

Macomb Community Action Advisory Board  
Executive Committee Minutes  
September 14, 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, September 14, 2021. Attendees on-site were at Suite 10 of 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 or on the virtual meeting are indicated below.

MEMBERS PRESENT ON THE CALL:

Denise Amenta, Sterling Heights, MI  
Monica Bihar-Natzke, Warren, MI  
Tanya Blatz, Clinton Township, MI  
Michael Bruci, Sterling Heights, MI  
Tom Kalkofen, Bruce Township, MI  
Matthew Micinski, Warren, MI  
Krista Willette, Armada, MI

MEMBERS EXCUSED:

MEMBERS PRESENT IN PERSON:

STAFF PRESENT:

Linda Azar, Clinton Township, MI  
Ernest Cawvey, Clinton Township, MI  
Joe Cooke, Clinton Township, MI  
Gary Cutler, Clinton Township, MI  
Karen Frasard, Clinton Township, MI  
Jennifer Meech, Clinton Township, MI

OTHERS PRESENT:

1. Call to order

The meeting was called to order by Denise Amenta at 12:00 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 seven members present virtually.

At the request of Denise Amenta, Michael Bruci recited the Promise of Community Action and Tom Kalkofen recited the Mission Statement.

3. Recommendation to approve the Agenda

Krista Willette made a motion, supported by Michael Bruci, to approve the agenda.

Summary of the vote on the motion: (7 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Michael Bruci, Tom Kalkofen, Matthew Micinski,  
Krista Willette

Nay – None

Abstain – None

Motion carried.

4. Recommendation to approve the July 13, 2021, minutes.

Tom Kalkofen made a motion, supported by Tanya Blatz, to approve the July 13, 2021, minutes.

Summary of the vote on the motion: (7 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Michael Bruci, Tom Kalkofen, Matthew Micinski, Krista Willette

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 MSHDA CERA Grant Amendment \$10,938,959

Matthew Micinski made a motion, supported by Monica Bihar-Natzke, to receive and approve the MSHDA CERA Grant Amendment.

Joe Cooke provided information on the MSHDA CERA Grant Amendment, stating:

- This is an amendment to our agreement with the Michigan State Housing Development authority
  - There are two distinct pots of funds for the Covid Emergency Rental Assistance program
    - What the County applied for and received through the Department of Treasury
    - What came through MSHDA for which we are the fiduciary
  - The original amount was \$9,685,863
    - This action is for an amendment of \$10,938,959 for a total of \$20,624,822
    - This agreement ends 12/31/2021

Summary of the vote on the motion: (7 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Michael Bruci, Tom Kalkofen, Matthew Micinski, Krista Willette

Nay – None

Abstain – None

Motion carried.

7. Recommendation to receive and approve the CSBG FY2022 Grant \$1,189,784

Michael Bruci made a motion, supported by Krista Willette, to receive and approve CSBG FY2022 Grant \$1,189,784.

Joe Cooke provided information on the funds, stating:

- This grant is for October 1, 2021 – September 30, 2022
  - These are regular Community Services Block Grant funds, not CARES
    - Some funds are allocated for direct services
    - Most funds support staff and operations

Summary of the vote on the motion: (7 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Michael Bruci, Tom Kalkofen, Matthew Micinski, Krista Willette

Nay – None  
Abstain – None

Motion carried.

8. Recommendation to receive and approve the Head Start Notice of Award \$11,054,092

Tanya Blatz made a motion, supported by Michael Bruci, to receive and approve the Head Start Notice of Award \$11,054,092.

Linda Azar provided information on the notice of award, stating:

- This is the federal award notification, combining Head Start, Early Head Start, and Child Care Partnership
  - After much discussion, we applied for the combined grant
  - We are in our fourth year of the five year grant cycle

Discussion ensued regarding the cost share portion and if we will be able to meet the cost share. Linda Azar responded that because this is one grant, we are hopeful to be able to meet the requirement; typically Head Start is able to do so. It had been challenging in the past for Early Head Start and Child Care Partnership to meet the requirement so waivers were requested.

Summary of the vote on the motion: (7 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Michael Bruci, Tom Kalkofen, Matthew Micinski, Krista Willette

Nay – None

Abstain – None

Motion carried.

9. Recommendation to receive and file the MCA 2019-2020 Annual Report

Krista Willette made a motion, supported by Matthew Micinski, to receive and file the MCA 2019-2020 Annual Report.

