

Macomb Community Action Advisory Board  
Planning & Evaluation Committee Meeting  
May 19, 2020

The Macomb Community Action Advisory Board Planning Committee held a virtual meeting by way of a conference call on Tuesday, May 19, 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.

MEMBERS PRESENT VIRTUALLY:

Denise Amenta  
Monica Bihar-Natzke  
Tanya Blatz  
Joan Flynn  
Sara Gold  
Matthew Micinski

MEMBERS EXCUSED:

Krista Willette  
Carlee Wilson

STAFF PRESENT VIRTUALLY:

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

OTHERS PRESENT:

1. Call to Order

The meeting was called to order at 11:54 am by Monica Bihar-Natzke.

2. Determination of a Quorum

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

3. Recommendation to approve the Agenda

Sara Gold made a motion, supported by Denise Amenta, to approve the agenda as submitted.

Summary of the vote on the motion: (6 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Joan Flynn, Sara Gold, Matthew Micinski

Nay – None

Abstain – None

Motion carried.

4. Recommendation to approve the January 28, 2020, minutes

Tanya Blatz made a motion, supported by Matthew Micinski, to approve the January 28, 2020, minutes.

Summary of the vote on the motion: (6 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Joan Flynn, Sara Gold, Matthew Micinski

Nay – None

Abstain – None

Motion carried.

## 5. Public Comment

Monica Bihar-Natzke stated that this Committee operates under the Open Meetings Act and asked if anyone present wished to address the Committee. With no one present on the call requesting this privilege, Ms. Bihar-Natzke proceeded with the agenda.

## 6. Recommendation to receive and file the Head Start 0-5 Program Manager's Report.

Denise Amenta made a motion, supported by Tanya Blatz, to receive and file the below three Head Start reports.

- a) Recommendation to receive and file the Head Start/Early Head Start and the Early Head Start-Child Care Partnership Reports & Financial Reports

Kathleen Nicosia presented information on the financial reports for each grant through 4/30/2020. The Policy Council (PC) budget still remains at \$1,202.30 for this program year.

- b) Recommendation to receive and file the Grant Writing Outline

Kathleen Nicosia reviewed the chart that was created to show all the pieces needed to submit the grants. Highlighted in red is what MCAAB has been involved with, recommendation to approval.

- c) Recommendation to receive and file the 2018-2019 Annual Report

Kathleen Nicosia presented information on the 2018-2019 Annual Report, stating this is specific to Head Start and will eventually be inserted in the Agency's annual report.

Summary of the vote on the motion for the above three reports: (6 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Joan Flynn, Sara Gold, Matthew Micinski

Nay – None

Abstain – None

Motion carried.

Tanya Blatz made a motion, supported by Matthew Micinski, to approve the following 11 Head Start reports.

- d) Recommendation to approve the Self-Assessment Improvement Plan

Kathleen Nicosia presented information on the plan, stating

- The document has compiled information from the strengths and areas of focus
  - Areas of focus have been detailed with an action plan to improve the program in specific areas
  - Any items in blue indicate that they are carryover from last year that have not been completed
  - The team is constantly working on improving the programs

- e) Recommendation to approve the 2020/2021 Program Goals

Kathleen Nicosia presented information on the goals, stating:

- Program goals remain the same as last year while objectives have changed slightly
- School Readiness Goals have been merged into
  - Program Goal #1: To provide all children the support necessary for school success.

- Program Goal #2 Partner with families to support their goals towards building strong families
  - One objective was added to increase family's participation in opportunities to learn about their child's social emotional development.
- Program Goal #3 Foster a culture of learning that promotes the development of high quality early childhood professionals
  - Those objective all remain the same.

f) Recommendation to approve the 2020/2021 T/TA Plan

Kathleen Nicosia reviewed the plan, stating:

- The training and technical assistance plan is a draft of staff professional development funds used to support the program goals
- Head Start receives \$78,175; Early Head Start \$27,649; and EHS-CCP receives \$41,075
- There are in-state and out-of-state trainings; contracts for reflective supervision, Wolf Trap, and ChildPlus consultants
- These funds supports in-part Smart Connection parent meetings and Trauma Smart

g) Recommendation to approve the 2020/2021 Non-Federal Match Plan

Kathleen Nicosia reviewed the plan, stating:

