

Macomb Community Action Advisory Board
Full Board
October 10, 2017

The Macomb Community Action Advisory Board met Tuesday, October 10, 2017, in the Conference & Training Center of the VerKuijen Building on Dunham Road, Clinton Township, Michigan.

MEMBERS PRESENT:

Denise Amenta, Chair
John Bierbusse
Monica Bihar-Natzke
Michael Bruci
Susan Burkhardt
Matthew Micinski
Amy Smolski
Krista Willette

MEMBERS EXCUSED:

Madiha Tariq
Robert Cannon
Sarah Gold
Judge William Hackel
Tom Kalkofen

STAFF PRESENT:

Linda Azar
Ernest Cawvey
Joe Cooke
Gary Cutler
Karen Frasad
Kristie King
Kathleen Nicosia
Michelle Penilton
Antonisha Smith

OTHERS PRESENT:

I. Call to Order/Pledge of Allegiance

The meeting was called to order by Chair Denise Amenta at 11:56 a.m.

II. Determination of a Quorum

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

III. Recommendation to approve the Agenda

Michael Bruci, made a motion, supported by Krista Willette, to approve the agenda as submitted. Motion carried.

IV. Recommendation to approve the June 13, 2017, minutes

Matthew Micinski made a motion, supported by Michael Bruci, to approve the June 13, 2017, minutes. Motion carried.

V. 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.

VI. Chairperson's Report

Chair Amenta thanked the members for their dedication and hard work, and asked that members and attendees take a moment of silence in remembrance of Pastor Mack.

1. Recommendation to approve the new board members

Chair Amenta stated that the applications have been reviewed at Executive Committee. Monica Bihar-Natzke made a motion, supported by Krista Willette, to approve the new board members. Motion carried.

Being present at the meeting, let the record show that Amy Smolski is now a voting member and the quorum is now at eight.

2. Recommendation to approve the Corrective Action Plan and Changes to the By-Laws

Chair Amenta reviewed the Corrective Action Plan (CAP), stating:

- This is a result of findings in a recent monitoring visit
- This was discussed at great length with Rhonda Powell, Joe Cooke, Denise Amenta, and Karen Frasard
- The CAP was presented to Executive Committee and a synopsis of the discussion is attached

Discussion ensued. It was recommended to do separate recommendations and motions for changes to the By-Laws.

John Bierbusse made a motion, supported by Monica Bihar-Natzke, to approve the Corrective Action Plan. Motion carried.

Chair Amenta presented information on the proposed changes to the By-Laws to reflect the Corrective Action Plan.

Article 5.0 – Board Composition

Proposed change to the language: “The Advisory Board shall consist of fifteen (15) members.”

Krista Willette made a motion, supported by Michael Bruci, to approve the recommended change to the By-Laws. Motion carried.

Article 9.0 – Regular Advisory Board Meetings

Proposed change to the language: “The Advisory Board’s membership shall meet a minimum of six times per year.”

Discussion ensued.

Monica Bihar-Natzke made a motion, supported by John Bierbusse, to approve the recommended change to the By-Laws. Motion carried.

Article 9.3 – Quorum

Proposed change to the language: “In the event that a member cannot attend a regular Advisory Board meeting, the member shall have the option of phoning in to a pre-arranged number to participate in the meeting.”

Discussion ensued.

Krista Willette made a motion, supported by Matt Micinski, to approve the recommended change to the By-Laws. Motion carried.

Article 9.5 – Full Board Meeting Schedule

Proposed change to the By-Laws eliminates Article 9.5, rendering it moot due to the approved change to Article 9.0.

Monica Bihar-Natzke made a motion, supported by Michael Bruci, to approve the recommended change to the By-Laws. Motion carried.

Article 9.6 – Committee Meeting Schedule

Proposed change to the By-Laws eliminates Article 9.6: “Meetings will not be scheduled in July and August unless there is an essential need.”

Krista Willette made a motion, supported by Susan Burkhardt, to approve the recommended change to the By-Laws. Motion carried.

VII. Election of Officers

1. Election Guidelines

Chair Amenta reviewed the election guidelines, requesting for a member to be elected to facilitate the election process. John Bierbusse was elected to facilitate the process.

Chair of Macomb Community Action Advisory Board

Mr. Bierbusse asked if there were any nominations for Board Chair.

Monica Bihar-Natzke made a motion, supported by Michael Bruci, to nominate Denise Amenta for the Board chair. Mr. Bierbusse asked Denise Amenta if she would be willing to serve; Ms. Amenta accepted.

Mr. Bierbusse asked if there were any other nominations for Board Chair. There being no other nominations, Krista Willette made a motion, supported by Susan Burkhardt, to close the nominations. Motion carried.

Mr. Bierbusse confirmed the unanimous election of Denise Amenta to Board Chair.

1st Vice Chair of Macomb Community Action Advisory Board

Mr. Bierbusse asked if there were any nominations for the position of 1st Vice Chair. Denise Amenta made a motion, supported by Krista Willette, to nominate Monica Bihar-Natzke for 1st Vice Chair. Mr. Bierbusse asked Ms. Bihar-Natzke if she would be willing to serve; Ms. Bihar-Natzke accepted.

Monica Bihar-Natzke made a motion to nominate Michael Bruci for 1st Vice Chair. Mr. Bierbusse asked Mr. Bruci if he would be willing to serve; Mr. Bruci declined.

Mr. Bierbusse asked if there were any other nominations for 1st Vice Chair. There being no other nominations for 1st Vice Chair, Mr. Bierbusse closed the nominations. Denise Amenta made a motion, supported by Michael Bruci, to unanimously approve the nomination of Monica Bihar-Natzke to 1st Vice Chair. Motion carried.

