

Macomb Community Action Advisory Board
Planning & Evaluation Committee Meeting
March 23, 2021

The Macomb Community Action Advisory Board Planning Committee held a virtual meeting by way of a conference call on Tuesday, March 23, 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 VIRTUALLY:

Denise Amenta, Sterling Heights, MI
Monica Bihar-Natzke, Warren, MI
Matt Micinski, Clinton Twp., MI
Tanya Blatz, Clinton Twp., MI
Carlee Wilson, St. Clair Shores, MI (after roll call)

MEMBERS EXCUSED:

Sara Gold
Krista Willette

STAFF PRESENT VIRTUALLY:

Joe Cooke, Clinton Twp., MI
Gary Cutler, Clinton Twp., MI
Karen Frasad, Clinton Twp., MI
Kathleen Nicosia, Warren, MI

OTHERS PRESENT:

Dr. Stephen Swetech, Clinton Twp., MI

1. Call to Order

The meeting was called to order at 11:32 am by Monica Bihar-Natzke; Monica then read the Promise of Community Action.

2. Determination of a Quorum

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

3. Recommendation to approve the Agenda

The agenda was modified to add as item 12a another Public Comment.

Tanya Blatz made a motion, supported by Denise Amenta, to approve the agenda with the change.

Summary of the vote on the motion: (4 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, Matt Micinski, Tanya Blatz

Nay – None

Abstain – None

Motion carried.

4. Recommendation to approve the January 26, 2021, minutes

Tanya Blatz made a motion, supported by Matt Micinski to approve the January 26, 2021, minutes.

Summary of the vote on the motion: (4 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, Matt Micinski, Tanya Blatz

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 regarding the agenda. There being no one present on the call to request this privilege, Ms. Bihar-Natzke continued with the meeting.

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

Denise Amenta made a motion, supported by Tanya Blatz, to receive and file the below Head Start items.

- a) Recommendation to receive and file the Head Start/Early Head Start and the Early Head Start-Child Care Partnership Program Reports & Financial Reports
- b) Recommendation to receive and file: MCA Head Start 0-5 Self-Assessment – Identified Program Strengths & Areas of Focus
- c) Recommendation to receive and file: Strategic Planning – Self-Assessment Report out

Kathleen Nicosia presented information on the above items:

- a) The reports are a short synopsis of each of the grants. All budgets are on track for the percentage that should be spent out; if Policy Council does not use their budget by June, it will go back in to the main budget.
- b) Strengths and Areas of Focus were identified through the process; management will review and narrow down areas to create the Self-Assessment Improvement Plan. These items will be crucial to the programming and creating an Action Plan for next year, reviewing it quarterly to identify achievements.
- c) Notes from self-assessment meetings were reviewed, including non-federal match, training & technical needs, trends, and areas of focus and strengths. Staff voted for the top 10 trends and that will be brought before the members next meeting, along with the T&T plan. Staff will continue working on finding items to use for non-federal match.

Discussion ensued. Denise Amenta inquired about program governance and areas of focus, training for the full board, and asked for the status of the training.

Let the record show that Carlee Wilson is now on the call from St. Clair Shores, Michigan.

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

Aye – Denise Amenta, Monica Bihar-Natzke, Matt Micinski, Tanya Blatz, Carlee Wilson

Nay – None

Abstain – None

Motion carried.

d) Recommendation to approve: Consolidation of Grants

Denise Amenta made a motion, supported by Matthew Micinski, to approve the Consolidation of grants.

Kathleen Nicosia presented information on the item, stating:

- Program Instruction ACF-PI-HS-20-06 share information on combining multiple grants into one grant. Currently MCA Head Start 0-5 has 2 main grants: One is Head Start and Early Head Start and the second is the Early Head Start – Child Care Partnership grants. Pros and cons of requesting the consolidation were discussed. Policy Council has already approved this motion.

Discussion ensued. Denise Amenta asked for an explanation on how this would affect the various beginning and ending dates of the grants. Kathleen responded that this would put them all on the same calendar track starting September 1st with the Head Start – Early Head Start grant being the most advanced in the five-year grant cycle, which is going into year 4. Discussion continued regarding the timeline to submit June 1st and the start of the school year in September.

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

Aye – Denise Amenta, Monica Bihar-Natzke, Matt Micinski, Tanya Blatz, Carlee Wilson

Nay – None

Abstain – None

Motion carried.

e) Recommendation to approve: Budget amendment to purchase two (2) mobile classrooms with COVID 19 funds

Denise Amenta made a motion, supported by Tanya Blatz, to approve the Budget amendment to purchase two (2) mobile classrooms with COVID 19 funds.

Kathleen Nicosia presented information on the item, stating:

- The units will be used to visit families in quarantine or to be used for home visits
 - Upon arriving at a location, the vehicle would remain stationary
- The mobile classrooms original approved budgeted amounts need to be amended to reflect the actual cost. A separate amendment is needed to be sent to Chicago Head Start
 - Accurate amount is \$123,771 for each vehicle, including each vehicle being wrapped

Discussion ensued about the possibility of the many uses of the vehicles, that staff would not have to have special licensing to drive it, and capacity of the vehicles.

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

Aye – Denise Amenta, Monica Bihar-Natzke, Matt Micinski, Tanya Blatz, Carlee Wilson

Nay – None

Abstain – None

Motion carried.

- f) Recommendation to approve: Budget amendment to purchase a vision screener (\$7,041.18)

Denise Amenta made a motion, supported by Matthew Micinski, to approve the Budget amendment to purchase a vision screener (\$7,041.18).

Kathleen Nicosia presented information on the item, stating:

- The Office of Head Start requests prior approval on any equipment purchase over \$5,000. This unit tests children's eyes for near or far-sightedness and refers to a professional for further study if needed.