- Non-federal match is 20% of the total federal funds, unless a waiver is requested
- The plan helps programs identify services and goods that the program would have had to use federal funds to purchase, if it were not donated
- The community's support of the local Head Start program determines its success
- Early Head Start – Child Care Partnerships grants is very difficult to achieve 20% of the NFS due to, in part, other federal funds (CDC) going to support the program.

h) Recommendation to approve Final Continuation Grant Details for 20/20-2021

- 05CH01066501 Head Start & Early Head Start – year #3
- 05HP00038 Early Head Start – Child Care Partnerships – year #2

Kathleen Nicosia reviewed the grants, stating:

- Both Head Start & Early Head Start and EHS-CCP are writing for continuation within the five year period
- HS/EHS is writing for year #3
- EHS-CCP is writing for year #2
- The narrative describes how program goal's outcomes are doing, if they have been achieved or if new ones have been added to reflect the communities and program's needs
- There is also a section that explains if there have been any significant changes to areas of the program (ERSEA, Education, Health, Family & Community Engagement, etc.)

i) Recommendation to approve the Non-Federal Match Waiver for EHS-CCP for 2020/2021

Kathleen Nicosia reviewed the waiver request, stating:

- We are requesting a new waiver for 05HP000386 Early Head Start – Child Care Partnerships – year #2 for non-federal share match in the amount of \$200,000 for the upcoming 2020-2021
  - It is the same amount requested from last year due to the coronavirus pandemic.

j) Recommendation to approve the MCAAB Letter – grant submission

Kathleen Nicosia stated this is the final approval for Chair Amenta to approve the continuation grants and the board's involvement in the process.

k) Recommendation to approve the Final Quality & COLA Grant & Waiver for Non-Federal Match

Kathleen Nicosia reviewed the Quality grant, stating:

- The completed Quality grant that was discussed in April included a Program Supervisor, Disabilities/Mental Health Coordinator for Early Head Start, and a Mental Health Therapist
- The grant included increasing Advocate's hours from 25 to 26.5, purchasing curriculum for Hearts and Minds on Babies and for Trauma Smart

l) Recommendation to approve the Final COVID CARES Grant & Waiver for Non-Federal Match

Kathleen Nicosia reviewed the grant, stating:

- This completed grant includes requested items to help provide a safe environment in the classrooms when face-to-face teaching continues
  - The items reflect sanitation and cleaning products and items to support learning in the homes.

m) Recommendation to approve CARES COVID Summer Programming Letter

Kathleen Nicosia reviewed the letter, stating:

- This letter supports the submission of the CARES: Summer Head Start program
- The amount requested is \$547,806 with a non-federal share waiver in the amount of \$136,952
- Funds will be used to support a program for kindergarten eligible four year olds, included are any children with an IEP
- There will be 18 classrooms with 8-10 children and two teachers
- It will run 3.5 hours per week, Monday through Thursday for six weeks
- There will be an AM and PM class to support the 372 identified children
- The focus will be on school readiness.

n) Recommendation to approve EHS CCP 2019/2020 Waiver Request

Kathleen Nicosia reviewed the waiver request, stating:

- This letter supports the need for a non-federal share waiver for this year (2019-2020) for Early Head Start – Child Care Partnerships in the amount of \$72,594
  - The COVID-19 pandemic has affected the amount of match received
  - Families are at home, community partners are not in session, and businesses are closed
  - There are fewer ways to obtain non-federal match during this crisis

Discussion ensued.

Summary of the vote on the motion for the above three reports: (6 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Joan Flynn, Sara Gold, Matthew Micinski

Nay – None

Abstain – None

Motion carried.

o) Update on Policy Council

Kathleen Nicosia provided an update on Policy Council, stating meetings since March have been held via Zoom.

7. Recommendation to receive and file the February and March 2020 Program Reports

Sara Gold made a motion, supported by Tanya Blatz, to receive and file the February and March 2020 Program Reports. Motion carried.

