviewed by CCLMB Members before being posted for public viewing.
- c. Using these findings, the CCLMB’s strategic planning process will begin in the coming months.

CCLMB FY23 MEETINGS (subject to change):

Sept. 20, 2022 • Nov. 15, 2022 • Jan. 17, 2023 • Mar. 21, 2023 • May 16, 2023



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5. Vote on the Supplemental Budget #5 Additional Funding

- a. Earlier this year, the Governor included in the Supplemental Budget #5 an additional \$1.5 million for the Local Management Boards – this is one-time funding for all LMBs and Carroll is set to receive \$42,555. Yesterday, LMBs were officially awarded this additional funding. The Board may determine how to allocate the increase.
- b. Because these are one-time funds and are only \$42,555, the CCLMB staff recommendation is to increase the budget(s) of existing programs. While all three CPA programs are critical to our community, CCLMB staff recommend increasing the budget of the Wraparound Family Services (WFS) program which is our lowest-funded program with only 2 and a quarter staff dedicated to it.
- c. WFS data from February 2021 to June 30, 2022:
 - i. # of Referrals – 128
 - ii. # of Clients Served – 114
 - 1. 58 families served
 - 2. The Navigators’ caseload is typically about 65 individuals at any given time.
 - iii. # of Cases Closed – 37
 - iv. % of Cases Closed Due to Lack of Engagement - 70%
 - 1. Client engagement in WFS varies; in some quarters, nearly 100% of clients/families attend their 90-day meetings and engage in recommended services. In other quarters, only 50% attend their meetings or engage in services.
 - v. Average Length of Stay in Program - 231 days

	Jan-Mar 2021	Apr-Jun 2021	Jul-Sept 2021	Oct-Dec 2021	Jan-Mar 2022	Apr-Jun 2022
% of families who attend their quarterly family engagement meeting	-	100% (3 of 3)	67% (4 of 6)	53% (9 of 17)	72% (18 of 25)	85% (41 of 48)
% of clients who enroll in one or more recommended service from individualized action plan	83% (5 of 6)	100% (18 of 18)	50% (20 of 40)	46% (31 of 68)	73% (58 of 79)	85% (63 of 74)

- vi. Having an Engagement Manager on the Wraparound team would allow TWOI to continue building relationships with clients in order to increase service engagement. As demonstrated by the data above, engagement levels are currently inconsistent, but they are the biggest reason cases are closed. WFS staff have found the greatest success with clients who have felt connected to a trusted adult within the WFS team.

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- vii. The duties of the programs' two Navigators include but are not limited to creation of an Individualized Action Plan, referral to care and support services, adherence support, routine appointment reminders, linkages to services, etc. Because navigation is not considered direct service, this leaves a gap where WFS clients may have services lined up but do not follow through. While it is true that services like Connecting Youth, Potomac Case Management Services, and Springboard Community Services offer case management services, these are separate programs which are in addition to those already recommended to clients and families. Further, these services may have waiting lists and eligibility requirements which preclude our clients from being able to utilize their services.
- viii. Adding an Engagement Manager to the WFS program would provide someone in-house at TWOI with whom clients can create a trusted relationship to increase the number of warm hand-offs made and encourage their engagement in beneficial and supportive services. Once the WFS Navigators work with the client to create an Individualized Action Plan, the Engagement Manager will work to implement the plan alongside the client and establish ongoing support and accountability to help them accomplish their goals.
- d. If approved, the WFS budget would increase \$35,421 to add this full-time Engagement Manager and cover associated administrative costs (office supplies, phone bill, etc.). This leaves \$7,134 remaining in the Supplemental Budget #5 amount. The CCLMB recommendation for the remaining \$7,134 is to put it under Community Support: \$3,000 in a youth stipend and the leftover \$4,134 for community events like those planned for National Hispanic Heritage Month.
- e. The CCLMB staff recommendation as stated in 5d passed. Below are the voting results for the CCLMB Members in attendance. Members who are vendors were disallowed from voting.
 - i. Present Members: 9
 - ii. Present Members who are vendors and disallowed from voting: 1
 - iii. Votes In Favor of the CCLMB staff Recommendation (see 5d): 7
 - iv. Abstentions: 1

6. Adjournment

The next CCLMB meeting is scheduled for November 15, 2022.

*The location details will be shared at a later date. Check our website for more information:
<https://www.carrollcountymd.gov/government/directory/citizen-services/local-management-board/>*

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