

Macomb Community Action Advisory Board  
Full Board  
April 14, 2020

The Macomb Community Action Advisory Board held a virtual meeting by way of a conference call on Tuesday, April 14, 2020. Under CSPM 200 Policy Series effective April 14, 2020, during the Coronavirus Pandemic, virtual board meetings through conference calls are permitted regardless of inclusion in by-laws. Macomb Community Action, 21885 Dunham Road, Clinton Township, Michigan.

Roll call was taken. Members and staff present on the virtual meeting are indicated below.

MEMBERS PRESENT virtually:

Denise Amenta, Chair  
Monica Bihar-Natzke  
John Bierbusse  
Tanya Blatz  
Carmen Bordea  
Michael Bruci  
Bob Combs  
Sara Gold  
Joan Flynn  
Tom Kalkofen  
Matthew Micinski

MEMBERS EXCUSED:

Judge William Hackel  
Elizabeth Vogel  
Krista Willette  
Carlee Wilson

STAFF PRESENT virtually:

Linda Azar  
Ernest Cawvey  
Joe Cooke  
Gary Cutler  
Karen Frasard  
Julie Hintz  
Kathleen Nicosia

OTHERS PRESENT:

None

**I. Call to Order/Pledge of Allegiance**

The meeting was called to order by Chair Denise Amenta at 11:41 a.m. Members recited together the Pledge of Allegiance.

**II. Determination of a Quorum**

A roll call of members was taken by Karen Frasard. It was determined that a quorum was established with 11 members present virtually.

**III. Recommendation to approve the Agenda**

John Bierbusse made a motion, supported by Michael Bruci, to approve the agenda.

Chair Amenta stated that there are changes to the agenda to include nine additional items, reminding members of the email and attachments that were sent for review. These will be added under VII as Section A, Program & Planning, items 1-9. The previous Program & Planning items will now be Section B.

Chair Amenta stated we are following Governor Whitmer's Executive Order regarding board meetings and roll call on votes.

Summary of the vote on the motion: (11 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, John Bierbusse, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Sara Gold, Joan Flynn, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain - None

Motion carried.

#### **IV. Public Comment**

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

#### **V. Chairperson's Report**

Chair Amenta thanked the members for their understanding, flexibility, and patience considering all the changes made due to the new emergency funding proposals. Ms. Amenta also thanked the MCA staff for their heroic efforts to continue providing services to the community under the circumstances as they follow CDC guidelines while fulfilling our mission and vision.

#### **VI. Consent agenda**

Joan Flynn made a motion, supported by Michael Bruci, to approve the items in the consent agenda. Ms. Amenta asked if there were any items in the consent agenda that should be removed and discussed separately. Hearing none, Ms. Amenta continued.

1. Minutes from Full Board meeting, February 11, 2020
2. Executive Committee Reports
  1. Receive and File: BCAEO Monitoring Report on Organizational Standards
  2. Receive and File: BCAEO Programmatic Monitoring Report on CSBG and WAP
  3. Receive and File: BCAEO STAR Report
3. Budget Committee Reports
  1. Receive and File: Budget Summary
  2. Receive and File: Special Assistance Grants Report
  3. Receive and File: Cash Donations Report
  4. Receive and File: Financial Detail Report: Calendar Year
  5. Receive and File: Financial Detail Report: Community Development
  6. Receive and File: Agency Credit Card Usage Report: January 2020
  7. Receive and File: Macomb County Single Audit

Summary of the vote on the motion: (11 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, John Bierbusse, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Sara Gold, Joan Flynn, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain - None

Motion carried.

#### **VII. A) Program & Planning Committee Reports**

1. Receive and Approve: HUD CDBG-CARES

Joe Cooke provided information on the HUD CDBG-CARES grant, stating:

- Funding allocation: \$1,110,240
- To prevent, prepare for, and respond to the COVID-19 crisis
- Guidelines are more flexible with this allocation

Monica Bihar-Natzke made a motion, supported by Matt Micinski, to receive and approve these HUD funds.

