

Macomb Community Action Advisory Board
Executive Committee Minutes
February 7, 2017

The Macomb Community Action Advisory Board Executive Committee met on Tuesday, February 7, 2017, in the Training and Conference Center at 21885 Dunham Rd., Clinton Township, MI.

MEMBERS PRESENT:

Denise Amenta, Chair
John Bierbusse
Monica Bihar-Natzke
Michael Bruci

MEMBERS EXCUSED:

Elise Johnson
Tom Kalkofen

STAFF PRESENT:

Joe Cooke
Karen Frasard
Michelle Penilton

OTHERS PRESENT:

1. Call to Order

The meeting was called to order by Chair Amenta at 11:48 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

Michael Bruci made a motion, supported by Monica Bihar-Natzke, to approve the Agenda as submitted. Motion carried.

4. 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.

5. Recommendation to approve the November 1, 2016 minutes

Michael Bruci made a motion, supported by John Bierbusse, to approve the November 1, 2016 minutes. Motion carried.

6. Recommendation to receive and file the account reassignment letter from Oakland Livingston Human Services Agency regarding the IDA program

Joe Cooke presented information on the letter, stating:

- Five additional accounts that had been issued in 2013 are being removed and reallocated
- The program relies heavily on outreaches, but staffing changes in the public relations department has affected the frequency of them

Monica Bihar-Natzke made a motion, supported by John Bierbusse, to receive and file account reassignment letter from the Oakland Livingston Human Services Agency regarding the IDA program. Motion carried.

7. Recommendation to receive and file the CAPER report from the U.S. Department of Housing and Urban Development on the CDBG, HOME, and ESG programs.

Joe Cooke presented information on the CAPER report, stating:

- All programs: Community Development Block Grant, Home Investment, and the Emergency Services Grant are administered by the Community Development program
- There were no findings; program found to be "satisfactory"

John Bierbusse made a motion, supported by Michael Bruci, to receive and file the CAPER report from the U.S. Department of Housing and Urban Development on the CDBG, HOME, and ESG programs. Motion carried.

8. Recommendation to receive and file the monitoring clearance letter from the U.S. Department of Housing and Urban Development on the ESG program

Joe Cooke presented information on the clearance letter, stating:

- The letter is notice that past findings have been cleared on the Emergency Solutions Grant program

Monica Bihar-Natzke made a motion, supported by Michael Bruci, to receive and file the monitoring clearance letter from the U.S. Department of Housing and Urban Development on the ESG program. Motion carried.

9. Recommendation to receive and file the Disability Waiver request approval letter from the Administration for Children & Families Office of Head Start

Joe Cooke presented information on the letter, stating:

- This letter states that we were approved for our waiver request for the 2015 – 2016 school year

Discussion ensued.

John Bierbusse made a motion, supported by Monica Bihar-Natzke, to receive and file the Disability Waiver request approval letter from the Administration for Children & Families Office of Head Start. Motion carried.

10. Recommendation to receive and file the monitoring letter from the Department of Health and Human Services on the CSBG, CSBG-D, DOE, and LIHEAP programs

Joe Cooke presented information on the monitoring letter, stating:

- One administrative recommendation and two programmatic citations were identified
 - Citations involved incorrect calculations
- Requested information has been submitted
 - A copy of the response was distributed to the members

Discussion ensued.

Michael Bruci made a motion, supported by Monica Bihar-Natzke, to receive and file the monitoring letter from the Department of Health and Human Services on the CSBG, CSBG-D, DOE and LIHEAP programs. Motion carried.

11. Emerging Issues / Other Business

Joe Cooke reminded the members about two upcoming events:

- Walk for Warmth, Saturday, February 18, at Macomb Mall
- Elimination Raffle, Thursday, March 9, at Zuccaro's on Gratiot

Monica Bihar-Natzke informed the members of an announcement that was made at the Head Start Strategic Planning meeting that Head Start was awarded the duration grant to convert three double-sessions some Head Start classrooms to six full day classrooms. Discussion ensued.

12. Schedule next meeting: Full Board, Tuesday, March 14, 2017
Training & Conference Center, VerKuilen Building

13. Adjournment

The meeting adjourned at 12:13 p.m.

Respectfully submitted,

Karen Frasard
Recording Secretary