

Macomb Community Action Advisory Board  
Planning & Evaluation Committee Meeting  
November 17, 2020

The Macomb Community Action Advisory Board Planning Committee held a virtual meeting by way of a conference call on Tuesday, November 17, 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  
Sara Gold  
Matthew Micinski

MEMBERS EXCUSED:

Joan Flynn  
Krista Willette  
Carlee Wilson

STAFF PRESENT VIRTUALLY:

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

OTHERS PRESENT:

1. Call to Order

The meeting was called to order at 11:33 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 six members present virtually.

3. Recommendation to approve the Agenda

Denise Amenta made a motion, supported by Tanya Blatz, to approve the agenda as submitted.

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

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

Nay – None

Abstain – None

Motion carried.

4. Recommendation to approve the September 22, 2020, minutes

Matthew Micinski made a motion, supported by Sara Gold, to approve the September 22, 2020, minutes.

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

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Sara Gold, 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 Denise Amenta, to receive and file the below Head Start items a and b.

- a) Recommendation to receive and file: Strategic Planning/Self-Assessment Virtual 2021 Dates

Kathleen Nicosia presented information on the item, stating:

- Remote is new due to the pandemic
- Staff normally meet and begin reviewing data from the prior year
  - Small group zoom meetings are being held during November and December; the full group will be held January 7 to share the data
  - MCAAB members are invited to attend

- b) Recommendation to receive and file: 2020 Information Memorandums & Program Instructions

Kathleen Nicosia presented information on the item, stating:

- Six current Program Instructions, one of which the board may want to consider
  - Consolidating the two Head Start grants into one
- Five Information Memorandums, the last one is the monitoring process
  - Focus Area II starts in January 2021
  - CLASS (observing teacher's interactions with children) has temporarily been suspended

Discussion ensued.

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

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

Nay – None

Abstain – None

Motion carried.

Sara Gold made a recommendation, supported by Matthew Micinski, to approve the below two Head Start items.

- c) Recommendation to approve: Reallocation of Transportation Funds

Kathleen Nicosia shared information on the reallocation of Transportation funds, stating:

- This is due to the pandemic and will be used to expand classroom services
- Ridership has been declining
- All Transportation has been discontinued due to COVID
- Funds are being considered to create additional staff positions
- Developing the concept

d) Recommendation to approve: Procedures

- Governance
- ERSEA with Priority Grid

Ms. Nicosia presented information on the procedures, stating:

- There were no changes to Governance
- The ERSEA procedures –
  - The selection criteria priority grid is part of the ERSEA procedures
  - The Head Start advocates go over each of these items with the families to ensure eligibility

Discussion ensued regarding the reallocation of transportation funds. Linda Azar stated that it has not been finalized; we are still working with HRLR.

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

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

Nay – None

Abstain – None

Motion carried.

e) Training: Head Start Act & Program Performance Standards & Eligibility

Kathleen Nicosia reviewed the Head Start Act information that was released December 12, 2007, and the Performance Standards that came out December 2006, stating both are used to create procedures and run the Head Start program.

f) Update: Policy Council

Kathleen Nicosia reviewed the minutes, stating it has been challenging to get new parents involved this year.

7. Recommendation to receive and file the July, August, and September 2020 Program Reports

Tanya Blatz made a motion, supported by Carmen Bordea, to receive and file the July, August, and September 2020 Program Reports.

Joe Cooke presented a review of the reports, highlighting activities from the past three months.

Discussion ensued regarding congregate dining sites and the recent order to shut down.

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

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

Nay – None

Abstain – None

Motion carried.

8. Recommendation to receive and file the ROMA FY2020 3<sup>rd</sup> Quarter Report

Tanya Blatz made a motion, supported by Denise Amenta, to receive and file the ROMA FY2020 3<sup>rd</sup> Quarter Report.

Joe Cooke provided an update on the ROMA 3<sup>rd</sup> Quarter report, stating:

- This report reflects the height of the spring surge of the COVID pandemic, showing a dramatic drop off in numbers when services could not be provided

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

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

Nay – None

Abstain – None

Motion carried.

9. Recommendation to receive and file the Corrective Action Plan for OSS Nutrition

Denise Amenta made a motion, supported by Tanya Blatz, to receive and file the Corrective Action Plan for OSS Nutrition.

