

Macomb Community Action Advisory Board  
Planning & Evaluation Committee Meeting  
September 22, 2020

The Macomb Community Action Advisory Board Planning Committee held a virtual meeting by way of a conference call on Tuesday, September 22, 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  
Carmen Bordea  
Matthew Micinski

MEMBERS EXCUSED:

Joan Flynn  
Sara Gold  
Krista Willette  
Carlee Wilson

STAFF PRESENT VIRTUALLY:

Linda Azar  
Ernest Cawvey  
Joe Cooke  
Sheila Cote'  
Karen Frasard  
Kathleen Nicosia

OTHERS PRESENT:

1. Call to Order

The meeting was called to order at 11:32 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

Matthew Micinski made a motion, supported by Tanya Blatz, to approve the agenda as submitted.

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

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Matthew Micinski

Nay – None

Abstain – None

Motion carried.

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

Denise Amenta made a motion, supported by Tanya Blatz, to approve the July 28, 2020, minutes.

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

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, 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.

Tanya Blatz made a motion, supported by Matthew Micinski, to receive and file the below Head Start item:

- a) Recommendation to receive and file: Notice of Awards
  - o Head Start and Early Head Start (O5CH010685-03-00)
  - o Early Head Start – child Care Partnership (O5HP000386-02-00)

Kathleen Nicosia presented information on the Notice of Awards, reviewing the amounts of each award.

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

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Matthew Micinski

Nay – None

Abstain – None

Motion carried.

Denise Amenta made a motion, supported by Carmen Bordea, to approve the following two Head Start items:

- b) Recommendation to approve: Strategic Planning / Self-Assessment Procedures
- c) Recommendation to approve: 2020-2021 Great Start Mini Grant

Kathleen Nicosia presented information on the items, stating:

- The Strategic Planning / Self-Assessment Procedure is done annually
  - o It is held for five days and is focused on analyzing data from last year, current goals and objectives, creating a new calendar for the next year, and working on professional development
  - o The dates will be emailed when they have been confirmed
- The 2021 Great Start Mini Grant
  - o \$8,000 was requested for virtual Smart Connection parent home kits for virtual learning events

Discussion ensued. Monica Bihar-Natzke encouraged board members to attend the Strategic Planning sessions.

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

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Matthew Micinski

Nay – None

Abstain – None

Motion carried.

d) Update: Policy Council

Kathleen Nicosia reviewed the minutes, stating some emergency meetings were also called for Policy Council.

Kathleen Nicosia updated the members, stating:

- The MCAAB Executive Committee approved the application of the Head Start Expansion Grant
  - Head Start has not been expanded in numerous years
  - The application was for 75 three-year-old spots, which would be five classrooms
  - This would benefit children transitioning from Early Head Start to Head Start
  - This is a competitive grant

7. Recommendation to receive and file the June 2020 Program Reports

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

Joe Cooke stated that only one month is available due to unforeseen circumstances in several programs, including staff shortages, increased funding, workshare requirements, many reports have been delayed.

Mr. Cooke provided an overview of the reports:

- Community Action Centers
  - While in-person appointments at the Action Centers remained closed during the period, the Centers remained open and assistance was provided to those in need by way of mail and computer
  - Substantial funding from several sources, including United Way, CSBG-Cares Act, SSVF and others, have been provided to assist those affected by the COVID virus and its harsh economic ramifications
  - Having limited staff and greatly increased funding have presented several challenges. Program staff have worked diligently to modify policy and assist customers, all while keeping our customers and employees safe
- Macomb Food Program
  - The Annual Letter Carriers Food Drive was moved to a Virtual Food Drive and was ongoing throughout the period
  - Staff worked with pantries and partners to make sure that emergency food needs were met
  - The distribution model was changed to pre-boxing food for drive up pantry service
    - Volunteer staff continued boxing up food several times a week at the Warehouse during the period.
  - Mobile distributions resumed at the South Action Center
  - A donation of \$20,000 was received during this time from Fiat Chrysler
- Head Start 0-5
  - Staff conducted Gleaners Food Drops for all families during the period
  - The program continued remote work with children and families
  - Planning for virtual training for teaching staff began
  - Staff spent time reviewing budgets and spending for the remaining program year and planning for the next school year
- Transportation
  - Most transportation services, including Medical Transports, VA Hospital, MI Works, and Head Start were all suspended during the period
  - All resources have focused on Meals on Wheels, with transportation staff and other County employees providing support to deliver 1,700 daily meals to homebound seniors during the period

- Community Services
  - On the Housing Services side, in home services for Weatherization, Home Rehabilitation, Minor Home Repair, and Senior Chore Services all resumed during the period, after strict protocols from the state were established
    - Only Home Injury Prevention was left without in-home services due to the Area Agency on Aging 1B's reluctance to open that program back up
    - As an update, that program has just last week opened up again
  - The Community Development team received an abundance of additional funding and worked with the local municipalities and non-profits to get funding out to service those in need
- Home Delivered Meals
  - Meals on Wheels has continued delivering 1,700 meals daily to homebound seniors
  - For safety reasons, volunteers were replaced with County employees from several departments, all chipping in to make sure that service continued
  - Additionally, 118 shelf stable quarantine boxes and 165 care packages were also distributed during the period
- Congregate Dining
  - All dining sites were closed in mid-March, due to the Governors Executive Orders
  - Most remained closed throughout the period, although St. Clair Shores reopened for congregate meals to go during the period
  - Staff and volunteers have consistently delivered meals to designated group drop locations during the period at several senior living establishments
- Community Liaison
  - With all in home visits suspended, Advocates assisted clients via phone/email and regular mail
  - A call center was set up and staff have provided wellness check calls to seniors and have sought to identify essential and urgent needs
- Adult Day
  - While the Adult Day program remained open during the period, participants were limited to those with families of essential workers
    - Several additional slots were opened during the period for families in great need of respite
- Media Log
  - Linda Azar has made sure that our social media platforms have remained robust and up to date, while the Office of County Executive has made sure to frequently mention Macomb Community Action during daily and weekly COVID updates

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

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Matthew Micinski

Nay – None

Abstain – None

Motion carried.

## 8. Other business

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

- We have identified a vendor and are in the process of signing an agreement to conduct the CAN
  - We still plan to be on target for the assessment to be presented at the Annual Meeting in December

Denise Amenta addressed the members, stating:

- At the Executive Committee meeting, it was discussed how grateful we are for the staff working through these difficult times and asked members to consider ways to recognize and acknowledge the staff

- An article in The Macomb Daily that Meals on Wheels is now accepting applications for volunteers

Sheila Cote' provided an update to the members regarding Meals on Wheels, stating:

- We are in the process of slowly transitioning back to using regular volunteers to deliver meals in a safe manner
  - We are starting with the northern communities in Macomb County
  - Centers in the Southern end of the County have not yet opened
- Accepting applications for volunteers and currently working on an on-line orientation

Ernest Cawvey provided an update on the Census, stating:

- We are in our final push and continue to hold events
  - The Census Bureau staff came out to the Clinton Township event; event was successful
  - Other events are coming in Warren, Fraser, and Sterling Heights, and with ACCESS
- We hope to finish strong
  - The end date is still in the courts and unresolved

9. Schedule Next Meeting:                   October 13, 2020, Full Board  
  VIRTUAL

10. Adjournment

Matthew Micinski made a motion, supported by Tanya Blatz, to adjourn the meeting. Motion carried.

Meeting adjourned at 12:06 p.m.

Respectfully submitted,

Karen Frasard  
Recording Secretary