

Macomb Community Action Advisory Board  
Executive Committee Minutes  
January 12, 2021

The Macomb Community Action Advisory Board Budget Committee held a virtual meeting by way of a conference call on Tuesday, January 12, 2021. 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:

Denise Amenta, Sterling Heights, MI  
John Bierbusse, Clinton Township, MI  
Monica Bihar-Natzke, Warren, MI  
Michael Bruci, Sterling Heights, MI  
Tom Kalkofen, Bruce Township, MI  
Matthew Micinski, Sterling Heights, MI

MEMBERS EXCUSED:

Krista Willette

STAFF PRESENT:

Linda Azar, Clinton Township, MI  
Ernest Cawvey, Clinton Township, MI  
Joe Cooke, Clinton Township, MI  
Gary Cutler, Clinton Township, MI  
Karen Frasard, Clinton Township, MI

OTHERS PRESENT:

1. Call to order

The meeting was called to order by Denise Amenta at 11:37 am.

2. Determination of a Quorum

A roll call of members was taken by Karen Frasard with members stating the city they are in for the virtual meeting. It was determined that a quorum was established with six members present virtually.

3. Recommendation to approve the Agenda

John Bierbusse made a motion, supported by Michael Bruci, to approve the agenda.

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

Aye – Denise Amenta, John Bierbusse, Monica Bihar-Natzke, Michael Bruci, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain – None

Motion carried.

4. Recommendation to approve the November 3, 2020, minutes.

John Bierbusse made a motion, supported by Matthew Micinski, to approve the November 3, 2020, minutes.

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

Aye – Denise Amenta, John Bierbusse, Monica Bihar-Natzke, Michael Bruci, Tom Kalkofen, Matthew Micinski

Nay – None  
Abstain – None

Motion carried.

#### 5. Public Comment

Denise Amenta stated that this committee operates under the Open Meetings Act and asked if anyone was present on the call who wished to address the committee. There being no one present on the call requesting this privilege, Ms. Amenta proceeded with the meeting.

#### 6. Recommendation to receive and approve CRF Digital Divide Grant Funds Amendment \$60,000

Michael Bruci made a motion, supported by Monica Bihar-Natzke, to receive and approve the CRF Digital Divide Grant Funds Amendment.

Joe Cooke presented information on the grant funds, stating:

- This is an increase of \$60,000 over the original of \$238,108
  - These are reallocated funds from other agencies who had difficulty spending out the funds
  - We were able to increase our iPad purchase from 250 up to 300, including the data plan and breakage plan for two years
  - 150 have been distributed
  - Additional eligible residents have been identified and another distribution has been scheduled

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

Aye – Denise Amenta, John Bierbusse, Monica Bihar-Natzke, Michael Bruci, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain – None

Motion carried.

#### 7. Recommendation to receive and approve the UWSEM Winter Relief Grant \$100,000

Matt Micinski made a motion, supported by John Bierbusse, to receive and approve the UWSEM Winter Relief Grant.

Joe Cooke presented information on the grant funds, stating:

- UWSEM contacted MCA to offer funds to assist with housing and homelessness
  - Area shelters are unable to house people on-site and are housing them at hotels
  - A portion of this grant has been allocated to support the shelters with these costs, supplying approximately 1,500 hotel nights to the homeless population
  - Period of performance: December 21, 2020 – March 30, 2021

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

Aye – Denise Amenta, John Bierbusse, Monica Bihar-Natzke, Michael Bruci, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain – None

Motion carried.

#### 8. Recommendation to receive and approve the CFSM Pedals Grant \$21,000

Michael Bruci made a motion, supported by Tom Kalkofen, to receive and approve the CFSM Pedals Grant.

Linda Azar presented information on the grant, stating:

- This is the “Positive Emotional Development and Learning Skills” curriculum

- The grant was written to support additional materials in the classrooms
  - Helps build children's social/emotional skills by increasing kindergarten readiness and increases teacher's skills in supporting social/emotional skills and addressing challenging behaviors in the classroom

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

Aye – Denise Amenta, John Bierbusse, Monica Bihar-Natzke, Michael Bruci, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain – None

Motion carried.

#### 9. Recommendation to receive and file the BCAEO STAR Assessment Report

John Bierbusse made a motion, supported by Michael Bruci, to receive and file the BCAEO STAR Assessment Report.

Joe Cooke presented information on the report, stating:

- This is the third year for the “State Technical Assessment Report”
- The Bureau uses this as a tool to rate the Community Action agencies around the state
  - It assesses financial stability, board compliance, leadership and key staff, etc.
- Our overall score is 4.32, which is 4 stars / good standing
- There are areas we do not agree with and feel the score should be better
  - We hope to have conversation with the Bureau

Discussion ensued regarding:

- The potential that prior findings that did not pertain to MCA in the County Single Audit are being held against us in this assessment when the most recent Single Audit was very clean
- Board compliance and if recommendations / feedback were provided to increase the score

Ernest Cawvey stated we will reach out to the Bureau to request that they reconsider the financial stability and will ask for feedback on other areas.

Discussion ensued.

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

Aye – Denise Amenta, John Bierbusse, Monica Bihar-Natzke, Michael Bruci, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain – None

Motion carried.

#### 10. Discussion: virtual meetings

Holding virtual meetings through the end of March, 2021, was discussed. Ernest Cawvey stated:

- Guidance from the Members and the Bureau on our preference is sought
  - In-person meetings are beneficial but virtual meetings may increase attendance and ease of participation
  - Is there a consensus that some level of virtual meetings should continue

Discussion ensued with the following highlights:

- Members spoke of concerns with in-person meetings while COVID is still a concern. Ernest Cawvey responded that virtual meetings during COVID are a necessity, but should consideration be given to virtual meetings for committees or Full Board beyond COVID.
- Consider a hybrid meeting, where members have the option of attending in-person or virtually
- Any changes that would allow more flexibility would need to be changed in the By-Laws

Denise Amenta inquired about the status of reaching out to Corp Counsel for guidance on emergency meetings and suggested this could be incorporated into the By-Laws along with the potential changes for virtual meetings. Joe Cooke responded that he will again reach out to Corp Counsel.

Chair Denise Amenta requested that the By-Laws Ad Hoc committee be reconvened and asked Michael Bruci if he would take the lead. Michael Bruci agreed to reach out to the committee and begin discussion on changes. Executive members who agreed to be on the Ad-Hoc committee: Denise Amenta, Monica Bihar-Natzke, Michael Bruci. Joe Cooke stated he would help on the committee if needed.

11. Other business – none

12. Adjournment

John Bierbusse made a motion, supported by Monica Bihar-Natzke, to adjourn the meeting at 12:13 p.m. Tom Kalkofen, to receive and file the 2021 MCA Budget.

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

Aye – Denise Amenta, John Bierbusse, Monica Bihar-Natzke, Michael Bruci, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain – None

Motion carried.

Respectfully submitted,

Karen Frasard