

Macomb Community Action Advisory Board
Full Board
December 8, 2020

The Macomb Community Action Advisory Board held a virtual meeting by way of a conference call on Tuesday, December 8, 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
John Bierbusse
Monica Bihar-Natzke
Tanya Blatz
Carmen Bordea
Michael Bruci
Bob Combs
Joan Flynn
Sara Gold
Tom Kalkofen
Matthew Micinski

MEMBERS EXCUSED:

Judge William Hackel
Krista Willette
Carlee Wilson
Elizabeth Vogel

STAFF PRESENT virtually:

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

OTHERS PRESENT:

Amanda Menzies
Katie VanDorn

I. Call to Order/Pledge of Allegiance

The meeting was called to order by Chair Denise Amenta at 11:36 a.m.

At the request of Chair Amenta, Joan Flynn recited the Pledge of Allegiance, and Bob Combs recited the Promise of Community Action.

II. Determination of a Quorum

A roll call of members was taken by Karen Frasard. It was determined that a quorum was established with 11 members present virtually.

III. Recommendation to approve the Agenda

Monica Bihar-Natzke made a motion, supported by Bob Combs, to approve the agenda as submitted.

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

Aye – Denise Amenta, John Bierbusse, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Joan Flynn, Sara Gold, Tom Kalkofen, Matthew Micinski

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 on the phone requesting this privilege, Chair Amenta proceeded with the meeting.

V. Chairperson's Report

Chair Amenta thanked everyone for being on the call and welcomed the members from Public Sector Consultants, thanking them for their efforts in preparing the report they will be reviewing with us. Ms. Amenta continued, acknowledging the trying times to do this comprehensive and much needed report.

VI. Consent agenda

Tanya Blatz 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.

1. Minutes from Full Board meeting, October 13, 2020
2. Executive Committee Reports
 - A. Receive and Approve: CRF Digital Divide Grant Funds \$238,108
 - B. Receive and Approve: Head Start and EHS COLA and Quality NOA \$427,524
 - C. Receive and Approve: Head Start – CCPC COLA and Quality NOA \$90,278
 - D. Approve: Head Start Carry Over Unspent COVID-19 Funds \$26,443.05
 - E. Approve: Head Start Non-Federal Share Waiver Request \$6,610.76
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: OSS
 - E. Receive and File: Financial Detail Report: Head Start
 - F. Receive and File: Agency Credit Card Usage Report: August / September 2020
 - G. Receive and File: 2021 MCA Budget
4. Program & Planning Committee Reports
 - A. Head Start Report
 1. Receive and File: Strategic Planning/Self-Assessment Virtual Dates
 2. Receive and File: 2020 Information Memorandum and Prgm Instructions
 3. Approve: Procedures
 - i. Governance
 - ii. ERSEA with Priority Grid
 - B. Receive and File: July, August, September 2020 Program Reports
 - C. Receive and File: ROMA FY2020 3rd Quarter Report
 - D. Receive and File: Corrective Action Plan for OSS Nutrition
 - E. Receive and File: AAA1B Monitoring Report – Adult Day Services
 - F. Receive and File: AAA1B Monitoring Report – Chore Services
 - G. Receive and File: AAA1B Monitoring Report – Community Liaison
 - H. Receive and File: AAA1B Monitoring Report – Home Injury Control
 - I. Receive and File; BCAEO Response to Corrective Action Plan - Weatherization

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

Aye – Denise Amenta, John Bierbusse, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Joan Flynn, Sara Gold, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain - None

Motion carried.

VII. Presentation: Community Needs Assessment

Amanda Menzies and Katie VanDorn presented an overview of the Community Needs Assessment.

Ernest Cawvey thanked the guests for the presentation and stated

- We are considering a COVID supplemental next year to help us dig deep and identify emerging barriers that COVID caused in our communities
- After members have had an opportunity to review the document in depth, plan for more discussion at our next Full Board meeting

Discussion ensued.

VIII. Action item

1. Receive and Approve: Community Needs Assessment

Matthew Micinski made a motion, supported by Carmen Bordea, to receive and approve the Community Needs Assessment.

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

Aye – Denise Amenta, John Bierbusse, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Joan Flynn, Sara Gold, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain - None

Motion carried.

IX. Mission Moment

Chair Amenta stated that the Community Needs Assessment is a vital component of our services and thanked the guests for their work on the document and the staff for their work and contributions.

X. Director's Report

Ernest Cawvey provided an update, stating:

- We are entering our 40th week of responding to COVID
 - There is not one MCA program that has not shown tremendous tenacity in adapting to responding to the needs of clients
 - In addition to the regular services, additional services were added in response to the urgent needs of the community
 - There are few county governments and few Community Action Agencies who have done what we have done
 - We are wrapping up the CARES projects
 - Most of the funds need to be spent by December 31
 - Working with DTE and Consumers Energy for additional funds for residents who are low-income and have arrearages on their utilities
- Looking at 2021 we expect challenges
 - There are mixed signals regarding funding for COVID response
 - We expect to see a gap in January when funding is not renewed but the demand for services increase
 - Our Weatherization program may receive additional funding next year
 - There is an eviction moratorium but it is not on debt accrual
 - When the eviction moratorium is lifted, we expect to see an increased demand for our services
 - We are advocating at our state level and with federal partners that any additional CARES Act funding addresses that gap of debt accrual
 - We expect to see continued school disruptions
 - Employment may look different for restaurants and retail as they may not return to full capacity
 - This will likely affect the low-income sector as well as women, who are more likely to be underemployed in those service level jobs
 - We plan to keep an eye on these emerging needs and hope to do a supplemental COVID update on the Community Needs Assessment before we proceed to the Strategic Plan
- Board / community engagement and ambassadorship is a core part of Community Action and our structure
 - With our board restructure a few years ago and the creation of the Associate Member, how can we engage more partners through that role
 - Are there others organizations / entities to consider to engage from our diverse communities

Denise Amenta thanked Ernest for the report and stated:

- We recognize the trifecta this year and the three areas we had to contend with
 - The pandemic
 - The Community Needs Assessment
 - The Census
- We appreciate the staff and the collaboration of the board members on accomplishing these challenges

XI. Executive Summary

None noted.

XII. Other Business

Denise Amenta inquired about the status of a response from Corporation Counsel on whether any changes to the MCAAB By-laws needed to be made regarding emergency meetings being called and if it violates Robert's Rules or Open Meetings Act. Joe Cooke responded, stating

- Their initial response indicated that because we are an advisory board, we do not need to follow Robert's Rules
- He will follow-up to request clarification as it pertains to the Open Meetings Act for the public

1. Next Meetings: *TUESDAY*, Executive Committee, January 12, 2021
TUESDAY, Budget Committee, January 19, 2021
TUESDAY, Planning Committee, January 26, 2021
TUESDAY, Full Board, February 9, 2021

Denise Amenta stated it is possible that we will still be meeting virtually given the circumstances of the pandemic.

XIII. Adjournment

John Bierbusse made a motion, supported by Monica Bihar-Natze, to adjourn the meeting at 12:23 p.m.

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

Aye – Denise Amenta, John Bierbusse, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Joan Flynn, Sara Gold, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain - None

Motion carried.

Respectfully submitted,

Karen Frasard