

Macomb Community Action Advisory Board
Planning & Evaluation Committee Meeting
July 28, 2020

The Macomb Community Action Advisory Board Planning Committee held a virtual meeting by way of a conference call on Tuesday, July 28, 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.

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
Monica Bihar-Natzke
Tanya Blatz
Joan Flynn
Sara Gold
Carlee Wilson (after roll call)

MEMBERS EXCUSED:

Matthew Micinski
Krista Willette

STAFF PRESENT VIRTUALLY:

Linda Azar
Ernest Cawvey
Joe Cooke
Karen Frasard
Kathleen Nicosia

OTHERS PRESENT:

1. Call to Order

The meeting was called to order at 11:34 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 five members present virtually.

3. Recommendation to approve the Agenda

Tanya Blatz made a motion, supported by Sara Gold, to approve the agenda as submitted.

Summary of the vote on the motion: (5 – 0 – 0)

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

Nay – None

Abstain – None

Motion carried.

4. Recommendation to approve the May 19, 2020, minutes

Denise Amenta made a motion, supported by Tanya Blatz, to approve the May 19, 2020, minutes.

Summary of the vote on the motion: (5 – 0 – 0)

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

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.

Tanya Blatz made a motion, supported by Sara Gold, to receive and file the below two 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 5/30/2020. Everything is going well spending funds out, except the Policy Council (PC) budget still remains at \$1,202.30 for this program year. Unspent funds will be put back into the main grants.

- b) Recommendation to receive and file the 2020 Information Memorandum & Program Instructions Summary

Kathleen Nicosia presented information regarding the communication, stating:

- The full document is available for members to see
- Communication pertains to information on COLA and Quality funds, COVID supplemental funds, and important information about inclusion of children with disabilities and fiscal flexibilities during the COVID-19 time

Summary of the vote on the motion: (5 – 0 – 0)

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

Nay – None

Abstain – None

Motion carried.

Sara Gold made a motion, supported by Tanya Blatz, to approve the following Head Start items:

- c) Recommendation to approve

Kathleen Nicosia presented information on the following procedures, stating these are on-going and are reviewed every year for the members.

- Standards of Conduct with Active Supervision and Positive Guidance
Head Start requires that all staff, volunteers, and board sign review and understand these guidelines, such as:
 - Active supervision = Actively watching with focused attention, children are always in sight
 - Positive guidance = guidance and support for behavior with no punishment
 - Unacceptable methods of child guidance = specific items not to do
- Personnel Policies within Macomb Community Action Head Start 0-5

This procedure explains Macomb County's process for hiring.

- Sharing of Data and Protection for the Privacy of Child Records

This procedure was written several years ago by a lawyer and explains our privacy and confidentiality of records concerning children.

- d) Recommendation to approve the 2020/2021 Procedure Approval Chart

Kathleen Nicosia reviewed the chart, stating this chart provides an overview of procedures and guidelines that must be reviewed annually by Policy Council, as well as some for MCAAB.

- e) Recommendation to approve the MCAAB Training Calendar for 2020-2021

Kathleen Nicosia reviewed the calendar, explaining it provides a framework and timeline of what items need to go to MCAAB.

For the record, Carlee Wilson is now on the call for a total of six members present.

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

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Joan Flynn, Sara Gold, Carlee Wilson

Nay – None

Abstain – None

Motion carried

- f) Update: Policy Council

Kathleen Nicosia provided a brief update on Policy Council, stating the group met in June and plan for one last meeting in August.

7. Recommendation to receive and file the April and May 2020 Program Reports

Denise Amenta made a motion, supported by Tanya Blatz, to receive and file the April and May 2020 Program Reports. Motion carried.

