

Macomb Community Action Advisory Board
Planning & Evaluation Committee Meeting
November 16, 2021

The Macomb Community Action Advisory Board Planning Committee held a hybrid meeting by way of a conference call as well as in-person on Tuesday, November 16, 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 ON-SITE:

Tanya Blatz
Krista Willette

MEMBERS EXCUSED:

Sara Gold
Carlee Wilson

MEMBERS PRESENT VIRTUALLY:

Carmen Bordea, Warren, MI
Denise Amenta, Sterling Heights, MI
Monica Bihar-Natzke, Warren, MI

OTHERS PRESENT:

STAFF PRESENT ON-SITE:

Linda Azar
Ernest Cawvey
Joe Cooke
Karen Frasad
Jennifer Meech
Kathleen Nicosia
Jennifer Putney

STAFF PRESENT VIRTUALLY:

Sheila Cote', Clinton Township, MI

1. Call to Order

The meeting was called to order at 12:02 pm by Tanya Blatz.

2. Determination of a Quorum

A roll call of members was taken by Karen Frasad. It was determined that a quorum was established with six members present; four in-person and two virtually.

3. Recommendation to approve the Agenda

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

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

Aye – All

Nay – None

Abstain – None

Motion carried.

4. Recommendation to approve the September 28, 2021, minutes

Denise Amenta made a motion, supported by Monica Bihar-Natzke, to approve the September 28, 2021, minutes.

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

Aye – All

Nay – None

Abstain – None

Motion carried.

5. Public Comment

Tanya Blatz 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. Blatz proceeded with the agenda.

6. Recommendation to receive and file the Head Start 0-5 Program Manager's Report.

Krista Willette made a motion, supported by Carmen Bordea, to receive and file the below Head Start items A through D.

- a) Recommendation to receive and file the Head Start/Early Head Start and the Early Head Start-Child Care Partnership Program Reports & Financial Reports

Kathleen Nicosia reviewed the financial reports.

- b) Recommendation to receive and file: Strategic Planning / Self-assessment Dates 2021-2022

Kathleen Nicosia presented the information and reminded members that they are welcome to attend the Self-assessment meetings.

- c) Recommendation to receive and file: 2021-2022 Summary of Program Goals

Kathleen Nicosia reviewed all of the goals.

- d) Recommendation to receive and file: Office of Head Start Communications IM & PI

Kathleen Nicosia reviewed the Information Memorandums and Program Instructions summary from the year, highlighting significant items.

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

Aye – All

Nay – None

Abstain – None

Motion carried.

- e) Recommendation to approve: Non Federal Match Waiver Request for unspent carry forward funds

Denise Amenta made a motion, supported by Carmen Bordea, to approve the Non Federal Match Waiver Request for unspent carry forward funds.

Kathleen Nicosia presented information, reviewing the waiver request and the carry forward funds.

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

Aye – All

Nay – None

Abstain – None

Motion carried.

- f) Recommendation to approve: Head Start Program Performance Standards
 - 1301 Program Governance
 - 1302A Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)

Krista Willette made a motion, supported by Carmen Bordea, to approve the Head Start Program Performance Standards.

Kathleen Nicosia provided an overview of the Head Start Performance Standards that requires board support: 1) program governance – procedures relating to what the board responsibilities are and what Policy Council responsibilities are; recruitment, governance trainings, running meetings, impasse procedure 2) ERSEA – procedures relating to Community Needs Assessment, eligibility, priority grid, not charging fees for services.

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

Aye – All

Nay – None

Abstain – None

Motion carried.

- g) Training: Head Start Act and the Head Start Performance Standards

Kathleen Nicosia provided an overview of the Head Start Act from 2007, as well as the Performance Standards, many of which were reviewed under item F.

- h) Update: Policy Council

Kathleen Nicosia stated the second meeting of Policy Council is this Thursday; meetings will continue via Zoom.

7. Recommendation to receive and file BCAEO CRF Programmatic and Financial Monitoring Report

Denise Amenta made a motion, supported by Monica Bihar-Natzke, to receive and file the BCAEO CRF Programmatic and Financial Monitoring Report

Joe Cooke reviewed the report for the Coronavirus Relief Funds, for emergency services: rent and mortgage and utility assistance, including water and plumbing repairs and arrearages, iPads and data for a year through the Digital Divide. There were no findings but there was one financial recommendation to ensure information and documents are uploaded to FACSPRO.

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

Aye – All

Nay – None

Abstain – None

Motion carried.

8. Recommendation to receive and file BCAEO CSBG FY2020 Annual Report Summary Letter

Carmen Bordea made a motion, supported by Krista Willette, to receive and file the BCAEO CSBG FY2020 Annual Report Summary Letter.

Joe Cooke provided an overview of the Summary Letter, stating this only reflects information on customers entered in FACSPRO, not all Agency customers.

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

Aye – All

Nay – None

Abstain – None

Motion carried.

9. Recommendation to receive and file BCAEO FY20 Programmatic Monitoring Report

Krista Willette made a motion, supported by Denise Amenta, to receive and file the BCAEO FY20 Programmatic Monitoring Report.

Joe Cooke provided an overview on the monitoring report, stating this is for LIHEAP, Weatherization, Department of Energy, CSBG, CSBG Discretionary and the MEAP grant. There were no findings.

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

Aye – All

Nay – None

Abstain – None

Motion carried.

10. Recommendation to receive and file BCAEO FY2020 Organizational Standards Monitoring Report

Carmen Bordea made a motion, supported by Krista Willette, to receive and file the BCAEO FY2020 Organizational Standards Monitoring Report.

Joe Cooke stated this was conducted in August of 2020 and for the fourth year in a row, 50 out of 50 standards were met.

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

Aye – All

Nay – None

Abstain – None

Motion carried.

11. Other business

Denise Amenta inquired about the item in the Head Start IM regarding supporting the wellness of the staff in the Head Start workforce and inquired if we are adapting the same process for staff who are not in the Head Start program. Given the stress on all staff due to the pandemic, are we addressing the needs of the staff. Ernest Cawvey thanked Denise for bringing this up and asked for recommendations or suggestions for ways we can help to promote wellness for all staff. He also stated that the County does have an Employee Assistance Program and other wellness resources.

Discussion ensued.

Linda Azar introduced Jennifer Putney, the new Communications Specialist. Jennifer will be working on a presentation for the December meeting that will highlight the year.

12. Schedule Next Meeting: Full Board – December 14, 2021
Hybrid meeting

13. Adjournment

Krista Willette made a motion, supported by Carmen Bordea, to adjourn the meeting.

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

Aye – All

Nay – None

Abstain – None

Motion carried.

Meeting adjourned at 12:38 p.m.

Respectfully submitted,

Karen Frasard