Linda Azar provided information on the Annual Report, stating:

- This was a difficult report to complete
  - It covered a period of time in which we were affected by COVID
- We worked very closely with the Planning Department and are very happy with the infographics that reflect specific initiatives and our impact related to COVID
- We highlighted each programs on how changes were made to accommodate the needs that grew out of COVID

Denise Amenta complimented all who were involved in producing the report.

Summary of the vote on the motion: (7 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Michael Bruci, Tom Kalkofen, Matthew Micinski, Krista Willette

Nay – None

Abstain – None

Motion carried.

10. Discussion

- Elections

Chair Amenta reminded the members that elections will be held at October's Full Board meeting, and members are encouraged to consider running for Chair, First Vice Chair, and Second Vice Chair.

- MCAAB By-Laws
  - I. Associate member

Tom Kalkofen updated the members on his research pertaining to associate members, stating:

- ❖ It is his recommendation not to pursue the process of adding Associate Members
- ❖ Other Community Action Agencies do not have any mention in their By-Laws and none have an Associate Member status
- ❖ He spoke with representatives of the State Association who indicated there aren't any Agencies they are aware of that have Associate Members, nor do they recommend initiating the process
  - Elected officials and business personnel would not be interested in being part of an organization where they are unable to vote, effectively causing short-term interest
  - The current practice with Head Start Policy Council should be considered
- ❖ Attendance and meeting quorum tends to be a problem for most Agencies
  - Adding another layer of members creates more issues for Administration tracking

Discussion ensued. Ernest Cawvey referenced the number of members the board had prior to the reduction to 15, asked for input on how to promote, recruit, and sustain membership, and he spoke of concerns with the upcoming elections and potential turnover.

Denise Amenta thanked Tom Kalkofen for his research and thoughts. Ms. Amenta challenged the members to enhance their advocacy for the Agency and encourage interest in potential members. Ms. Amenta also referenced the pool of Head Start Policy Council members and parents who could be invited to participate. Ms. Amenta stated that the topic of Associate Member is being discontinued.

## II. Media Protocol for members

Discussion ensued regarding the Communications Guidelines and how board members should respond to media inquiries. Board members' responses or giving statements to the media should reflect the Advisory Board and not MCA.

Discussion continued regarding if the media protocol needs to be in the By-Laws, rather a recommended protocol on how members should respond to media inquiries. It was recommended that media protocols be included in the orientation binder for new board members.

The members agreed that changes to the By-Laws that the Ad-hoc committee brought to the Executive Committee July 13, 2021, were approved and are now ready to go to Full Board October.

- MCAAB membership

The members were informed of a recent change in membership due to Bob Cannon making a new recommendation as his appointee on the board. His new appointee is Matt Wallace, Assistant Planning Director for Clinton Township. His application will go to Full Board in October.

- Annual meeting

Ernest Cawvey addressed the members, stating:

- ❖ The traditional event may need to look different again this year in light of continued COVID concerns
- ❖ Consider what type of virtual event might be feasible since in-person is difficult to recommend
  - Hybrid type with a small group of attendees

Discussion ensued with various members agreeing that a change to the meeting is necessary again this year.

Ernest Cawvey suggested that the MCA team would put together a proposal for the members to consider, such as staff and the board members in a room, or should it be a recording or live stream option; there are a few options our staff may consider. Linda Azar added that we are open to having something smaller and intimate with the board and staff and highlight activities from the year. At this point, we hesitate to request staff who are already stretched thin to nominate individuals for recognition, especially not knowing what potential concerns December will hold with new variants.

#### 11. Other Business

Linda Azar informed the members that the Macomb Food Program Board has decided to postpone the Elimination Raffle.

Ernest Cawvey updated the members on the homeowner's assistance fund, stating he expects guidance soon from the State of Michigan. The program will help low-income residents with their mortgage. With the end of federal unemployment benefits coming, we expect to see an increased need for our services.

Denise Amenta thanked the staff for all they do and for all who attended the meeting today.

#### 12. Schedule Next Meeting

October 12, 2021 Full Board  
HYBRID Meeting

#### 13. Adjournment

Michael Bruci made a motion, supported by Krista Willette, to adjourn the meeting at 1:02 p.m.

Summary of the vote on the motion: (7 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Michael Bruci, Tom Kalkofen, Matthew Micinski, Krista Willette

Nay – None

Abstain – None

Motion carried.

Respectfully submitted,

Karen Frasard