

Macomb Community Action Advisory Board  
Full Board  
June 8, 2021

The Macomb Community Action Advisory Board held a virtual meeting by way of a conference call on Tuesday, June 8, 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, Chair, Sterling Heights, MI  
Monica Bihar-Natzke, Sterling Heights, MI  
Tanya Blatz, Warren, MI  
Carmen Bordea, Warren, MI  
Michael Bruci, Sterling Heights, MI  
Joan Flynn, Warren, MI  
Tom Kalkofen, Bruce Township, MI

**MEMBERS EXCUSED:**

Bob Combs  
Sara Gold  
Matthew Micinski  
Krista Willette  
Carlee Wilson

**STAFF PRESENT VIRTUALLY:**

Linda Azar, Clinton Township, MI  
Ernest Cawvey, Clinton Township, MI  
Joe Cooke, New Baltimore, MI  
Sheila Cote, Clinton Township, MI  
Gary Cutler, Clinton Township, MI  
Karen Frasard, Clinton Township, MI  
Maralyn McNally, Clinton Township, MI

**OTHERS PRESENT:**

**I. Call to Order/Pledge of Allegiance**

The meeting was called to order at 11:35 am by Chair Denise Amenta.

At the request of Chair Amenta, Matthew Micinski recited the Pledge of Allegiance, and Joan Flynn recited the Promise of Community Action.

**II. Determination of a Quorum**

A roll call of members was taken by Karen Frasard. It was determined that a quorum was established with seven (7) members present virtually.

**III. Recommendation to approve the Agenda**

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

Summary of the vote on the motion: (8 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Michael Bruci, Joan Flynn, Tom Kalkofen  
Nay – None  
Abstain – None

Motion carried.

**IV. Public Comment**

Chair Amenta stated that this committee operates under the Open Meetings Act and asked if anyone was present or on the phone who wished to address the Committee regarding items related to the Agenda. There being no one requesting this privilege, Chair Amenta proceeded with the meeting.

## **V. Chairperson's Report**

Chair Amenta notified members that our membership is down due to recent resignations. Ms Amenta thanked the members for all they do and reminded members of the importance of attending meetings. Ms. Amenta also reminded the members about the survey that was sent regarding their preference for Head Start training. This will help the Head Start staff plan for the next year's training.

## **VI. Consent agenda**

Tanya Blatz made a motion, supported by Joan Flynn, to approve the items in the consent agenda.

1. Minutes from Full Board meeting, April 13, 2021
2. Executive Committee Reports
  - A. Receive and File: HUD CAPER Report
  - B. Receive and Approve: HUD HOME ARP Fund Award \$6,086,008
  - C. Receive and Approve: OLHSA Funds for SSVF \$600,403
  - D. Receive and Approve: AAA1B Funds for Nutrition \$2,808,331
  - E. Receive and Approve: AAA1B Funds for Community Liaison \$113,333
  - F. Receive and Approve: AAA1B Funds for Chore \$154,980
  - G. Receive and Approve: AAA1B Funds for DDHS \$120,000
  - H. Receive and Approve: AAA1B CARES Funds for Nutrition Equipment \$95,350
  - I. Receive and Approve: US Department of Treasury CERA Funds \$26,026,830
  - J. Receive and Approve: MSHDA CERA Funds \$9,685,863
3. Budget Committee Reports
  - A. Receive and File: Budget Summary
  - B. Receive and File: Special Assistance Grants Report
  - C. Receive and File: Cash Donations Report
  - D. Receive and File: CARES/COVID Funding report
  - E. Receive and File: Financial Detail Report: Transportation
  - F. Receive and File: Financial Detail Report: Head Start
  - G. Receive and File: Agency Credit Card Usage Report: Feb and March 2021
4. Program & Planning Committee Reports
  - A. Head Start Report
    1. Receive and File: Financial Reports
    2. Receive and File: Grant submission process
    3. Receive and File: ACF-IM-HS-21-01 Updated Coronavirus Disease 2019 (COVID-19) Fiscal and Administrative Flexibilities
    4. Receive and File: CRRSA Act COVID-19 Second Round of Funds
    5. Receive and File: American Rescue Plan Act Third Round of Funds
    6. Approve: 2021 Self-Assessment Improvement Plan
    7. Approve: Head Start Program Goals & Objectives
    8. Approve: EHS-CCP Non-Federal Match waiver request for current 2020-2021 program year
    9. Approve: 2021-2022 Training and Technical Assistance (T/TA) Plan
    10. Approve: Continuation Grant Submission / Consolidation of 2021-2022 Grant Submission
  - B. Receive and File: January and February 2021 Program Reports
  - C. Receive and File: ROMA FY2021 1<sup>st</sup> Quarter Report
  - D. Receive and File: AAA1B Fiscal Monitoring Report on Chore, Community Liaison, Dementia Adult Day, Home Injury Control
  - E. Receive and File: AAA1B Programmatic Monitoring Report on Nutrition
  - F. Receive and File: AAA1B Programmatic Monitoring Report on Chore
  - G. Receive and File: AAA1B Programmatic Monitoring Report on Community Liaison
  - H. Receive and File: AAA1B Programmatic Monitoring Report on Home Injury Control
  - I. Receive and File: BCAEO Monitoring Closeout Report on Org Standards
  - J. Receive and File: BCAEO Fiscal Monitoring Report on CSBG, DOE, LIHEAP

