

# **HARFORD COUNTY DEPARTMENT OF SOCIAL SERVICES**

## **Citizen Advisory Board**

**Minutes of December 18<sup>th</sup>, 2025**

### **In Person**

**Members Present:** Andrée Mountain, Debbie Button (Aide to Nolanda Robert), Angela Mangione, Jim Kuterbach, Christine Gerhardt, Dan Rusin, Pamela Smith,

**Members Absent:** Cynthia Phillips (“C”), Kourtney Cluster,

**Staff Present:** Cora Grishkot, Kristy Louvado

The meeting was called to order at 6:01 p.m.

#### **1. Approval of Minutes**

- The minutes from the November 20<sup>th</sup>, 2025, meeting were reviewed.
- November 20<sup>th</sup>, 2025, minutes were unanimously approved as presented upon the motion of Jim Kuterbach with a second from Christine Gerhardt.

#### **2. Board Chair Report (Andrée Mountain)**

- This is the last meeting of the year.
- We welcome Pamela Smith who was reappointed to the board.
- We will be welcoming two new appointments in January: Dr. Michelle Campagna and Paul Beaulieu.
- There are two vacancies currently.
- Board administration will begin the interview process in the new year.

#### **3. Director’s Report (Cora Grishkot)**

- We are working with the school system to increase our presence in the community in accordance with the Enough Act.
- One of our administrators has just retired after 34 years of dedicated state service.

#### **4. General Discussion Topics**

- Status of Recruitment of New Board Members
  - Noted above.

#### **5. New Business**

- Fundraising Goals
  - Dan is currently reading a book regarding the fundraising process for nonprofits and has shared a few key lessons he has taken from the book.
  - Dan also referenced a successful fundraiser (Turkey shoot) that the Lions’ Club hosts every year as an example.

- Members discuss.
- Members have requested the updated matrix in the new year.
- Members revisit the idea of assisting the school system with providing items for spirit and house days to children in need.
- Members recommend adding essential living supplies to the matrix for foster youth who are aging out of the system. Providing these supplies will help them with the essentials needed as they transition to living independently.
- The department will work on updating the matrix and send it to the board ahead of the January meeting.

## **6. Old Business**

- 2026 Goals
  - Noted above
- Handbook Update
  - N/A
- Mini-Golf Fundraiser
  - Tabled

## **7. Committee Reports**

- CQI
  - Staff have been participating in holiday activities throughout the month of December.
  - Staff have enjoyed making gingerbread kits and showing off their ugly holiday sweaters!
  - We will finish out the month with a “Duck Hunt”. Small holiday ducks will be hidden throughout each office. As an employee finds a duck, they can turn it in for a prize.
  - The committee will meet in early January to plan the chili cookoff.
- Finance
  - Current balance is 8,021.24.
  - Jim will investigate the balance of food pantry funds after the recent purchase.
- Events and Fundraising
  - Angela suggested hosting an event at Ripken stadium in the future.
- Public Relations
  - No Report
- Board Administration
  - Noted above.
- Legislative
  - No Report

## **8. Action Items**

- Committee Assignments
  - Pamela Smith will join the CQI committee.
- \$1000 Food pantry
- Decorating children's playroom
- Backpack giveaway August 2026
- Covering Prescriptions for adult services clients
- Spirit Day giveaways

## **9. Next Meetings**

- The January meeting will be held on January 15<sup>th</sup>, 2026.
- The January and February meetings will be held virtually.

The meeting was adjourned at 7:16 pm.

The next meeting will be **Thursday, January 15<sup>th</sup>, 2026 Virtually.**  
Respectfully submitted by: Kristy Louvado