

Macomb Community Action Advisory Board
Executive Committee Minutes
May 4, 2021

The Macomb Community Action Advisory Board Budget Committee held a virtual meeting by way of a conference call on Tuesday, May 4, 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
Monica Bihar-Natzke, Warren, MI
Tom Kalkofen, Bruce Township, MI
Matthew Micinski, Shelby Township, MI

MEMBERS EXCUSED:

Krista Willette
Michael Brucci

STAFF PRESENT:

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

OTHERS PRESENT:

1. Call to order

The meeting was called to order by Denise Amenta at 11:35 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 four members present virtually.

At the request of Denise Amenta, Monica Bihar-Natzke recited the Promise of Community Action.

3. Recommendation to approve the Agenda

The agenda was amended to include as item 6b, Recommendation to receive and approve the HOME-ARP funds. Matt Micinski made a motion, supported by Tom Kalkofen, to approve the agenda with the change.

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

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

Nay – None

Abstain – None

Motion carried.

4. Recommendation to approve the March 9, 2021, minutes.

Matthew Micinski made a motion, supported by Monica Bihar-Natzke, to approve the March 9, 2021, minutes.

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

Aye – Denise Amenta, Monica Bihar-Natzke, 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. A) Recommendation to receive and file the HUD CAPER Report

Tom Kalkofen made a motion, supported by Matt Micinski, to receive and file the HUD CAPER report.

Joe Cooke provided an overview of the HUD CAPER report, stating this covers the Community Development Block Grant funds, the HOME Partnership funds, and the Emergency Solutions Grant funds. Overall, this is a good report for the year.

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

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

Nay – None

Abstain – None

Motion carried.

6. B) Recommendation to receive and approve the HOME-ARP funds

Matt Micinski made a motion, supported by Tom Kalkofen, to receive and approve the HOME-ARP funds.

Joe Cooke provided information on the HOME-ARP funds, stating:

- This is a new allocation of funds from HUD for the American Rescue Plan
 - This is different than the typical HOME allocation of 1.6M annually
 - The HOME consortium consists of the County, Clinton Township, Sterling Heights, and Roseville
 - Funds are provided to support homeless activities as well as housing activities, including housing rehabilitation
 - These funds will be split between the participating communities based on formula allocation
- Period of performance will go through September 30, 2030

Discussion ensued regarding the approved 15% for administrative and planning costs for this agreement and if we are requesting administrative costs in other programs.

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

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

Nay – None

Abstain – None

Motion carried.

7. Recommendation to receive and approve OLHSA funds for SSVF \$600,403

Monica Bihar-Natzke made a motion, supported by Matt Micinski, to receive and file the approve OLHSA funds for SSVF \$600,403.

Joe Cooke provided an overview of the OLHSA funds, stating:

- These are for the Supportive Services for Veteran Families
- Government entities are not eligible to receive these funds but as a sub-grantee, we are eligible
 - OLHSA receives the funds; Macomb County is included in OLHA's territory
 - Period of performance: January 2021 – June 2022

Discussion ensued. Tom Kalkofen inquired about if we are only responsible for Macomb County. Joe Cooke confirmed.

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

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

Nay – None

Abstain – None

Motion carried.

8. Recommendation to receive and approve AAA1B Funds for Nutrition \$2,808,331

Tom Kalkofen made a motion, supported by Matt Micinski, to receive and approve AAA1B Funds for Nutrition \$2,808,331.

Nicole Urban reviewed the AAA1B funds, stating this is an additional \$320,000 (let the record show that the actual amount of additional funds is \$430,000).

- The majority of the funds are to provide additional meals to the community with a portion for additional PPE supplies

Discussion ensued. Chair Amenta inquired about the amount and asked for clarification. Ms. Urban explained that, although it is not clearly indicated, this is an amendment to the original contract.

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

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

Nay – None

Abstain – None

Motion carried.

9. Recommendation to receive and approve AAA1B Funds for Community Liaison \$113,333

Matt Micinski made a motion, supported by Tom Kalkofen to receive and approve AAA1B Funds for Community Liaison \$113,333.