Summary of the vote on the motion: (11 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, John Bierbusse, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Sara Gold, Joan Flynn, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain - None

Motion carried.

## 2. Receive and Approve: HUD ESG-CARES

Joe Cooke provided information on the HUD ESG-CARES grant, stating:

- Funding allocation: \$541,486
- To prevent, prepare for, and respond to the COVID-19 crisis among individuals and families who are homeless or receiving homeless assistance, and to support additional homeless assistance and prevention activities to mitigate the impact of COVID-19
- Typical allocation of ESG is \$150,000
  - The new allocation far exceeds our typical allocation
  - We will be working with MCA Action Centers and partners to ensure these funds are allocated properly

Michael Bruci made a motion, supported by Bob Combs, to receive and approve these HUD funds.

Discussion ensued. Tom Kalkofen inquired about the timeframe in which these funds are required to be spent and is anyone else receiving funds similar to this that may create obstacles to spending the money. Joe Cooke stated:

- We are typically the lead agency on these funds for the 21 communities, as well as providing support in other areas such as homeless shelters, homeless activities, The Homeless Coalition, the Continuum of Care, etc.
- We have been given a generous timeline on these dollars
- We are confident that we will be able to spend all these funds

Summary of the vote on the motion: (11 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, John Bierbusse, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Sara Gold, Joan Flynn, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain - None

Motion carried.

## 3. Receive and Approve: UWSEM COVID Shelter

Linda Azar provided information on the United Way for Southeastern Michigan COVID Shelter funds, stating:

- United Way offered applications very early in response to the COVID emergency
- Funding allocation: \$20,000
- The shelter funds help to provide direct and crucial services during the ongoing emergency for assisting families around their housing needs

Tanya Blatz made a motion, supported by John Bierbusse, to receive and approve these UWSEM funds.

Summary of the vote on the motion: (11 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, John Bierbusse, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Sara Gold, Joan Flynn, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain - None

Motion carried.

## 4. Receive and Approve: UWSEM COVID Food

Linda Azar provided information on the United Way for Southeastern Michigan COVID Food funds, stating:

- Funding allocation: \$20,000
- Funds were for food assistance
  - Funds were used to purchase food from Gleaner's Community Food Bank
  - Food will be distributed to the pantries

Bob Combs made a motion, supported by Joan Flynn, to receive and approve these UWSEM funds.

Discussion ensued. Tom Kalkofen inquired about who is able to sign this agreement. Linda Azar responded, stating:

- We applied on behalf of both MCA and the Macomb Food Program
- The funds still go through the County and signed by the County

Summary of the vote on the motion: (11 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, John Bierbusse, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Sara Gold, Joan Flynn, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain - None

Motion carried.

5. Receive and Approve: UWSEM COVID Families

Linda Azar provided information on the United Way for Southeastern Michigan COVID Families funds, stating:

- This was a collaborative grant across programs
- This was for families for food, housing, and home injury control program
  - Supports those on the wait list for wheelchair ramps
  - Supports vulnerable families in Head Start with diapers and wipes
- Funding allocation: \$100,000

Joan Flynn made a motion, supported by Michael Bruci, to receive and approve these UWSEM funds.

Summary of the vote on the motion: (11 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, John Bierbusse, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Sara Gold, Joan Flynn, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain - None

Motion carried.

6. Receive and Approve: AAA1B HDM

Joe Cooke provided information on the Area Agency on Aging 1-B Home Delivered Meals funds, stating:

- We expect formal paperwork soon
- Fund allocation: \$57,167

Monica Bihar-Natzke made a motion, supported by John Bierbusse, to receive and approve the AAA1B funds.

Summary of the vote on the motion: (11 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, John Bierbusse, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Sara Gold, Joan Flynn, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain - None

Motion carried.

7. Consent to Apply: Head Start Funds

Kathleen Nicosia presented information on the available Head Start funds, stating:

- Available funds are in two areas:
  - Provides summer school for Head Start children that would be entering kindergarten, providing there is access to the building
  - Provides for supplies or other items needed related to COVID, such as tablets for Head Start families to have access to their teacher
- We are requesting your permission, giving us approval to “intend to apply” for summer school for Head Start

Joan Flynn made a recommendation, supported by Monica Bihar-Natzke, for consent to apply for these additional Head Start grant funds.

