

Macomb Community Action Advisory Board
Executive Committee Minutes
September 12, 2017

The Macomb Community Action Advisory Board Executive Committee met on Tuesday, September 12, 2017, in the Training and Conference Center at 21885 Dunham Rd., Clinton Township, MI.

MEMBERS PRESENT:

Denise Amenta, Chair
Michael Bruci
Monica Bihar-Natzke
Tom Kalkofen

MEMBERS EXCUSED:

John Bierbusse

STAFF PRESENT:

Shelly Bania
Stephanie Burgess
Karen Frasard
Kathleen Nicosia

OTHERS PRESENT:

1. Call to Order

The meeting was called to order by Chair Amenta at 11:50 a.m.

2. Determination of a Quorum

It was determined that a quorum was established with four members present.

3. Recommendation to approve the Agenda

The Agenda was amended to modify item 13 to "Recommendation to approve the Corrective Action Plan and changes to the By-Laws." Monica Bihar-Natzke made a motion, supported by Michael Bruci, to approve the agenda with the changes. Motion carried.

4. Recommendation to approve the May 9, 2017 minutes

Tom Kalkofen made a motion, supported by Michael Bruci, to approve the May 9, 2017 minutes. Motion carried.

5. Public Comment

Chair Amenta stated that this committee operates under the Open Meetings Act and asked if anyone was present who wished to address the Committee. There being no one present requesting this privilege, Chair Amenta proceeded with the meeting.

6. Recommendation to receive and file the programmatic assessment from Area Agency on Aging 1B for the Adult Day Health Services, HIC, Chore, Congregate, Home Delivered Meals, Evidence Based, and Resource Advocacy programs

Shelly Bania presented information on the reports:

- Policies and procedures
 - Evidence Based policies and procedures need to be updated
 - Chore and HIC policies and procedures are complete
 - Adult Day
 - Evaluate and reformat patient sign-in process
 - Sliding scale
 - Modification to process of documenting meals served for Home Delivered Meals
 - Drivers to document comments on route cover sheets

- Modifications to process for drivers returning route sheets to site
- Daily returning collected signed route sheets to main office
 - Possible drop box for route sheets
 - System is still being evaluated and developed
 - Community meetings at sites have been held to discuss and get feedback
- Changes needed to tracking of donations
 - Utilization of FACSPRO
- Improve communication with AAA1B

Michael Bruci made a motion, supported by Monica Bihar-Natzke, to receive and file the programmatic assessment from Area Agency on Aging 1B for the Adult Day Health Services, HIC, Chore, Congregate, Home Delivered Meals, Evidence Based, and Resource Advocacy programs. Motion carried.

7. Recommendation to receive and file the fiscal assessment from Area Agency on Aging 1B

Sandra Kennedy presented information on the fiscal assessment, stating:

- Fiscally, all social service programs are in compliance
 - A finding was noted as to unit documentation for Nutrition
 - This is being addressed in the programmatic policies and procedures for unit documentation

Tom Kalkofen made a motion, supported by Michael Bruci, to receive and file the fiscal assessment from Area Agency on Aging 1B. Motion carried.

8. Recommendation to receive and file the CSBG FY2016 Annual Report Review letter from the Department of Health and Human Services, Bureau of Community Action and Economic Opportunity

Karen Frasard presented information on the review letter, stating:

- Macomb Community Action submits a yearly report to the Bureau that summarizes the services provided through all of our programs
 - This report is referred to as the Annual Report
- No findings were noted by the Bureau

Tom Kalkofen complimented the Agency staff on the fine work they are doing.

Monica Bihar-Natzke made a motion, supported by Michael Bruci, to receive and file the CSBG FY2016 Annual Report Review letter from the Department of Health and Human Services, Bureau of Community Action and Economic Opportunity. Motion carried.

9. Recommendation to receive and file the monitoring report from the Department of Health and Human Services on the FY2017 Organizational Standards

Karen Frasard presented information on the monitoring report, stating all organizational standards have been met.

Michael Bruci made a motion, supported by Tom Kalkofen, to receive and file the monitoring report from the Department of Health and Human Services on the FY2017 Organizational Standards. Motion carried.

10. Recommendation to receive and file the Under-enrollment Plan letter from the Administration for Children & Families, Office of Head Start

Kathleen Nicosia presented information on the letter, stating:

- This pertains to the Child Care Partnership grant (CCP)
 - Slots for 88 children
 - A partner, ACCESS, had 40 of those slots
 - Decreased to 32 due to loss of in-home sites
 - Filling all 88 slots has been a challenge
- An action plan is in place
 - Many options are being considered
 - All but 11 slots are filled
 - Program must be at 97% filled by May 31, 2018

Discussion ensued.