Joe Cooke provided an overview on the reports, stating that the two months being reviewed reflect activities during the COVID-19 shutdown and many activities ceased, except these activities that we were able to carry out:

- Community Action Centers
 - In-person appointments at the Community Action Centers ceased, but the centers remained open and assisted customers by way of mail and computers
 - Funding from United Way, CSBG CARES Act, SSVF were provided to assist those affected with COVID-19
 - Limited staff and hours presented challenges but staff worked diligently to modify policies all while keeping staff and customers safe
- Macomb Food Program
 - The Elimination Raffle was postponed from March and then cancelled for 2020
 - The Let's Move race was cancelled, from which the Food Program benefited
 - The Letter Carrier's Food Drive was rescheduled to a virtual food drive
 - Staff worked with pantries and partners to make sure emergency food needs were met
 - The distribution model was changed to pre-boxed food and a curbside model
 - Volunteer County staff continued to box food at the warehouse
- Head Start
 - All classrooms shuttered on March 15th
 - Staff taught remotely for the remainder of the school year
 - Staff conducted food drops and diaper drops were done for families
- Transportation
 - Most services were suspended, focusing all resources on Meals on Wheels and utilizing County staff to deliver 1700 daily meals
- Community Services

- Weatherization, Home Rehab, Minor Home Repair, Home Injury Control were all suspended during this period
- Housing services staff used this time to go through virtual training and volunteer in other essential programs
- Community Development staff continued operations, providing support, training and technical assistance, application and contract processing, and monitoring activities to the County's communities
- At the end of the period, housing activities resumed
- Senior Services
 - Meals on Wheels continued throughout the crisis, delivering 1700 daily meals to homebound seniors
 - Volunteers were replaced with staff from County departments
 - Emergency packs and care packages were distributed
 - All congregate dining sites were closed in mid-March but staff delivered meals to designated drop sites at senior establishments
 - All home visits suspended for the Community Liaison program with advocates assisting customers via phone, email or regular mail
 - A call center was set up and staff from other County departments performed wellness checks on seniors
 - Adult Day remained open but was limited to participants of families with essential workers
- Media Log
 - Linda Azar has worked hard to ensure the social media platform has remained robust and up to date

Monica Bihar-Natzke took time to applaud the efforts of staff during this time.

Summary of the vote on the motion for the April and May 2020 Program Reports: (6 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Joan Flynn, Sara Gold, Carlee Wilson

Nay – None

Abstain – None

Motion carried

8. Recommendation to receive and file the ROMA 2nd FY2020 Quarter Report

Tanya Blatz made a motion, supported by Sara Gold, to receive and file the ROMA 2nd FY2020 Quarter Report.

Joe Cooke presented the ROMA report, stating

- This is for January through March and reflects what we expected due to COVID starting in the second half of the quarter
- Next quarter is expected to look different

Summary of the vote on the motion for the ROMA 2nd FY2020 Quarter Report (6 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Joan Flynn, Sara Gold, Carlee Wilson

Nay – None

Abstain – None

Motion carried.

9. Other business

Ernest Cawvey provided an update on the Census, stating:

- We continue to work the municipalities
- Macomb County continues to do well and is the leader as #1 in response rate across the nation for Counties of our size
- Michigan is in the top 5 for Census response rate
- We are at 80% completion

- We are targeting areas that normally have a lower response rate and doing extra outreach in mobile home communities and low-income apartments complexes
- A series of events are scheduled in Warren for July and August
- Municipalities have been offered extra funding to assist
- We are using funds to micro target areas with lower response rate and doing digital advertising via Google and YouTube
- We are working with the MISD on back to school outreach, but districts are uncertain so our approach has shifted
 - Offering supplies for homeless students and getting out thousands of backpacks

Discussion ensued. Denise Amenta inquired about the extended deadline and if door knockers will be still be used considering COVID? Ernest Cawvey responded, stating:

- Yes, the deadline has been extended to October 31st
- Freedom Hill is being used to train Census workers from around the region who are still expected to go out in August and September to check on residences, door knockers will probably be used

Joe Cooke provided an update on the Community Needs Assessment, stating:

- 450 surveys were sent to customers at the Action Centers
- 31 Surveys were sent to partners, one of which was SMART
 - Fred Barbret forwarded the survey to his network
- Surveys were sent to 60 food pantries
- Surveys will be going to the Head Start families
- We've been approved to get a contractor to do the CAN

10. Schedule Next Meeting: August 11, 2020, Full Board
VIRTUAL

11. Adjournment

Tanya Blatz made a motion, supported by Sara Gold, to adjourn the meeting. Motion carried.

Meeting adjourned at 12:06 p.m.

Respectfully submitted,

Karen Frasard
Recording Secretary