

Macomb Community Action Advisory Board
Full Board
June 9, 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 June 9, 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.

In accordance with the Open Meetings Act, virtual board meeting information is posted on the County website as well as displayed on the exterior Macomb Community Action office door

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
Elizabeth Vogel
Carlee Wilson

MEMBERS EXCUSED:

Judge William Hackel
Krista Willette

STAFF PRESENT virtually:

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

OTHERS PRESENT:

None

I. Call to Order/Pledge of Allegiance

The meeting was called to order by Chair Denise Amenta at 11:33 a.m. At the request of Chair Amenta, John Bierbusse recited the Pledge of Allegiance, and Tom Kalkofen recited the Community Action Promise.

II. Determination of a Quorum

A roll call of members was taken by Karen Frasad. It was determined that a quorum was established with 13 members present virtually.

III. Recommendation to approve the Agenda

Elizabeth Vogel made a motion, supported by Monica Bihar-Natzke, to approve the agenda.

Summary of the vote on the motion: (13 – 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, Elizabeth Vogel, Carlee Wilson

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. The Chair reminded the members how meetings are made available to the public by way of posting it on the website and on the door of the MCA Administrative offices.

V. Chairperson's Report

Chair Amenta thanked everyone for attending virtually and for the staff working during the pandemic, applauding their heroic efforts as they help the community.

VI. Consent agenda

Tanya Blatz made a motion, supported by Sara Gold, 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, April 14, 2020
2. Executive Committee Reports
 - A. Receive and File: AAA1-B FFRCA Funds (Congregate / HDM)
3. Budget Committee Reports
 - A. Receive and File: Budget Summary
 - B. Receive and File: Special Assistance Grants Report
 - C. Receive and File: Cash Donations Report
 - D. Receive and File: Financial Detail Report: Transportation
 - E. Receive and File: Financial Detail Report: Head Start
 - F. Receive and File: Agency Credit Card Usage Report: February / March 2020
 - G. Receive and Approve: Michigan Community Action / DTE Greatest Needs Funds
 - H. Receive and Approve: Meals on Wheels America COVID Funds
4. Program & Planning Committee Reports
 - A. Head Start Report
 1. Receive and File: Financial Reports – Head Start/Early Head Start, EHS-CCP
 2. Receive and File: Grant Writing Outline
 3. Receive and File: 2018-2019 Annual Report
 4. Approve: Self-Assessment Improvement Plan
 5. Approve: 2020/2021 Program Goals
 6. Approve: 2020/2021 T/TA Plan
 7. Approve: 2020/2021 Non-Federal Match Plan
 8. Approve: Final Continuation Grant Details for 2020-2021
 - o 05CH01066501 Head Start & Early Head Start, year #3
 - o 05HP000386 Early head Start – Child Care Partnerships, year #2
 9. Approve: Non-Federal Match Waiver for EHS-CCP for 2020/2021
 10. Approve: MCAAB Letter – grant submission
 11. Approve: Final Quality & COLA Grant & Waiver for Non-Federal Match
 12. Approve: Final COVID CARES Grant & Waiver for Non-Federal Match
 13. Approve: CARES COVID Summer Programming Letter
 14. Approve: EHS CCP 2019/2020 Waiver Request
 - B. Receive and File: February and March 2020 Program Reports

Summary of the vote on the motion: (13 – 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, Elizabeth Vogel, Carlee Wilson

Nay – None

Abstain - None

Motion carried.

VII. Receive and Approve

1. AT&T COVID Relief Grant Funds

Bob Combs made a motion, supported by Tanya Blatz, to receive and approve the AT&T COVID Relief Grant Funds.

Ernest Cawvey shared information regarding the AT&T COVID Relief funds, stating:

- This came in through the state, due to the work of Marilyn Lane, our County liaison to Lansing
- Funds are for use in the Food Program

Summary of the vote on the motion: (13 – 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, Elizabeth Vogel, Carlee Wilson

Nay – None

Abstain - None

Motion carried.

VIII. Mission Moment

Chair Amenta asked Ernest Cawvey to provide a combined Mission Moment and Director's Report.

IX. Director's Report

Ernest Cawvey recapped many of the success stories Macomb Community Action is seeing, highlighting:

- Emergency financial assistance that is continuing
- Food Program that continues to operate and deliver
- Working with partners in the homeless sector
- We are seeing local staff coming to support our essential operations and caring for the people in Macomb
- New assistance is being offered for burial assistance
- We are adapting, on the lookout for the most vulnerable residents, we have partnered with other employees and have gone above and beyond
- Update on WRAP
 - We were able to get the directors of WRAP to allow us to support the City of Warren without dividing up their payment
 - Warren is now participating
 - We want to work with all municipalities to ensure we are helping residents with these early warning signs
 - Program is expanding in Macomb and we also expand in Roseville
- Our home construction program have resumed efforts and are back on track
 - Currently doing exterior but will soon be doing in-home inspections
 - We want to ensure our operations protect the clients as well as the staff
- Update on the Census
 - Macomb County is doing well
 - Michigan is #5 in the Country
 - Macomb County is #2 in Michigan
 - We are nearing 80% completion
 - Continue planning series of events
 - Several events were held in July in the City of Warren
 - Targeting low-income apartments in April
 - Identifying mobile home communities and doing outreach
 - Macomb County created a map of the Census to track low response rate communities so we know where to spend Census dollars
 - Partnering with municipalities to ensure we give support in outreach efforts they think will best reach their residents
 - Results are based on relative ranking, and Macomb County is in a strong position

Mr. Cawvey provided an update on the Community Needs Assessment, stating

- We are hoping to use CARES relief funding for extra support for the CNA
- Joe Cooke is looking into how others are doing their assessment virtually
- Process will be challenging this year
- We are meeting with the OCE and hoping to get approval for funds

Chair Amenta recommended that a questionnaire / survey be given to the Meals on Wheels recipients.

Joan Flynn thanked Ernest for his efforts with getting Warren on WRAP.

Discussion ensued. Denise Amenta inquired about how many have received assistance with burial assistance. Ernest Cawvey responded that we would get that information and update the members.

X. Executive Summary

Chair Amenta thanked the staff for their heroic efforts during this time and thanked the committees for the work they do reviewing all documents at the committee meetings.

XI. Other Business

Tom Kalkofen thanked Ernest and the staff for the work he has done on the WRAP program. He also inquired about who will be managing the mental health counselor in the Head Start program. Linda Azar responded that we are considering contracting that staff or hiring a person who has that certification.

Denise Amenta stated that she would like to thank the Agency, stating:

- Due to surgery her sister had a year ago, grab bars had been installed
- Her sister received a follow-up call asking how she was doing and how the grab bars were working out
- Denise was very grateful for the human touch and our customer service
 - It speaks to our mission and vision statement

1. Next Meetings: *TUESDAY*, Executive Committee, July 14, 2020
TUESDAY, Budget Committee, July 21, 2020
TUESDAY, Planning Committee, July 28, 2020
TUESDAY, Full Board, August 11, 2020

XII. Adjournment

John Bierbusse made a motion, Joan Flynn, to adjourn the meeting at 12:14 p.m.

Summary of the vote on the motion: (13 – 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, Elizabeth Vogel, Carlee Wilson

Nay – None

Abstain - None

Motion carried.

Respectfully submitted,

Karen Frasard