

Macomb Community Action Advisory Board
Executive Committee Minutes
July 13, 2021

The Macomb Community Action Advisory Board Budget Committee held a hybrid meeting by way of a conference call as well as in-person on Tuesday, July 13, 2021. Those who attended in person met in the MSUE Assembly Room of the VerKuilen 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 THE CALL:

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

MEMBERS EXCUSED:

Tanya Blatz
Krista Willette

MEMBERS PRESENT IN PERSON:

STAFF PRESENT IN PERSON:

Linda Azar
Ernest Cawvey
Joe Cooke
Gary Cutler
Karen Frasard

OTHERS PRESENT:

1. Call to order

The meeting was called to order by Denise Amenta at 12:07 pm.

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 five members present virtually.

At the request of Denise Amenta, Matthew Micinski recited the Pledge of Allegiance and Tom Kalkofen recited the Promise of Community Action.

3. Recommendation to approve the Agenda

Michael Bruci made a motion, supported by Matthew Micinski, to approve the agenda.

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

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

Nay – None

Abstain – None

Motion carried.

4. Recommendation to approve the May 4, 2021, minutes.

Tom Kalkofen made a motion, supported by Monica Bihar-Natzke, to approve the May 4, 2021, minutes.

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

Aye – Denise Amenta, 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 present wished to address the Committee. With no one present requesting this privilege, Ms. Amenta proceeded with the meeting.

6. Recommendation to receive and approve the HUD Revised Fund Allocation

Michael Bruci made a motion, supported by Tom Kalkofen, to receive and approve the HUD Revised Fund Allocation.

Joe Cooke provided information on the HUD Revised Fund, stating:

- This is the final allocation after receiving preliminary numbers earlier in the year for these
 - The Community Development Block Grant program
 - HOME program
 - Emergency Solutions Grant
- It is for the period July 1, 2021 through June 30, 2022
- Amounts are slightly higher
- Funds will support the 20 communities we are supporting as the Urban County

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

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

Nay – None

Abstain – None

Motion carried.

7. Recommendation to receive and approve the Head Start American Rescue Plan \$1,222,823

Matthew Micinski made a motion, supported by Michael Bruci, to receive and approve the Head Start American Rescue Plan \$1,222,823.

Linda Azar provided information on the funds, stating:

- The intention of this award is to build back to fully operational, in-person, comprehensive services for the fall
- Funds address in-person for children and staff and will support
 - Outdoor learning and play
 - Cleaning supplies
 - Additional staff
 - Potential bonuses for new hires
 - Potential incentive pay for teachers to be in the classroom
 - Salaries

Discussion ensued. Mr. Kalkofen inquired about the following:

- Are these all in-direct costs?
 - Linda Azar responded that there are no in-direct costs and that everything paid out was budgeted for;

- Will the bonuses become part of the salary?
 - Linda Azar responded that they will be built into payroll for new hires only and will be a one-time \$500 payment after a certain amount of time
 - The hope is to incentive new-hires payout as a one-time \$500 signing bonus
 - There is also incentive pay for teaching staff in the classroom face-to-face instruction
- What are the mobile classrooms (2) 30 amp electrical outlets for \$4,000?
 - Gary Cutler responded that this is for the ability to charge the two mobile classrooms when they are parked

Denise Amenta inquired whether there is a mandate for vaccinations. Ernest Cawvey responded that the County has reviewed this with Corporation Counsel. They will promote the vaccine and provide information but cannot ask or require the vaccine.

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

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

Nay – None

Abstain – None

Motion carried.

8. Recommendation to receive and approve Department of Treasury CERA2 funds \$26,056,397

Monica Bihar-Natzke made a motion, supported by Michael Bruci, to receive and approve the Department of Treasury CERA2 funds \$26,056,397.

Joe Cooke provided information on the funds, stating:

- Earlier in the year, an allocation of \$26M went to the County
- An additional \$20M from MSHDA went to the Macomb Homeless Coalition with Macomb County acting as the fiduciary
- This is an additional allocation called “Covid Emergency Rental Assistance 2”
 - No clarification yet on if it will run concurrently with or after CERA1
 - The first allocation goes through September, 30 2022
 - This new allocation goes through September 30, 2025
 - CERA2 may have less eligibility restrictions, making it more accessible for customers

Discussion ensued. Denise Aments inquired if the portal is now available for customers to go online and reach MSHDA. Ernest Cawvey responded that the site is now available on our website.