Nicole Urban reviewed the AAA1B funds, stating:

- Last year's grant was only for nine months
- This one is for 12 months and includes additional funds
- It used to be the Resource Advocacy grant, which helps connect seniors to benefits to help them age in place

Discussion ensued. Denise Amenta inquired if appointments are still remote and if seniors who would like to be vaccinated are being assisted with transportation. Nicole Urban responded that appointments are being held remotely and seniors are being referred to the Health Department. The county is working on a process for home-bound vaccinations. Our Transportation program is working with SMART to provide transportation.

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

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

Nay – None

Abstain – None

Motion carried.

10. Recommendation to receive and approve AAA1B Funds for Chore \$154,980

Matt Micinski made a motion, supported by Tom Kalkofen, to receive and approve AAA1B Funds for Chore \$154,980.

Nicole Urban provided an overview of the AAA1B funds, stating:

- Reminder that continuous service is no longer allowed, so grass cutting no longer falls under this program
- The grant was renegotiated and revamped, and is now being called Handy Helpers
 - Service standards allows for minor home repair, heavy duty cleaning, and pest control services, window washing, carpet cleaning, door lock repair, light bulb replacement, etc.
 - Service is for 60+ adults

Discussion ensued. Denise Amenta asked for clarification on the difference between Chore and Handy Helpers. Nicole Urban responded that it has been rebranded to Handy Helpers but it is being paid out of the Chore grant.

Joe Cooke added that the grass and snow service is still being provided in the communities but it is not associated with AAA1B. We now call it the Grass and Snow Program.

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

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

Nay – None

Abstain – None

Motion carried.

11. Recommendation to receive and approve AAA1B Funds for HIC \$82,000

Monica Bihar-Natzke made a motion, supported by Matt Micinski, to receive and approve AAA1B Funds for HIC \$82,000.

Nicole Urban provided an update, stating:

- This grant is part of the Community Development's housing services
- While we received a notice of an increase, a subsequent letter from AAA1B was received notifying us that there would not be an increase in our funds
 - This is no longer an accurate notification

Discussion ensued as consideration was given to withdraw this item and resubmit the original notice for the FY of Home Injury Control.

Monica Bihar-Natzke made a motion, supported by Matt Micinski, to remove the AAA1B Funds for HIC \$82,000 from the agenda and table it to a future meeting.

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

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

Nay – None

Abstain – None

Motion carried.

12. Recommendation to receive and approve AAA1B Funds for DADHS \$120,000

Matt Micinski made a motion, supported by Tom Kalkofen, to receive and approve AAA1B Funds for DADHS \$120,000.

Nicole Urban provided an update on the AAA1B Funds, stating:

- This is our continuing funding for another year
 - Funding each year remains the same unless there are additional funds
 - We are not meeting our units and participants this year due to COVID but reimbursements are not tied to units
 - We are investing funds in additional equipment
 - We are seeking Montessori accreditation for the day care
 - This will provide training for the staff to be more person centered and inclusive of the participants, as well as the day-to-day running of the center
 - This will improve quality of the center and also provides a marketing piece

Discussion ensued regarding the accreditation process and associated fees. Nicole Urban explained that they have to get approval from AAA1B to expend the funds in this manner. We anticipate the accreditation will take up to a year.

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

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

Nay – None

Abstain – None

Motion carried.

13. Recommendation to receive and approve AAA1B CARES Funds for Nutrition Equipment \$95,350

Monica Bihar-Natzke made a motion, supported by Matt Micinski, to receive and approve AAA1B CARES Funds for Nutrition Equipment \$95,350.

Nicole Urban presented information on the AAA1B CARES funds, stating:

- A plan to purchase equipment was submitted to AAA1B and was approved for
 - 30 plug in electric bags for volunteer routes and will plug into a car outlet
 - Replace 17 stacked cambro units that our production kitchens use to transport to dining sites

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

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

Nay – None

Abstain – None

Motion carried.