Summary of the vote on the motion: (8 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Michael Bruci, Joan Flynn, Tom Kalkofen  
Nay – None

Abstain – None

Motion carried.

#### VII. Executive Summary

Denise Amenta recapped for the members the significant amount of funds to assist residents, the additional staff hired to administer the programs, and commended the staff for all they are doing. Ms. Amenta also reminded members of the importance of attending meetings so action items are approved and thanked those attending today's meeting.

#### VIII. Membership Applications: Receive and approve

Denise Amenta stated reviewed the application of Brandon Jonas, stating he is the designee of Bob Cannon to replace Elizabeth Vogel. Bob Cannon is an elected official appointed by the Office of the County Executive to serve on our board.

Monica Bihar-Natzke made a motion, supported by Tom Kalkofen, to approve the appointment of Brandon Jonas to represent Bob Cannon on the advisory board.

Summary of the vote on the motion: (8 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Michael Bruci, Joan Flynn, Tom Kalkofen

Nay – None

Abstain – None

Motion carried.

Denise Amenta reviewed the application of Justin Al-Igoe, stating he is the new Executive Director of Macomb/St.Clair Workforce Development Board replacing John Bierbusse. He has experience with and institutional knowledge of Community Action Agencies. We have a long-standing relationship with Michigan Works.

Joan Flynn made a motion, supported by Tom Kalkofen, to approve Justin Al-Igoe as a member to the advisory board.

Summary of the vote on the motion: (8 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Michael Bruci, Joan Flynn, Tom Kalkofen

Nay – None

Abstain – None

Motion carried.

#### IX. Director's Report

On behalf of the director, Linda Azar, Joe Cooke, and Sheila Cote' provided a quick update to the members on program updates, staffing updates, facility updates, and other program developments.

#### X. Other Business

None.

#### XI. Other Business

1. Next Meetings: *TUESDAY*, Executive Committee, July 13, 2021  
*TUESDAY*, Budget Committee, July 20, 2021  
*TUESDAY*, Planning Committee, July 27, 2021  
*TUESDAY*, Full Board, August 10, 2021

#### XII. Public Comment

None.

#### XIII. Adjournment

Tanya Blatz made a motion, supported by Michael Bruci, to adjourn the meeting at 12:07 p.m.

Summary of the vote on the motion: (8 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Michael Bruci, Joan Flynn, Tom Kalkofen

Nay – None

Abstain – None

Motion carried.

Respectfully submitted,

Karen Frasard