Tom Kalkofen asked if we anticipate being able to spend the funds within the timeframe. Joe Cooke responded with the guidelines, stating he expects we will be able to spend the funds with concerns that at some point the area may become oversaturated with all of the assistance available. Discussion ensued regarding payments being made to landlords or directly to tenant and the responsibility on the fiscal team. Gary Cutler assured the members that the fiscal team is double checking to ensure payments are accurate.

Denise Amenta asked if assistance will become available for homeowners. Joe Cooke responded that funding is expected to be released for mortgage holders.

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

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

Nay – None

Abstain – None

Motion carried.

9. Recommendation to approve: MCA Communications Guidelines

Michael Bruci made a motion, supported by Tom Kalkofen, to approve the MCA Communications Guidelines.

Linda Azar provided information on the Communications Guidelines, stating:

- This will solidify and streamline the process for communications for the Agency or County
 - We work very closely with the Planning Department to ensure our messaging is consistent with the County's messaging
 - This will streamline how media inquiries, press releases, printed materials, brochures, etc. are managed

Discussion ensued with members inquiring about

- Copyright materials
- If board members in their role as ambassadors should be included

The members recommended the document be modified to reflect that staff should report all calls from the media and adding language requiring board members to also adhere to this policy. Discussion ensued regarding media protocols for board members and that the By-Laws committee address at a future meeting.

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

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

Nay – None

Abstain – None

Motion carried.

10. Recommendation to approve: MCA Contract Process Guidelines

Tom Kalkofen made a motion, supported by Michael Bruci, to approve the MCA Contract Process Guidelines.

Karen Frasard presented information to the members regarding the Contract Process Guidelines, stating this is internal for staff.

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

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

Nay – None

Abstain – None

Motion carried.

11. Discussion

- Risk Assessment

In response to questions raised regarding the Risk Assessment that was recently presented as part of Organizational Standards, this is being brought back for discussion. Ernest Cawvey stated:

- Because we are part of the County and are covered by the County's Risk Management standards
 - Stand alone or duplicative policies are not needed
 - The County's Risk Management covers our facilities, staff, and operations
 - As part of the County, we rely on the thoroughness and established protocols that they have established – because of this, we believe we are covered in all the ways we should be covered for a Risk Assessment
- MCAAB By-Laws

Monica Bihar-Natzke provided an update from the By-Laws Ad-hoc committee, sharing the following recommended changes:

- Page 11, Article VII, Section 7.2 “Chairperson”
 - Language was added to item C to include that the “Chairperson” would also appoint “sub-committees”
- Page 10, Article IX, Section 9.2 “Special Meetings”
 - Regarding mailing notices, the word “mailed” was amended to say “provided”
- Page 10, Article IX, Section 9.3 “Quorum”
 - Language was amended to change “members shall have the option of phoning in” to now say “members shall have the option of attending virtually.”
- Page 11, Article X, “Amendments”
 - Regarding mailing notices, the word “mailed” was amended to say “provided”

Discussion ensued regarding the recommended changes and considerations for including language about the Associate Member. Tom Kalkofen stated that it would be simpler to not define the Associate Member in the By-Laws so amendments would not be needed in the event the definition needed to be changed. Tom Kalkofen will reach out to members for their input on Associate Members.

Denise Amenta suggested

- Holding off presenting these recommended By-Laws changes to the Full Board until the topics of Associate Member and media protocols for board members are finalized
- The By-Laws Ad-hoc committee reconvene to incorporate responses from members regarding the Associate Member and to make recommendations on media protocols
- Recommendations from the By-Laws Ad-hoc committee will be brought to September Executive for consideration and then to Full Board in October

12. Other Business

Michigan Community Action is offering board training in August to all members with Frank Taylor and Mary Solomon. Members are encouraged to attend virtually.

Ernest Cawvey notified the members that Jennifer Meech is the new Macomb Community Action Administrative Assistant and will be starting July 21, 2021.

Denise Amenta stated our two newest board members, Justin Al-Igoe and Brandon Jonas, will be attending orientation next week. As a result of the new members, new committee assignments have been made.

The Elimination Raffle is being held as scheduled September 23, 2021.

13. Schedule Next Meeting

August 10, 2021 Full Board
HYBRID Meeting

14. Adjournment

Michael Bruci made a motion, supported by Monica Bihar-Natzke, to adjourn the meeting at 1:12 p.m.

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

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

Nay – None

Abstain – None

Motion carried.

Respectfully submitted,

Karen Frasard