Chair Amenta stated that this is a terrific opportunity and will go through the Policy Council process for approval, as well.

Summary of the vote on the motion: (11 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, John Bierbusse, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Sara Gold, Joan Flynn, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain - None

Motion carried.

8. Review and Approve: COVID Policy

Julie Hintz presented information regarding the COVID policy, stating:

- This is a requirement of the CSBG CARES application
- The policy lays out the things that are in effect during the Coronavirus Pandemic, the way we are responding to that, how we coordinate our efforts day to day
- The policy is subject to change based on guidance from the funding source and Macomb County Executive's office

Tanya Blatz made a motion, supported by John Bierbusse, to review and approve the COVID Policy.

Summary of the vote on the motion: (11 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, John Bierbusse, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Sara Gold, Joan Flynn, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain - None

Motion carried.

9. Review and Approve: CSBG CARES

Linda Azar presented information on the CSBG CARES grant, stating:

- This is an application that is due Thursday, April 16, 2020
- Funding allocation: \$1,606,792
- Funding period: 4/1/2020 – 9/30/2022
- Funding will support additional staff around housing, rent and mortgage, food assistance
  - It will include increasing staffing to support operations due to the increased demand around the Coronavirus Pandemic

Gary Cutler provided additional information, stating:

- Most of the budget is allocated to direct assistance to our customers
  - Food, utility, housing, some essential medical transportation, an upgrade to our system to allow for secure transmission of sensitive documents, adding some part time and one full time staff

John Bierbusse made a motion, supported by Michael Bruci, to review and approve the CSBG CARES grant application for funding.

Discussion ensued. Denise Amenta asked what percentage of the funds are used for Admin. Gary Cutler responded that no Admin dollars have been budgeted; funds are intended to be used for the community affected by the Coronavirus Pandemic. Approximately 10% is used to support staffing.

Summary of the vote on the motion: (11 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, John Bierbusse, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Sara Gold, Joan Flynn, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain - None

Motion carried.

**B) Program & Planning Committee Reports**

Monica Bihar-Natzke directed members to Section B of the Program & Planning Committee Reports.

1. Head Start Program Manager's Report

Kathleen Nicosia provided information on the following Head Start reports:

- A. Receive and File: Financial Reports – Head Start/Early Head Start, EHS-CCP
- B. Receive and File: Strategic Planning/Self-Assessment Final Planning
- C. Receive and File: Self-Assessment Improvement Plan Draft
- D. Receive and File: 2019/2020 Program Goals

Monica Bihar-Natzke inquired about item D: 2019/2020 Program Goals, goal #2, objective #3, regarding attendance, inquiring:

- Chronic absence is severe at 80% or below
  - CCP is under that in November and December
  - CCP is consistently below Head Start and Early Head Start

Kathleen Nicosia responded that the numbers seem high because they reflect four months of reporting. Family Service Coordinators work with all families with chronic absenteeism to determine what the barriers are.

- E. Receive and File: CLASS Review Monitoring Notification 60 Day Letter
- F. Receive and File: Reschedule Letter of CLASS
- G. Receive and File: Grant Submission Process / MCAAB
- H. Receive and File: Semi Annual Status Report

John Bierbusse made a motion, supported by Joan Flynn, to receive and file the above Head Start reports.

Summary of the vote on the motion: (11 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, John Bierbusse, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Sara Gold, Joan Flynn, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain - None

Motion carried.

- I. Approve: Self-Assessment Strengths and Areas of Focus

Tanya Blatz made a motion, supported by Joan Flynn, to approve the Self-Assessment Strengths and Areas of Focus.

Kathleen Nicosia presented information on the Self-Assessment, stating:

- Areas of Focus identified in the Strengths and Areas of Focus document is the first step in creating the Self-Assessment Improvement Plan. The draft was given last month for review. All program service areas are addressed with identified strengths and areas for improvement. The Action Plan is created by choosing Areas of Focus to expand on.