14. Recommendation to receive and approve US Department of Treasury CERA funds \$26,026,830

Tom Kalkofen made a motion, supported by Monica Bihar-Natzke, to receive and approve US Department of Treasury CERA funds \$26,026,830,

Joe Cooke provided an update on the Treasury CERA funds, stating:

- This is for the Covid Emergency Rental Assistance
- The County applied and was approved
 - Macomb Community Action will execute the grant
 - We have been ramping up with hiring and training
 - We are working with external partners to assist us with collecting information
 - We are utilizing the MSHDA portal

Discussion ensued regarding the end date of September, 2022, and whether this is only for rent or will it include mortgages. Joe Cooke explained that the date is a moving target, with funds coming on the heels of this possibly lasting until 2024-2025. This particular grant is for rent but there is another grant coming that will include mortgage payments.

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

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

Nay – None

Abstain – None

Motion carried.

15. Recommendation to receive and approve MSHDA CERA funds \$9,685,863

Tom Kalkofen made a motion, supported by Matt Micinski, to receive and approve MSHDA CERA funds \$9,685,863.

Joe Cooke provided an update on the MSHDA CERA funds, stating:

- Michigan State Housing Development Authority approached Macomb County about receiving an additional \$20M
 - The grant was designed to work with partners in the County to provide these services
 - Macomb Community Action is acting as the fiduciary
 - Of the initial allocation, the legislature has approved \$9,685,863 to date
 - We are working with Macomb Homeless Coalition
 - They are ramping up and are also using the MSHDA portal
 - They have approximately 600 applicants for this program
 - Stephanie Burgess has offered to act as the monitoring specialist
 - We expect the remaining funds will be released

Discussion ensued. Tom Kalkofen inquired if we are, with the influx of funds, able to hire staff quicker than in the past to fulfill the requirements and expend the funds. Joe Cooke responded that we are following the County hiring process and have interviewed staff to fill multiple positions with hopes to fill as soon as possible.

Tom Kalkofen commended the team for their efforts managing the funds and all it involves.

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

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

Nay – None

Abstain – None

Motion carried.

16. Discussion: Associate Member

Denise Amenta opened the discussion, stating we need to clarify the definition and include it in the By-Laws.

Discussion ensued with comments as such:

- The associate member not having voting privileges
- Assign the associate member to a specific committee
 - Would the Executive Committee assign the committee
- Open it up to the Full Board by sending out communication asking for input
 - Denise Amenta asked Tom Kalkofen if he would initiate a draft to the members, asking for their input on if they should be assigned to a specific committee
- The associate member would not assist with making quorum

- A possible definition: “An associate member is a leadership group who through their own time, talent, and resources help expand the capacity and advance the mission of MCA and will serve as a potential pool of candidates for MCA advisory board.”
- Who would approve the application of an associate member
- It should be formalized and made official so that it can be offered to interested parties

17. Other Business

Ernest Cawvey addressed the members about the associate member, suggesting we look at turnover and term limits. It's important to maintain active and engaged members. We moved to the consent agenda to provide more discussion time and active engagement; the associate members could be very active in this type of discussion. Consider how we orient them and if there are goals or benchmarks for them to meet.

Denise Amenta inquired about developments on the opportunity for board training with Frank Taylor and Mary Solomon. Ernest responded that we did reach out but there are no developments to report. Their training may be duplicative of the training received by Larysa Blyzniuk of NEW. Denise requested intense training on advocacy in member's sphere of influence in the context of Community Action. Ernest responded that he would follow-up with Michigan Community Action requesting that they consider tailor board training for us.

18. Schedule Next Meeting

June 8, 2021 Full Board
VIRTUAL MEETING

19. Adjournment

Tom Kalkofen made a motion, supported by Monica Bihar-Natzke, to adjourn the meeting at 12:39 p.m.

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

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

Nay – None

Abstain – None

Motion carried.

Respectfully submitted,

Karen Frasard