

Macomb Community Action Advisory Board
Full Board
August 11, 2020

The Macomb Community Action Advisory Board held a virtual meeting by way of a conference call on Tuesday, August 11, 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, Chair
Monica Bihar-Natzke
John Bierbusse
Carmen Bordea
Michael Bruci
Bob Combs
Joan Flynn
Tom Kalkofen
Matthew Micinski
Elizabeth Vogel
Krista Willette

MEMBERS EXCUSED:

Tanya Blatz
Sara Gold
Judge William Hackel
Carlee Wilson

STAFF PRESENT virtually:

Linda Azar
Ernest Cawvey
Joe Cooke
Sheila Cote'
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 11:32 a.m. At the request of Chair Amenta, Monica Bihar-Natzke recited the Pledge of Allegiance, and Carmen Bordea recited the Community Action Promise.

II. Determination of a Quorum

A roll call of members was taken by Karen Frasard. It was determined that a quorum was established with nine (9) members present virtually.

III. Recommendation to approve the Agenda

Joan Flynn made a motion, supported by Monica Bihar-Natzke, to approve the agenda.

Summary of the vote on the motion: (9 – 0 – 0)

Aye – Denise Amenta, John Bierbusse, Monica Bihar-Natzke, Carmen Bordea, Michael Bruci, Bob Combs, Joan Flynn, Tom Kalkofen, Krista Willette

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 the staff and the great leadership of Macomb Community, offering honor and respect for everything they have done during this difficult and challenging time, the extraordinary paperwork and deadlines you have all managed to complete to fulfill the needs of our community during the Coronavirus. We look forward everyone to meeting again in person. Congratulations to Ernest Cawvey on Sunday's terrific article in "The Macomb Daily" regarding the Census and how successful it's been in Macomb County at 79% participation.

VI. Consent agenda

Bob Combs 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.

Let the record show that Matt Micinski is now on the call for a total of 10 members present.

1. Minutes from Full Board meeting, June 9, 2020
2. Executive Committee Reports
 - A. Receive and Approve: Consumers Energy Foundation COVID Food Program Expansion Grant
 - B. Receive and Approve: Fiat Chrysler COVID Food Program Support Funds
 - C. Receive and Approve: TEFAP COVID Funds
 - D. Receive and Approve: Head Start – Early Head Start COVID Grant funds
 - E. Receive and Approve: EHS-CCP COVID Grant funds
 - F. Receive and Approve: UWSEM Basic Needs Grant funds
 - G. Receive and Approve: Ballmer Grant funds
 - H. Receive and Approve: Community for Southeast Michigan COVID Grant funds
 - I. Receive and File: AAA1B Programmatic Assessment
 - J. Receive and File: COVID-19 Public Participation Process
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: Family Services
 - E. Receive and File: Agency Credit Card Usage Report: April / May 2020
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: 2020 IM & PI summary
 3. Approve:
 - i. Standards of Conduct with Active Supervision and Positive Guidance
 - ii. Personnel Policies within Macomb Community Action Head Start 0-5
 - iii. Sharing of data and Protection for the Privacy of Child Records
 4. Approve: 2020-2021 Procedure Approval Chart
 5. Approve: MCAAB Training Calendar for 2020-2021
 - B. Receive and File: April and May 2020 Program Reports
 - C. Recommendation to receive and file the ROMA FY2020 2nd Quarter Report

Summary of the vote on the motion: (10 – 0 – 0)

Aye – Denise Amenta, John Bierbusse, Monica Bihar-Natzke, Carmen Bordea, Michael Bruci, Bob Combs, Joan Flynn, Tom Kalkofen, Matt Micinski, Krista Willette

Nay – None

Abstain - None

Motion carried.

VII. Receive and Approve

1. CSBG FY2021 Plan and Application

Monica Bihar-Natzke made a motion, supported by Tom Kalkofen, to receive and approve the CSBG FY2021 Plan and Application.

Julie Hintz provided information on the CSBG FY2020 Plan and Application, stating:

- This is the regular Community Services Block Grant Plan, not related to CARES funding, it is a normal allocation
- Some of the questions have been changed to reflect needs due to COVID
- This plan lays out what our Agency will do in the next fiscal year and how we are responding to the needs of the community and what we will be using the funds for specifically
 - Most of these funds are used for staff costs with some funds being used for direct assistance

Discussion ensued. Denise Amenta thanked the leadership and staff who worked so hard to get this plan done in the short deadline that was provided with the deadline being August 14, 2020.

