

Macomb Community Action Advisory Board  
Full Board  
October 12, 2021

The Macomb Community Action Advisory Board Full Board held a hybrid meeting by way of a conference call as well as in-person on Tuesday, October 12, 2021. Those who attended in person met in the MSUE Assembly Room of the VerKuijen Building, 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 or on the virtual meeting are indicated below.

**MEMBERS PRESENT VIRTUALLY:**

Monica Bihar-Natzke, Warren, MI  
Tanya Blatz, Clinton Township, MI  
Michael Bruci, Sterling Heights, MI  
Joan Flynn, Warren, MI (joined after roll call  
During Chairperson's Report)  
Tom Kalkofen, Bruce Township, MI  
Matthew Micinski, Sterling Heights, MI  
Carlee Wilson, Washington Township, MI

**MEMBERS EXCUSED:**

Carmen Bordea  
Sara Gold  
Judge Hackel  
Matthew Wallace

**MEMBERS PRESENT IN PERSON:**

Denise Amenta  
Justin Al-Igoe  
Bob Combs  
Krista Willette

**STAFF PRESENT IN PERSON:**

Linda Azar  
Joe Cooke  
Gary Cutler  
Karen Frasard  
Jennifer Meech  
Kathleen Nicosia

**STAFF PRESENT VIRTUALLY:**

Sheila Cote, Clinton Township, MI

**I. Call to Order/Pledge of Allegiance**

The meeting was called to order at 12:03 pm by Chair Denise Amenta.

At the request of Chair Amenta, Joe Cooke recited the Pledge of Allegiance, Justin Al-Igoe recited the Promise of Community Action and Krista Willette recited the mission statement.

**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 (4 in-person and 7 virtual).

**III. Recommendation to approve the Agenda**

Justin Al-Igoe made a motion, supported by Tanya Blatz, to approve the agenda as submitted.

Summary of the vote on the motion: (11 – 0 – 0)  
Aye – All members present virtually and in-person  
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 regarding items related to the Agenda. There being no one requesting this privilege, Chair Amenta proceeded with the meeting.

#### **V. Chairperson's Report**

Chair Amenta announced her resignation from the Board effective 12/31/21 and Chair effective 10/12/21. She offered her services to help transition new leadership. The application for Matt Wallace was reviewed (Bob Cannon's nominee). Krista Willette nominated Matt Wallace to the Board. Bob Combs supported the nomination. Motion carried.

#### **VI. Election Of Officers**

Chair Amenta announced the election procedure. Chair Amenta stated that we will be voting for Chair of the Board, First Vice Chair, and Second Vice Chair. The election takes place every two years before Full Board in October, according to the By-Laws. After the meeting, the new positions will take place, in accordance with the By-Laws. Chair Amenta made a motion, supported by Joan Flynn, to nominate Tom Kalkofen to facilitate the election. Motion carried.

##### **Chair of Macomb Community Advisory Board**

Mr. Kalkofen asked if there were any nominations for Board Chair. Chair Amenta nominated Justin Al-Igoe. Mr. Kalkofen made a motion, supported by Monica Bihar-Natzke, to nominate Justin Al-Igoe for the Board Chair. Mr. Kalkofen asked Justin Al-Igoe if he would be willing to serve; Mr. Al-Igoe accepted.

Mr. Kalkofen asked if there were any other nominations for Board Chair. There being no other nominations, Mr. Kalkofen made a motion, supported by Joan Flynn, to unanimously approve the election of Justin Al-Igoe to Board Chair. Motion carried.

##### **1<sup>st</sup> Vice Chair of Macomb Community Action Advisory Board**

Mr. Kalkofen asked if there were any nominations for the position of 1<sup>st</sup> Vice Chair. Chair Amenta nominated Tonya Blatz. Mr. Kalkofen made a motion, supported by Monica Bihar-Natzke, to nominate Tonya Blatz for the 1<sup>st</sup> Vice Chair. Mr. Kalkofen asked Tonya Blatz if she would be willing to serve; Ms. Blatz accepted.

Mr. Kalkofen asked if there were any other nominations for Board Chair. There being no other nominations, Mr. Kalkofen made a motion, supported by Joan Flynn, to unanimously approve the election of Tonya Blatz to 1<sup>st</sup> Vice Chair. Motion carried.

##### **2<sup>nd</sup> Vice Chair of Macomb Community Action Advisory Board**

Mr. Kalkofen asked if there were any nominations for the position of 2<sup>nd</sup> Vice Chair. Chair Amenta nominated Carmen Bordea. Mr. Kalkofen made a motion, supported by Joan Flynn, to nominate Tonya Blatz for the 2<sup>nd</sup> Vice Chair.