Summary of the vote on the motion: (11 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, John Bierbusse, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Sara Gold, Joan Flynn, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain - None

Motion carried.

- J. Approve: Grant Submission Process for 2020-2021
  - A. 05CH0106650 Head Start & Early Head Start, year #4
  - B. 05HP000386 Early Head Start – Child Care Partnerships, year #2

John Bierbusse made a motion, supported by Bob Combs, to approve the Grant Submission Process for 2020-2021.

Kathleen Nicosia reviewed information on the Grant Submission process, stating:

- The process for applying and submitting for the grants begins now
- These are continuation grants
- More details to come as we receive notice to apply

Summary of the vote on the motion: (11 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, John Bierbusse, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Sara Gold, Joan Flynn, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain - None

Motion carried.

- K. Approve: Quality & COLA Application for Funding Letter

Joan Flynn made a motion, supported by Tanya Blatz, to approve the Quality & COLA application for Funding Letter and the Non-Federal Share waiver request.

Kathleen Nicosia presented information on the letter, stating:

- The COLA funding provides for 2% raise on all Head Start staff's salary
- In addition are "Quality Funds"
  - These funds have very little restrictions on them
  - With the support of Ernest Cawvey and Linda Azar, Head Start management analyzed data from the Head Start Community Assessment as well as data from Strategic Planning Self-Assessment and identified the need to hire three full time staff
    - Mental Disability staff person for Early Head Start and CCP
    - Mental Health therapist in lieu of the contracted staff person from Community Mental Health
    - Program Supervisor
- A non-federal share waiver request will be submitted for the 20% match for COLA, Quality, and for the CARES grants
  - This was suggested by the Office of Head Start
- Not only are we requesting your approval on the application for these grant funds but also for the approval of the waiver for the full amount of non-federal share for these grants

Discussion ensued. Joan Flynn congratulated the staff on being able to do this. Tom Kalkofen inquired on the following:

- Are there requirements of who manages or supervises a mental health counselor
- Is there an agreement from the County regarding the 2% increase

Kathleen Nicosia responded that she will look into what requirements may be needed to supervise a mental health staff person.

Gary Cutler responded that the County has agreed to follow the mandate of the COLA increase. The Head Start staff will receive the COLA increase and when the general increase comes in, it will be adjusted based on the increase they had received under the COLA.

Discussion ensued.

Summary of the vote on the motion: (11 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, John Bierbusse, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Sara Gold, Joan Flynn, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain - None

Motion carried.

#### L. Discussion

##### a. COVID-19 IM-HS-19-01 General Disaster Recovery Flexibilities

Kathleen Nicosia provided information on the IM-HS-19-01, stating this provides guidance to assisting grantees with the COVID-19 pandemic.

##### b. T/TA Survey and MCAAB

Kathleen Nicosia provided information on the survey, asking members to complete and return so training for the 2020-2021 program year can be identified for board members.

#### M. Update: Policy Council

Kathleen Nicosia updated the members, stating that both the March and April meetings were held remotely.

#### 2. Receive and File: ROMA FY2020 1<sup>ST</sup> Quarter Report

John Bierbusse made a motion, supported by Michael Bruci, to receive and file the ROMA FY2020 1<sup>ST</sup> Quarter Report.

Joe Cooke presented information on the ROMA report, asking members if there were any questions. Joan Flynn asked if the Head Start classrooms are still open during the pandemic. Joe Cooke responded that we are running essential operations: meals on wheels, keeping pantries stocked, assisting with emergency services; all

other services have been put on hold. Kathleen Nicosia responded that classrooms are closed but teachers are home working remotely with the families.

Summary of the vote on the motion: (11 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, John Bierbusse, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Sara Gold, Joan Flynn, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain - None

Motion carried.

### 3. Receive and File: December 2019 and January 2020 Program Reports

Denise Amenta made a motion, supported by Joan Flynn, to receive and file the December 2019 and January 2020 Program reports.