Let the record show that Elizabeth Vogel is now on the call for a total of 11 members present.

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

Aye – Denise Amenta, John Bierbusse, Monica Bihar-Natzke, Carmen Bordea, Michael Bruci, Bob Combs, Joan Flynn, Tom Kalkofen, Matt Micinski, Elizabeth Vogel, Krista Willette

Nay – None

Abstain - None

Motion carried.

VIII. Mission Moment

Chair Amenta asked that Joe Cooke update the members on the Community Needs Assessment. Joe Cooke responded, stating:

- Being a Community Action Agency, we are required by our Act as well as our Bureau to produce a Community Needs Assessment every three years
- A committee met earlier in the year, created a timeline, and then COVID hit
 - Many of our services halted temporarily while others did not
 - Meals on Wheels, which did not miss one day of delivering meals to seniors
 - The Action Centers remained open, keeping services available for emergency services
 - Many of our other services continued with many staff coming every day to ensure services were being done
- The Community Needs Assessment was put on hold for a bit during this time
 - We are still committed to completing the assessment this year
 - We were able to get a start on the process by conducting surveys with MCAAB members, customers, community partners, our network of pantry staff, and Head Start families
 - We are in the process of hiring a contractor to help us put all the data together, analyze it, and complete the report
 - The request has been put on the MITN
 - We will review proposals and select a contractor and plan to have the completed document to the members by the December meeting with a presentation on the findings

IX. Director's Report

Ernest Cawvey provided an update on Macomb Community Action's response to COVID, stating:

- In an effort to respond to needs, we initiated a call center for the main phone line 469-6999 to do an initial intake on callers
 - A call came in recently by someone in crisis who said they tried to call the suicide prevention line
 - The staff on the call handled it and were able to provide the help needed
 - We are facing many issues: pandemic unemployment insurance has ended, eviction moratorium has ended, we may see an escalation of those in crisis
- Schools are re-opening both virtual and in person
 - This will have significant workforce challenges for MCA and the entire community, affecting the poorest residents the most
 - We will have to find ways to adapt and accommodate our workforce at MCA; it may present barriers to consistency with staffing
 - While we are still not open to the public, we believe we can continue to offer accommodations to virtual intake, doing everything we can to ensure our services are available to the public
 - Meals on Wheels
 - Food Program,
 - In home services for seniors
 - In home modifications
 - We will always have a presence in the community
- We will be filing as a 501c3 non-profit arm as "Friends of Community Action"
 - More philanthropy than ever before will be entering our community

- We want to be well positioned to leverage that
- This will link us with other County programs and departments and provide opportunities for more partnerships to help the community

Ernest provided an update on the Census, stating:

- The deadline was moved to from October 31 to the end of September
 - This presents challenges to the Federal Census workers who have not yet been on the field
 - The county is prepared to dedicate more funding to the Census
 - We have extended our deadline and preparing events to the end of the Census deadline
 - We are at 80% completion, maintaining as a leader in Michigan
 - Outreaches continue in Sterling Heights, Warren, Eastpointe, and Clinton Township
 - Backpacks and coloring books are being distributed through school districts
 - Reaching out to affordable housing units

X. Executive Summary

None provided.

XI. Other Business

Denise Amenta welcomed Krista back and asked for an update on the COVID-19.

- Krista responded that the Health Department has been very busy
 - A COVID drive-thru testing site was established three days a week, no appointment needed
 - Additional staff have been recruited with contact tracing and investigation
 - Numbers are going up again
 - Trying to implement immunization services
 - Trying to work remotely while providing services to the community

Tom Kalkofen inquired about the Director's Report and the 501c3, please provide an overview, what the proposed government structure will be, if any funding that is currently coming into the Agency will be used for that, and if there will be a link to the existing board.

1. Next Meetings: *TUESDAY*, Executive Committee, September 8, 2020
TUESDAY, Budget Committee, September 15, 2020
TUESDAY, Planning Committee, September 22, 2020
TUESDAY, Full Board, October 13, 2020

XII. Adjournment

Michael Bruci made a motion, Joan Flynn, to adjourn the meeting at 12:32 p.m.

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

Aye – Denise Amenta, John Bierbusse, Monica Bihar-Natzke, Carmen Bordea, Michael Bruci, Bob Combs, Joan Flynn, Tom Kalkofen, Matt Micinski, Elizabeth Vogel, Krista Willette

Nay – None

Abstain - None

Motion carried.

Respectfully submitted,

Karen Frasard