Sheila Cote' provided an overview of the corrective action plan, stating:

- The corrective action was due to lacking to submit units in time for monthly reports
  - Many staff and the program manager were on leave during this time
  - There is a five day window to submit reports, which is challenging for the fiscal and program teams
  - A request to extend the deadline will be submitted to Area Agency on Aging 1-B from five days to seven days

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

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

Nay – None

Abstain – None

Motion carried.

10. Recommendation to receive and file the AAA1B Monitoring Report on Adult Day Services

Tanya Blatz made a motion, supported by Sara Gold, to receive and file the AAA1B Monitoring Report on Adult Day Services.

Nicole Urban provided an overview of the monitoring report, stating

- There were no citations on the assessment
- The program was kept open during COVID
  - We were the only adult day care program in our six county region that did not shut down at any point

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

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

Nay – None

Abstain – None

Motion carried.

11. Recommendation to receive and file the AAA1B Monitoring Report on Chore Services

Sara Gold made a motion, supported by Matthew Micinski, to receive and file the AAA1B Monitoring Report on Chore Services.

Joe Cooke provided an overview of the monitoring report, stating:

- There were no findings on this program
- This will be the last time grass and snow will be under the “Chore”
  - Grass and snow is moving in a different direction
  - We are working with the County to secure funds to keep grass and snow services going without the support AAA1B or the Community Development Block Grant funds
  - The intention is to have no gaps in service for the seniors
- Sheila Cote’ and Nicole Urban have come up with a new program, called “Handy Helpers”
  - Chore dollars will be allocated to this new program
  - “Chore” reports will now be known as “Handy Helpers”

Discussion ensued. Denise Amenta inquired about the Handy Helpers program. Nicole Urban responded, stating:

- The Agency website has been updated to reflect this new program and what services can be done
  - We can do small tasks, like replace fuses, light bulbs, electrical plugs, door locks, window catches, faucet washers and faucets, weather-stripping around doors, repair furniture, install window shades, heavy duty cleaning of carpets and appliances, leaf raking, etc.
- Two part time Quality Assurance technicians are being hired to perform these tasks

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

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

Nay – None

Abstain – None

Motion carried.

12. Recommendation to receive and file the AAA1B Monitoring Report on Community Liaison

Tanya Blatz made a motion, supported by Sara Gold, to receive and file the AAA1B Monitoring Report on Community Liaison.

Nicole Urban provided an overview of the monitoring report, stating there were no findings on any of the AAA1B monitoring reports.

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

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

Nay – None

Abstain – None

Motion carried.

13. Recommendation to receive and file the AAA1B Monitoring Report on Home Injury Control

Denise Amenta made a motion, supported by Sara Gold, to receive and file the AAA1B Monitoring Report on Home Injury Control.

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

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

Nay – None

Abstain – None

Motion carried.

#### 14. Recommendation to receive and file the BCAEO Response to Corrective Action on Weatherization

Tanya Blatz made a motion, supported by Matthew Micinski, to receive and file the BCAEO Response to Corrective Action on Weatherization.

Joe Cooke presented information on the corrective action plan, stating:

- This is a programmatic report from Bureau staff who review files, visit jobs, review work done on randomly selected homes
- Due to COVID, the in-home monitoring was not done
  - This was all done through file review
  - Findings are on certain pictures in which items are missing or items disconnected, etc.
  - Staff then go out and correct the items, take pictures, and resubmit with a letter, resolving the findings

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

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

Nay – None

Abstain – None

Motion carried.

#### 15. Other Business

Joe Cooke stated that the Census has been completed and Ernest Cawvey, along with Liz Vogel, worked extremely hard to ensure that Macomb County responded well. In counties over 500,000 across the country, Macomb County had the highest rate of return.

Denise Amenta inquired about what will be done with the buses and tracking devices on the vehicles if transportation for Head Start is being discontinued. Linda Azar responded, stating:

- There has been discussion about reconfiguring some of the buses to allow for on-site enrollment in the communities
- Any funds from buses sold would filter back into Head Start

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

- Public Sector Consultants were hired to take the info we accumulated and provide a finished product
- They are on track and a completed product will be presented to the members at the next Full Board meeting in December

Linda Azar stated that the Macomb Food Program was selected as a finalist for the First State Bank Banksgiving campaign. We are requesting support from members; funds will help us to purchase food.

16. Schedule Next Meeting: Full Board – December 8, 2020  
VIRTUAL

#### 17. Adjournment

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

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

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

Nay – None

Abstain – None

Motion carried.

Meeting adjourned at 12:22 p.m.

Respectfully submitted,

Karen Frasard  
Recording Secretary