Joe Cooke presented information on the reports, asking members if there were any questions. Joan Flynn inquired about who is delivering meals on wheels. Joe Cooke responded that all meals are currently being delivered by staff from various County departments, including ours.

Monica Bihar-Natzke inquired about why Sarah Care terminated their congregate meal contract. Mr. Cooke responded that we would get back with the members on this.

Summary of the vote on the motion: (11 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, John Bierbusse, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Sara Gold, Joan Flynn, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain - None

Motion carried.

## VIII. Organizational Standards

### 1. OS 4.1, 6.3 Strategic Plan

Joe Cooke reviewed and reminded members of the Agency's Strategic Plan.

Joan Flynn made a motion, supported by Tanya Blatz, to review and approve the Strategic Plan, OS 4.1 and 6.3. The motion carried with all members voting to support.

Joan Flynn made a motion, supported by John Bierbusse, that the mission statement be included on our meeting agendas.

Summary of the vote on the motion: (11 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, John Bierbusse, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Sara Gold, Joan Flynn, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain - None

Motion carried.

### 2. OS 6.5 Strategic Plan update

Joe Cooke provided an update on the Strategic Plan, stating the recent Agency in-service was added to the document update, as well as a few other items.

Monica Bihar-Natzke made a motion, supported by Michael Bruci, to review and approve the Strategic Plan update, OS 6.5.

Summary of the vote on the motion: (11 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, John Bierbusse, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Sara Gold, Joan Flynn, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain - None

Motion carried.

### 3. OS 4.2, 4.4 Community Action Plan



Julie Hintz provided an overview of the Community Action Plan, stating:

- Our plan is outcome-based, anti-poverty focused, and tied to the Community Assessment
- The plan indicates top three needs as identified in the Community Needs Assessment and how we address those needs
- The plan includes ROMA outcomes as we address poverty

Joan Flynn made a motion, supported by Michael Bruci, to review and approve the Community Action Plan, OS 4.2 and 4.4.

Summary of the vote on the motion: (11 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, John Bierbusse, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Sara Gold, Joan Flynn, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain - None

Motion carried.

#### 4. OS 4.3 ROMA policy

Julie Hintz provided an overview of the ROMA policy, stating:

- Both our Community Action Plan and our Strategic Plan utilize the ROMA cycle throughout the year
  - Assessment, planning, and implementation, achievement of results, and evaluation
  - Both plans reflect the full use of ROMA
- We also utilize a ROMA certified trainer

Tanya Blatz made a motion, supported by Bob Combs, to review and approve the ROMA policy, OS 4.3.

Summary of the vote on the motion: (11 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, John Bierbusse, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Sara Gold, Joan Flynn, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain - None

Motion carried.

#### 5. OS 4.3 ROMA Certified Training

Joe Cooke stated that Julie Hintz is a Certified Community Action Practitioner and Certified ROMA Implementer. Mr. Cooke stated that we work with Julie to ensure that ROMA is implemented in our plans and training.

Joan Flynn made a motion, supported by Monica Bihar-Natzke, to review and approve ROMA Certified Training, OS 4.3.

Summary of the vote on the motion: (11 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, John Bierbusse, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Sara Gold, Joan Flynn, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain - None

Motion carried.

#### 6. OS 4.6 Risk Assessment

Joe Cooke reviewed the Risk Assessment that was done in partnership with Community Action Partnership.

John Bierbusse made a motion, supported by Joan Flynn, to review and approve the Risk Assessment, OS 4.6.

Summary of the vote on the motion: (11 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, John Bierbusse, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Sara Gold, Joan Flynn, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain - None

Motion carried.

#### 7. OS 5.4 MCAAB By-Laws

Joe Cooke confirmed that all members received in their packet the MCAAB By-Laws.

Joan Flynn made a motion, supported by Matt Micinski, to review and approve the MCAAB By-Laws, OS 5.4.

Summary of the vote on the motion: (11 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, John Bierbusse, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Sara Gold, Joan Flynn, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain - None

Motion carried.

#### 8. OS 5.6 Conflict of Interest policy

Joe Cooke confirmed that members received a conflict of interest policy and reminded members that a signed copy is kept on file on all members.