Joe Cooke provided an overview on the reports, stating that the two months being reviewed reflect changes to programs as a result of COVID-19, including:

- Action Centers – several staff left prior to and during COVID-19, with only some being replaced

- Additional funding in response to the COVID crisis began arriving from various funders such as United Way, SSVF, CSBG, and others
- Changes were made to continue serving our customers in need while keeping them and our staff safe
- Tax preparation was suspended
- The Elimination Raffle was postponed
- Food Program staff worked with pantries and partners to ensure that emergency food needs were met
- The food distribution model changed at pantry locations to a curbside model
- County staff are boxing up food
- The mobile food pantry has been suspended
- All Head Start classrooms were shuttered on March 16
- Staff have been teaching remotely and conducting diaper drops and Gleaners Food drops
- Most Transportation services have been suspended, including Head Start, Veteran transport, medical transport, Michigan Works
- Resources have been focused on Meals on Wheels, with County employees providing support to deliver the 1,700 meals to homebound seniors during this crisis
- Weatherization, Home Rehab, Home Injury Control, Minor Home Repair have all been suspended during this period
- Community Development staff continued operations throughout this period, providing support, technical assistance, and monitoring activities to the County's communities
- Congregate dining sites have been closed
- Community Liaison staff have suspended in-home visits but continued to assist clients via phone, email
- A call center was set up to provide wellness calls to seniors
- Adult Day remained open but participants have been limited to families of those who are considered essential workers

Discussion ensued.

Denise Amenta commented on two items:

- Why was there was no Media Report
  - Linda Azar responded that we no longer have a communications person on staff but we are definitely promoting our programs on social media.
- Transportation has been so successful with the Veterans – are they still being transported to the hospital
  - Joe Cooke responded that transporting Vets has been suspended in March, per the Veteran's Department
  - The only transporting occurring now is for Meals on Wheels

Monica Bihar Natzke stated that service dates for the new grants seem severe, asking if any notice that funds will be given a grace period until the COVID is under control.

- Ernest Cawvey responded that there are several variables to consider
  - Our goal is to serve Macomb County residents
  - We have received Federal guidance
  - Even if we are granted an allowance, we want to be sure to get the funds out to vulnerable residents and are looking at priorities
  - Other than normal funds, we are receiving COVID funds on top
  - The County has also received separate CARES funds to help residents through the operations of Macomb Community Action
  - We have received allowances for many of our grants that allow us to spend over a longer period or use additional eligibilities to qualify residents

Summary of the vote on the motion for the February and March 2020 Program Reports (6 – 0 – 0)  
 Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Joan Flynn, Sara Gold, Matthew Micinski  
 Nay – None  
 Abstain – None

Motion carried.

## 8. Other business

Denise Amenta inquired on the status of the following in light of the pandemic:

- Community Needs Assessment, has a waiver from the State been given
  - Joe Cooke responded that there is no plan to waive the requirement for a CNA
  - Some steps have recently been taken, although a bit challenging during this pandemic
    - Joe was on the recent Policy Council agenda and met via Zoom to conduct a Focus Group with the members
    - Joe is participating in June with the Good Shepherd Coalition with their board and their partners to get information
    - Other research includes sitting in on a Focus Group being done in Ohio to learn how it is managed; participating in a webinar about a CAN during COVID
  - Ernest Cawvey stated that we requested additional funds from the County to help with the CNA
    - Needs in the County may have changed due to the crisis
    - We have a different range to consider, such as new and emerging needs
    - We will have to do things differently – structure and process will look different
  
- 2020 Census
  - Ernest Cawvey responded, stating:
    - Michigan is #4 in the Country
    - Macomb County is #2 in Michigan
    - We have already surpassed the 2010 Census in Macomb of 76% participation
      - We are up to 80% of Macomb County
    - The Census deadline has been extended through October
    - The challenge is to reach those who have not completed the Census
      - Areas identified and targeted for outreach are mobile home parks
      - An event is planned in June at Joy Park in Mount Clemens
    - Planned picnics have been converted to mobile drive through events

9. Schedule Next Meeting:                        June 9, 2020  
   Full Board  
   Pending: Conference & Training Center, VerKuilen Building

10. Adjournment

Denise Amenta made a motion, supported by Matthew Micinski, to adjourn the meeting. Motion carried.

Meeting adjourned at 12:41 p.m.

Respectfully submitted,

Karen Frasard  
Recording Secretary