2nd Vice Chair of Macomb Community Action Advisory Board

Mr. Bierbusse asked if there were any nominations for the position of 2nd Vice Chair. Denise Amenta made a motion, supported by Monica Bihar-Natzke, to nominate Krista Willette to 2nd Vice Chair. Mr. Bierbusse asked Ms. Willette if she would be willing to serve; Ms. Willette accepted.

Mr. Bierbusse asked if there were any other nominations for 2nd Vice Chair. There being no other nominations, Denise Amenta made a motion, supported by Michael Bruci, to unanimously approve the nomination of Krista Willette to 2nd Vice Chair. Motion carried.

VIII. Committee Reports

Executive Committee Report

Denise Amenta presented information on the Executive Committee reports, stating that all the reports have been thoroughly examined by the Executive Committee.

1. 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
2. Recommendation to receive and file the fiscal assessment from Area Agency on Aging 1B
3. 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
4. Recommendation to receive and file the monitoring report from the Department of Health and Human Services on the FY2017 Organizational Standards
5. Recommendation to receive and file the Under-enrollment Plan letter from the Administration for Children & Families, Office of Head Start

Monica Bihar-Natzke made a motion, supported by John Bierbusse, to approve the above Executive Committee items as presented. Motion carried.

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

Krista Willette 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.

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

Michael Bruci made a motion, supported by John Bierbusse, to receive and file the programmatic monitoring report from the Department of Health and Human Services. Motion carried.

Budget Committee Report

Michael Bruci presented the Budget Committee Reports, stating that all reports have been thoroughly reviewed by members of the Budget Committee.

1. Recommendation to receive and file the Budget Summary Report
2. Recommendation to receive and file the Special Assistance Grants Report
3. Recommendation to receive and file the Cash Donations Report
4. Recommendation to receive and file the Financial Detail Report on Weatherization
5. Recommendation to receive and file the Financial Detail Report on Head Start
6. Recommendation to receive and file the Agency Credit Card Usage Report

John Bierbusse made a motion, supported by Matt Micinski, to receive and file the Budget Committee reports. Motion carried.

Program Planning & Evaluation Committee Report

Monica Bihar-Natzke presented the Program Planning & Evaluation Committee Reports, stating that all reports have been thoroughly reviewed by the Planning Committee members, thanking the members for their hard work.

1. Head Start 0 – 5 Program Manager's Report
 - a) Recommendation to receive and file the Head Start/Early Head Start and the Early Head Start – Child Care Partnership Program Reports & Financial Reports
 - b) Recommendation to receive and file the Head Start/Early Head Start and the Early Head Start – Child Care Partnership Information Report (PIR)
 - c) Recommendation to receive and file the Department of Health and Human Services Notice of Award for Head Start/Early Head Start 05CH8330 FY 17-18
 - d) Recommendation to receive and file the Department of Health and Human Services Notice of Award for the Early Head Start – Child Care Partnership 05HP0010 FY 17-18
 - e) Recommendation to receive and file the Year End Program Goals Summary report
 - f) Recommendation to receive and file the Standards of Conduct, Active Supervision, and Methods of Child Guidance Policy

Krista Willette made a motion, supported by Michael Bruci, to receive and file the above six Head Start items. Motion carried.

- g) Recommendation to approve the Self-Assessment procedure
- h) Recommendation to approve the ERSEA Procedures with priority grid
- i) Recommendation to approve the Program Governance Procedures – Policy Council Recruitment Procedure
- j) Recommendation to approve the 2017-2018 Board Training Calendar

John Bierbusse made a motion, supported by Matt Micinski, to approve the above four Head Start items. Motion carried.

- k) Discussion: Eligibility enrollment training 1302.12
- l) Discussion: Privacy of Child Records
- m) Policy Council Update

Krista Willette made a motion, supported by Michael Bruci, to receive and file the above three Head Start items. Motion carried.

Kathleen Nicosia reviewed item 1F, Standards of Conduct, with the members, asking that they sign the acknowledgement page and return to Ms. Nicosia. Discussion ensued.

Krista Willette made a motion, supported by Susan Burkhardt, to approve the Head Start Standards of Conduct. Motion carried.

2. Recommendation to receive and file the May, June, July 2017 Program Reports
3. Recommendation to receive and file the ROMA 2017 3rd Quarter results

Denise Amenta made a motion, supported by Krista Willette, to receive and file the above two Program & Planning Committee reports as presented. Motion carried.

IX. Director's Report

Ernest Cawvey greeted the members and spoke about

- Community Action Agencies and board membership
 - Being involved in the community
 - Having maximum feasible participation
- Intentions of moving the Agency to a non-profit status
- The future of Community Action and how it may be changing
 - How are we engaging the community
 - How are we engaging ourselves
- Changes to funding for the IDA program through Oakland Livingston Human Services Agency (OLHSA) have meant a reduction

X. New Business / Emerging Issues

Chair Amenta informed the members that the Executive Committee will continue discussion about the possibility of an Associate Member status for prospective board members. The associate member would attend meetings and be involved but would not have voting rights and would not be counted toward a quorum.

Susan Burkhardt informed the members of an upcoming fundraiser on October 18, 2017, to benefit Martha T Berry foundation.

Chair Amenta reminded the members of the Annual Meeting at the Italian American Cultural Center.

XI. Announcements – none noted

XII. Schedule for Upcoming Meetings:

November 7: Executive Committee
November 15: Budget Committee
November 29: Program & Planning Committee
December 12, 2017: Full Board / Annual Meeting

XIII. Adjournment:

John Bierbusse made a motion, supported by Michael Bruci, to adjourn the meeting at 12:46 p.m.

Respectfully submitted,

Karen Frasard
Recording Secretary