Tanya Blatz made a motion, supported by Michael Bruci, to review and approve the Conflict of Interest Policy, OS 5.6.

Summary of the vote on the motion: (11 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, John Bierbusse, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Sara Gold, Joan Flynn, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain - None

Motion carried.

#### 9. OS 5.8 Member roles and responsibilities

Joe Cooke confirmed that the members received a copy of the roles and responsibilities that are listed in the By-Laws, Article IV, Board Powers and Responsibilities, A-O.

John Bierbusse made a motion, supported by Tanya Blatz, to review and approve the Member Roles and Responsibilities, OS 5.8.

Summary of the vote on the motion: (11 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, John Bierbusse, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Sara Gold, Joan Flynn, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain - None

Motion carried.

#### 10. OS 7.7 Whistle Blower Policy

Joe Cooke confirmed that members received a copy of the Whistle Blower Policy in their packet.

Bob Combs made a motion, supported by Tanya Blatz, to review and approve the Whistle Blower Policy, OS 7.7.

Summary of the vote on the motion: (11 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, John Bierbusse, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Sara Gold, Joan Flynn, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain - None

Motion carried.

### IX. Director's Report

Ernest Cawvey updated the members on current activities in the Agency and the services we are providing:

- Our locations are closed to the public:
  - Family Resource Center in Mount Clemens and in Warren
    - Food is still being distributed out of the pantry at the FRC through a curbside service
  - The VerKuijen
  - The Food Warehouse
- The County had all of our buildings professionally fogged
  - Sanitation measures at all facilities have increased
- The Action Centers are still operating
  - Customers now are being serviced virtually
  - Customer calls are now being funneled through our main Agency phone line
    - This allows our Action Center staff to focus on customers rather than an increase in phone calls

- The County is assisting with call intakes, entering the basic info on a form the Action Center can access
- We had over 40,000 post cards made with our Agency phone number on it
  - The post cards are being distributed through Macomb County public schools that are giving out food
  - Families are receiving the post card with their meal
    - This will likely reach a new or non-traditional audience
    - We realize there may be increases in domestic violence in this crisis
  - Post cards were also given to area police units to have on hand in the event of domestic violence
  - Banners are also being made and distributed to the schools
- We are preparing for extra capacity to reach more residents in the coming months
- While our facilities may be closed, we are continuing with operations and scheduling appointments, preparing to have more intakes than ever
- Our essential operations are
  - Homeless coordination
  - Food pantries
  - Senior service operations
  - Call intake
  - Head Start classrooms are pivoting to be responsive to school closures
    - We are very interested in the alternative summer programming
    - Tablets have been ordered for the children

Mr. Cawvey responded to Tom Kalkofen's question about our ability to spend the funds, stating our goal is to get the money into the hands of the residents of Macomb County. Now more than ever, the mission of Macomb Community Action is to make sure we reach the most vulnerable residents and get the funds to them through services or direct financial assistance.

Mr. Cawvey updated the members on the Census, stating promotions are continuing. Instead of picnics, they have been converted to drive-thru meal handouts in many communities. The timeline has been extended, and funds are being held to support more activities in June.

#### X. Executive Summary

Chair Amenta stated that she is proud of the way the County has come together, everyone reaching out to help, how we have found new ways to be helpful.

Ms. Amenta asked about the status of doing taxes. Mr. Cawvey responded that paperwork for taxes is no longer happening, due to health concerns. Taxes are being delayed.

#### XI. Other Business

1. Next Meetings: *TUESDAY*, Executive Committee, May 5, 2020  
*TUESDAY*, Budget Committee, May 12, 2020  
*TUESDAY*, Planning Committee, May 19, 2020  
*TUESDAY*, Full Board, June 9, 2020

#### XII. Adjournment

John Bierbusse made a motion, Monica Bihar-Natzke, to adjourn the meeting at 1:23 p.m.

Summary of the vote on the motion: (11 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, John Bierbusse, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Sara Gold, Joan Flynn, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain - None

Motion carried.

Respectfully submitted,

Karen Frasard