Discussion ensued regarding what training is required in order to use the equipment.

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

Aye – Denise Amenta, Monica Bihar-Natzke, Matt Micinski, Tanya Blatz, Carlee Wilson

Nay – None

Abstain – None

Motion carried.

- g) Recommendation to approve: Application for Funding for O5CH010665 & 05HP000386

Matthew Micinski made a motion, supported by Tanya Blatz, to approve the Application for Funding for O5CH010665 & 05HP000386.

Kathleen Nicosia presented information on the items, stating:

- This is the official notice on the amount of funds we should expect
 - CH grant is Head Start and Early Head Start: \$9,027,375
 - HP grant is Early Head Start: \$1,895,253
- This is a request for approval to begin working on it and write the 2021-2022 continuation grants. The final grants will be presented in May before the June 1st due date.

Discussion ensued regarding how this is different than consolidation of the grants. Kathleen explained that this is how we submit and we will include in the narrative how we want to consolidate the grants.

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

Aye – Denise Amenta, Monica Bihar-Natzke, Matt Micinski, Tanya Blatz, Carlee Wilson

Nay – None

Abstain – None

Motion carried.

- h) Recommendation to approve: COLA Increase / Non-fed Match

Denise Amenta made a motion, supported by Matthew Micinski, to approve the COLA increase / non-federal match.

Kathleen Nicosia presented information on this item, stating:

- The COLA increase to the base funding of staff salaries is 1.22% for 2021-2022 program year. COLA is often submitted with the grant, but this one is due April 15th and includes a non-federal match waiver in the letter.

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

Aye – Denise Amenta, Monica Bihar-Natzke, Matt Micinski, Tanya Blatz, Carlee Wilson

Nay – None

Abstain – None

Motion carried.

i) Update: Policy Council

Kathleen Nicosia informed the members that sub-committee meetings have resumed and are held prior to the Policy Council virtual meeting. Staff are assigned to and meet with the committees. Meeting recommendations are then brought and presented to the next Policy Council virtual meeting.

7. Recommendation to receive and file the December 2020 Program Reports

Tanya Blatz made a motion, supported by Matt Micinski to receive and file the December 2020 Program Reports.

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

Discussion ensued. Denise Amenta requested an updated copy of the Meals on Wheels report for December. Ms. Amenta also inquired why we did not get the Great Start mini grant and also inquired about the status of the expansion grant. Kathleen Nicosia responded, stating:

- We submitted the Great Start mini grant but it may have been lost
- We expect to receive a letter from Chicago Head Start informing us that we did not get approved for the expansion

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

Aye – Denise Amenta, Monica Bihar-Natzke, Matt Micinski, Tanya Blatz, Carlee Wilson

Nay – None

Abstain – None

Motion carried.

8. Recommendation to receive and file the BCAEO Quality Assurance Closeout Letter

Denise Amenta made a motion, supported by Tanya Blatz, to receive and file the BCAEO Quality Assurance Closeout Letter.

Joe Cooke explained that this was a technical monitoring that was performed last year in which a few findings were identified. Staff corrected the findings, submitted a response, and received approval with the report now being closed.

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

Aye – Denise Amenta, Monica Bihar-Natzke, Matt Micinski, Tanya Blatz, Carlee Wilson

Nay – None

Abstain – None

Motion carried.

9. Recommendation to receive and file BCAEO Monitoring Report on Weatherization

Denise Amenta made a motion, supported by Tanya Blatz, to receive and file the BCAEO Monitoring Report on Weatherization.

Joe Cooke explained that this was a programmatic report where several instances were noted of contractors who perform the work not having required class training. All contractors have since completed the training.

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

Aye – Denise Amenta, Monica Bihar-Natzke, Matt Micinski, Tanya Blatz, Carlee Wilson

Nay – None

Abstain – None

Motion carried.

10. Recommendation to receive and file the TEFAP Monitoring Report

Matt Micinski made a motion, supported by Tanya Blatz to receive and file the TEFAP Monitoring Report.

Joe Cooke provided an overview of the monitoring report, stating the funds provide support for staff and the warehouse and there were no findings cited.

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

Aye – Denise Amenta, Monica Bihar-Natzke, Matt Micinski, Tanya Blatz, Carlee Wilson

Nay – None

Abstain – None

Motion carried.

11. Recommendation to receive and file the Walk for Warmth 2021 Report

Denise Amenta made a motion, supported by Tanya Blatz, to receive and file the Walk for Warmth 2021 Report.

Joe Cooke provided an overview of the Walk for Warmth event, explaining that this was the first virtual Walk for Warmth event and it ran for a week. A goal of \$10,000 was set with total donations received to date are over \$10,750.

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

Aye – Denise Amenta, Monica Bihar-Natzke, Matt Micinski, Tanya Blatz, Carlee Wilson

Nay – None

Abstain – None

Motion carried.

12. Other Business

Denise Amenta inquired about the status of the Elimination Raffle.

12a Public Comment

- Monica Bihar-Natzke stated that this is the opportunity for attendees to address the members on any action taken during the meeting or to bring forth any new items. There being no one present on the call requesting this privilege, Ms. Bihar-Natzke continued with the meeting.

13. Schedule Next Meeting: Full Board – April 13, 2021
VIRTUAL

14. Adjournment

Matt Micinski made a motion, supported by Denise Amenta, to adjourn the meeting.

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

Aye – Denise Amenta, Monica Bihar-Natzke, Matt Micinski, Tanya Blatz, Carlee Wilson

Nay – None

Abstain – None

Motion carried.

Meeting adjourned 12:33 p.m.

Respectfully submitted,

Karen Frasard