Mr. Kalkofen asked if there were any other nominations for Board Chair. There being no other nominations, Mr. Kalkofen made a motion, supported by Justin Al-Igoe, to unanimously approve the election of Carmen Bordea to 2<sup>nd</sup> Vice Chair. Motion carried.

Mr. Kalkofen invoked his executive privilege to comment on Chair Amenta's announcement. Mr. Kalkofen thanked Ms. Amenta for her dedicated leadership, time, effort, and support of the Board, the Programs, and it's Clients.

#### **VII. Consent agenda**

Krista Willette made a motion, supported by Bob Combs, to approve the items in the consent agenda.

1. Minutes from Full Board meeting, August, 2021
2. Executive Committee Reports
  - A. Receive and Approve: MSHDA CERA Grant Amendment \$10,938,959
  - B. Receive and Approve: CSBG FY2022 Grant \$1,1889,784
  - C. Receive and Approve: Head Start Notice of Award \$11,054,092
  - D. Receive and File: MCA 2019-2020 Annual Report
  - E. Receive and Approve: Amendment to MCAAB By-Laws

### 3. Budget Committee Reports

- A. Receive and Approve: Vendor Payment report
- B. Receive and File: Budget Summary
- C. Receive and File: Special Assistance Grants Report
- D. Receive and File: Cash Donations Report
- F. Receive and File: CARES/COVID Funding report
- G. Receive and File: Financial Detail Report: Weatherization
- H. Receive and File: 2022 Budget
- I. Receive and File: Agency Credit Card Usage Report: June, July, August 2021
- J. Receive and Approve: MCA Fiscal Policies

### 4. Program & Planning Committee Reports

- A. Head Start Report
  - 1. Receive and File: Financial Reports
  - 2. Receive and File: Notice of Award with Consolidation of Award
  - 3. Receive and File: 2020-2021 PIR for HS, EHS & EHS-CCP
  - 4. Receive and File: Year-End Program Goals review
  - 5. Receive and File: Monitoring Reviews for 2021-2022
  - 6. Approve: Strategic planning/Self-Assessment Procedure
- B. Receive and File: BCAEO Quality Assurance Monitoring on Weatherization
- C. Receive and File: Michigan Works monitoring report for Transportation

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

Aye – All members present virtually and in-person

Nay – None

Abstain – None

Motion carried.

### VIII. Review and Approve

1. Recommendation to approve the CSBG FY2022 Plan and Application.

Joan Flynn made a motion, supported by Denise Amenta, to approve the FY2022 Plan and Application. Joe Cooke provided an overview of the application.

Motion carried.

### IX. Executive Summary

None

### X. Director's Report

1. Joe Cooke and Linda Azar spoke on behalf of Ernest Cawvey. Joe Cooke, Linda Azar, and Gary Cutler are representing Ernest Cawvey for meetings during his intermittent time off. Denise Amenta asked if any board members could assist and support the agency with volunteer assistance. Due to COVID, Linda Azar stated the limitations with volunteering. Ms. Azar encouraged Board Members to spread the word about job opportunities in the agency. Gary Cutler provided an update with the CERA Program. The CERA program had a target date of September 30<sup>th</sup> to obligate 65% of its funding for direct client assistance. The Agency is on target with meeting the 65% target. The Agency received two phases of Treasury Funds. The first phase was \$26,000,000/65% spent. The second phase has not been spent yet. There is a possibility of recapturing some of the funds. In addition, there was a funding increase that came through the State through MSHDA. The Agency worked with the Macomb Homeless Coalition as a sub-recipient of the agreement. Due to some issues with the Macomb Homeless Coalition, the Agency has terminated their contract with them. Mr. Cutler wanted to make the Board aware of the situation. Joe Cooke stated The United Way and The Information Center are still active contractors in terms of the application intake.

### XI. Other Business

1. Next Meetings: *TUESDAY*, Executive Committee, November 2, 2021  
*TUESDAY*, Budget Committee, November 9, 2021  
*TUESDAY*, Planning Committee, November 16, 2021  
*TUESDAY*, Full Board, December 14, 2021

Ms. Amenta inquired about the Annual Meeting. Linda Azar updated the members. Due to COVID and unforeseen circumstances, the Annual Meeting was not finalized. Ms. Amenta asked if any of the Board members would have

input. Linda Azar stated it would be reviewed and determined at a later date, however, the format of the meeting will be more in line with a regularly scheduled monthly meeting.

## XII. Public Comment

None.

## XIII. Adjournment

Joan Flynn made a motion, supported by Bob Combs, to adjourn the meeting at 12:50 p.m.

Summary of the vote on the motion: (11 – 0 – 0)  
Aye – All members present virtually and in-person.  
Nay – None  
Abstain – None

Motion carried.

Respectfully submitted,

Jennifer Meech