Michael Bruci made a motion, supported by Monica Bihar-Natzke, to receive and file the Under-enrollment Plan letter from the Administration for Children & Families, Office of Head Start. Motion carried.

11. Recommendation to receive funds from the U.S. Department of Housing and Urban Development for the CDBG program, HOME program, and ESG program

Stephanie Burgess presented information on the HUD programs, stating:

- The allocation letter shows a slight reduction to grant amounts
 - Since receiving this letter, the plan was approved with no changes
 - We are now awaiting the congressional release
 - Program started July 1, 2017

Tom Kalkofen made a motion, supported by Michael Bruci, to receive funds from the U.S. Department of Housing and Urban Development for the CDBG program, HOME program, and ESG program. Motion carried.

12. Recommendation to receive and file the monitoring report from the Department of Health and Human Services

Karen Frasard presented information on the monitoring report, stating:

- An on-site monitoring visit was conducted in April on the following programs
 - CSBG, Weatherization, Deliverable Fuels, MCAAB
 - No findings were cited pertaining to programs reviewed
 - Findings noted pertaining to MCAAB:
 - Required number of Full Board meetings
 - Board vacancies exceeding 90 days
 - Observation: Membership attendance
 - A corrective action plan is required

Discussion ensued.

Michael Bruci made a motion, supported by Monica Bihar-Natzke, to receive and file the monitoring report from the Department of Health and Human Services. Motion approved.

13. Recommendation to approve the Corrective Action Plan and changes to the By-Laws

Karen Frasard presented the Corrective Action Plan, stating:

- A meeting was held with Rhonda Powell, Joe Cooke, Denise Amenta, and Karen Frasard to discuss the findings and prepare a corrective action plan, addressing the following
 - The Full Board of MCAAB meeting four times per year
 - This is in violation of the CSPM, which requires six meetings per year
 - Remedy to include changing the By-Laws to reflect meeting six times per year, every other month, with committee meetings held in the between months
 - Board vacancies exceeding 90 days
 - Reduce number of members from 21 to 15
 - Board attendance
 - Remedy to include reminding members of the importance of attendance
 - Remedy to include amending the By-Laws to allow for phoning into meetings

Discussion ensued as noted:

MEMBER DISCUSSION regarding Finding 1A:

- Much discussion ensued regarding changing the number of board meetings
 - It was questioned whether the citation of CSPM 210 is a recommendation or if it is a requirement.
 - Members felt adding more meetings would not help with attendance concerns, considering members would need to attend a minimum of one meeting a month.
- Additional suggestions made during discussion
 - A suggested option made that the number of meetings remain the same as they are currently, but at two of the regularly scheduled "committee" meetings the *entire* board is invited. This would satisfy six Full Board meetings.

- Another option was discussed of only holding six Full Board meetings a year at which all the work of each committee takes place at those Full Board meetings. There would be no committee meetings in between the Full Board meetings, but it would make for a very long Full Board meeting.
- MEMBER DISCUSSION regarding Finding 1B
 - Some discussion ensued regarding the number of members on the board with the idea being understood but not entirely embraced.
- MEMBER DISCUSSION regarding Observation 1
 - Discussion regarding board attendance varied.
 - The idea of a phone in option for members was not disputed.
 - The idea of an entrance interview to include the value of their input and importance of their attendance was reiterated.
 - The idea of an Associate Member for the purpose of training, mentoring, and preparing future board members was discussed. This associate member would attend meetings but have no voting rights. Further discussion ensued as to how many and for how long.

While the members felt further discussion was needed, they did not want to hold up the Corrective Action Plan.

Monica Bihar-Natzke made a motion, supported by Tom Kalkofen, to approve the Corrective Action Plan and changes to the By-Laws. Motion carried.

14. Recommendation to approve the Plan Summary for the CSBG FY2018

Karen Frasard presented information on the summary, stating:

- As discussed at the June Full Board meeting, a planning meeting was held and members were invited to discuss plans for the CSBG allocation
 - The CSBG funding allocation for Macomb Community Action for FY18 is \$1,144,134

Michel Bruci made a motion, supported by Tom Kalkofen, to approve the Plan Summary for the CSBG FY2018. Motion carried.

15. Recommendation to approve MCAAB membership applications

The applications of Tanya Blatz and Amy Smolski were approved.

Monica Bihar-Natzke made a motion, supported by Michael Bruci, to approve the MCAAB membership applications. Motion carried.

16. Other business – none noted

17. Schedule next meeting: Tuesday, October 10, 2017
 Full Board
 MCA Conference & Training Center, VerKulien Building

18. Adjournment

Tom Kalkofen made a motion, supported by Monica Bihar-Natzke, to adjourn the meeting at 1:09 p.m. Motion carried

Respectfully submitted,

Karen Frasard
 Recording Secretary