

HARFORD COUNTY DEPARTMENT OF SOCIAL SERVICES
Citizen Advisory Board
Minutes of March 20th, 2025
In Person

Members Present: Andrée Mountain, Kourtney Cluster, Vicki Jones, Daniel Rusin, Cynthia Phillips (“C”), Christine Gerhardt, Angela Mangione, Dea Galloway, Alicia Hamilton, Councilwoman Nolanda Robert

Members Absent: Jim Kuterbach, Pat Weaver, Pamela Smith

Staff Present: Cora Grishkot, Kristy Louvado

The meeting was called to order at 6:05 p. m.

1. Approval of Minutes

- The minutes from the February 20th, 2025, meeting were reviewed.
- One revision is needed under Finance section stating members suggest considering a professional fundraiser.
- The February 20th, 2025, minutes with one revision were unanimously approved upon the motion of Kourtney Cluster with a second from CC Phillips.

2. Board Chair Report (Andrée Mountain)

- Welcome Ex-officio member Councilwoman Nolanda Robert
 - Members took the opportunity to introduce themselves.
 - Councilwoman Robert or her legislative aide will be in attendance of the monthly meetings.
- Documents
 - Andrée inquired if meeting documents are being distributed in a timely manner to review prior to the meeting.
 - Members suggest sending documents on Mondays of the week of the meeting.
- Family & Trauma Institute
 - We can extend an invite to two board members for the upcoming conference with the expectation of participating in the event in its entirety.

3. Director’s Report (Cora Grishkot)

- Thank you
 - Cora again expressed gratitude to board member Vicki Jones for the generous donation of food items collected that will help us establish a food pantry for clients in need.
- Data
 - In response to the data requested we compiled and presented the requested statistics to the board members including a breakdown of staff distribution

across various divisions, caseloads and customers served, support mechanisms for our staff and insight into the KinFirst initiative.

- Cora advised the board of the new data dashboards on the DHS website that allow users to view statistical information on financial programs across local jurisdictions and comprehensive analysis of youth in out of home care.
- An update was provided on the status of vacancies. We currently have 14 vacancies.

4. General Discussion Topics

- N/A

5. New Business

- N/A

6. Old Business

- CY 2025 Focus
 - Members engage in discussion on the path forward - should we channel our focus into outreach or fundraising?
 - Members determine the need to define what outreach looks like and the need to determine a target goal for fundraising.
 - Outreach will be for consideration as events permit.
 - The matrix needs to be updated and prioritized.
 - Committee charts need to be updated.

7. Committee Reports

- CQI
 - Meeting was held this week.
 - Members discussed the upcoming dress code changes and the 2025 staff event.
 - Link will be sent for the April meeting on Monday.
- Finance
 - Andrée updated current balances \$7,160.00 & \$6023.92.
 - Previously voted on \$3000.00 dedicated to Kinship has been disbursed.
 - The department will begin to make purchases and track spending.
- Events and Fundraising
 - The committee is seeking insight and feedback regarding the upcoming fundraiser, aiming to gauge the level of commitment among members for both the planning and execution phases.
 - Events & fundraising committee presented an event planning and execution strategy concept to members to help determine full participation.

- Committee recommendation on planning and execution strategy was approved upon the motion of CC Phillips with a second from Christine Gerhardt. There were 7 yes, 0 no and 1 abstention.
 - Next steps are to determine date, time and location of upcoming event.
- Public Relations
 - Dea will add pictures to social media page.
- Board Administration
 - There are no current vacancies.
 - Committee reports template was updated and distributed to members with current agency letterhead.
- Legislative
 - Committee chair sent updated report to members.

8. Action Items

- N/A

9. Next Meetings

- April 17th, 2025

The meeting was adjourned at 8:20 pm.

The next meeting will be **Thursday, April 17th, 2025, at 2. S. Bond Street, Suite 300, Bel Air, MD 21014**

Respectfully submitted by: Kristy Louvado.