

Macomb Community Action Advisory Board
Full Board
April 13, 2021

The Macomb Community Action Advisory Board held a virtual meeting by way of a conference call on Tuesday, April 13, 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, Clinton Township, MI
Michael Bruci, Sterling Heights, MI
Bob Combs, Macomb Township, MI
Joan Flynn, Warren, MI
Sara Gold, Huntington Woods, MI
Tom Kalkofen, Bruce Township, MI
Matthew Micinski, Shelby Township, MI

Members who logged in after roll call:

Carmen Bordea, Warren, MI
Elizabeth Vogel, Clinton Township, MI

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
Kathleen Nicosia, Clinton Township, MI

MEMBERS EXCUSED:

John Bierbusse
Krista Willette
Carlee Wilson

OTHERS PRESENT:

Dr. Stephen Swetech, Clinton Township, MI

I. Call to Order/Pledge of Allegiance

The meeting was called to order at 11:32 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 eight (9) members present virtually.

III. Recommendation to approve the Agenda

Tanya Blatz made a motion, supported by Bob Combs, to approve the agenda as submitted.

Let the record show that Elizabeth Vogel is on the call.

Summary of the vote on the motion: (10 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Michael Bruci, Bob Combs, Joan Flynn, Sara Gold, Tom Kalkofen, Matthew Micinski, Elizabeth Vogel

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 thanked the members for their on-going dedication and devotion to the Agency and for all you do to promote Macomb Community Action during these difficult times.

VI. Consent agenda

Joan Flynn made a motion, supported by Monica Bihar-Natzke, to approve the items in the consent agenda.

Tom Kalkofen referenced item 4.A.5, Mobile Classrooms, stating the article in "The Macomb Daily" about the vehicles was great.

1. Minutes from Full Board meeting, February 9, 2021
2. Executive Committee Reports
 - A. Receive and File: BCAEO FY2020 Review Report
 - B. Receive and File: MCA 2018-2019 Annual Report
 - C. Receive and Approve: HUD FY2021 Fund Allocation notification
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: Calendar Year
 - F. Receive and File: Financial Detail Report: Community Development
 - G. Receive and File: Agency Credit Card Usage Report: Dec 2020 / Jan 2021
4. Program & Planning Committee Reports
 - A. Head Start Report
 1. Receive and File: Financial Reports – Head Start/Early Head Start, EHS-CCP
 2. Receive and File: MCA Head Start 0-5 Self-Assessment / Programs Strengths & Areas of Focus
 3. Receive and File: Strategic Planning Self-Assessment Report Out
 4. Approve: Consolidation of Grants
 5. Approve: Purchase (2) Mobile Classrooms with COVID 19 funds
 6. Approve: Purchase a Vision Screener
 7. Approve: Application for Funding 05CH010665 & 05HP000386
 8. Approve: COLA Increase / Non-Federal Match
 - B. Receive and File: December 2020 Program Reports
 - C. Receive and File: BCAEO Quality Assurance Closeout Letter
 - D. Receive and File: BCAEO Monitoring Report on Weatherization
 - E. Receive and File: TEFAP Monitoring R
 - F. Receive and File: Walk for Warmth 2021 Report

Summary of the vote on the motion: (10 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Michael Bruci, Bob Combs, Joan Flynn, Sara Gold, Tom Kalkofen, Matthew Micinski, Elizabeth Vogel

Nay – None

Abstain – None

Motion carried.

VII. Mission Moment: Organizational Standards

Joe Cooke provided an update on the following items.

1. OS 4.1 Mission Statement

Joe Cooke read and reviewed the Mission Statement that was adopted in January 2016 after working on the Strategic Plan late in 2014 and throughout 2015. Our intention is to launch a new Strategic Plan initiative, which may be challenging during the current pandemic and the large influx of funding. A date has not been determined, but Board members will be invited to participate.

Michael Bruci made a motion, supported by Monica Bihar-Natzke, to receive and file the Organizational Standard 4.1 Mission Statement.

Summary of the vote on the motion: (10 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Michael Bruci, Bob Combs, Joan Flynn, Sara Gold, Tom Kalkofen, Matthew Micinski, Elizabeth Vogel

Nay – None

Abstain – None

Motion carried.

2. OS 4.2, 4.4 Community Action Plan

Joe Cooke provided a summary of the last year as it pertains to the Community Action Plan and how it is tied to the Community Needs Assessment. We annually submit an Action Plan to the Bureau for funding under the Community Service Block Grant dollars. The goals we set are typically summarized and shared with the members with a status provided of how we are doing. With the many challenges in the past year, this report represents an update of the Community Action Plan and activities throughout last year.

Joan Flynn made a motion, supported by Bob Combs, to receive and file the Organizational Standard 4.2 and 4.4 Community Action Plan.

Summary of the vote on the motion: (10 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Michael Bruci, Bob Combs, Joan Flynn, Sara Gold, Tom Kalkofen, Matthew Micinski, Elizabeth Vogel

Nay – None

Abstain – None

Motion carried.

Let the record show that Carmen Bordea is now on the call.

3. OS 4.6 Risk Assessment

Joe Cookie provided an overview of the Risk Assessment for Macomb Community Action.

Michael Bruci made a motion, supported by Matt Micinski, to receive and file the Organizational Standard 4.6 Risk Assessment.

Discussion ensued. Tom Kalkofen inquired who wrote the assessment and if administrative funding could be identified to hire someone or contract someone to work on some of the identified areas in this report.

Discussion continued regarding the need for additional staff to do compliance and members suggesting hiring a contractor to do a risk assessment. It was recommended to put it on an Executive Committee agenda for further discussion.

Summary of the vote on the motion: (11 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Joan Flynn, Sara Gold, Tom Kalkofen, Matthew Micinski, Elizabeth Vogel

Nay – None

Abstain – None

Motion carried.

4. OS 6.1, 6.5 Strategic Plan Update

Joe Cooke provided an overview of the Strategic Plan, reviewing the many programs and initiatives that came to a halt due to COVID-19.

Tanya Blatz made a motion, supported by Monica Bihar-Natzke, to receive and file the Organizational Standard 6.1 and 6.5 Strategic Plan Update.

Summary of the vote on the motion: (10 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Joan Flynn, Sara Gold, Tom Kalkofen, Matthew Micinski, Elizabeth Vogel

Nay – None

Abstain – None

Motion carried.

VIII. Board Development: Open Meetings Act

Joe Cooke stated that with the governor's recent announcement extending for another six months the work-place protocols, we are getting a lot of competing guidance regarding the status of our Board. It has been determined by our Corporation Counsel that we are an advisory board and do not have to follow the open meetings act. Mr. Cooke stated that he would like to get a formal document from Corporation Counsel stating this.

In regard to meeting in person, we will continue to hold meetings virtually until we are told otherwise or receive other direction.

Discussion ensued with staff and members providing input on whether or not we are following the guidelines for Open Meetings Act. It was agreed that what we are doing by publishing the meeting notice, allowing for public comment when the meeting is called to order, and publishing minutes is in line with following and complying with the Open Meetings Act.

Denise Amenta stated she will send a document prepared by the Attorney General of the State of Michigan to the members that details the Open Meetings Act and asked that they review it.

Tom Kalkofen stated he agrees with Joe Cooke and would like to get a written opinion from Corporation Counsel and suggested that we expand the question to indicate that, if we are not a policy making board, would we not satisfy federal and state requirements for the ability of public participation to be involved in the meeting if we did not follow the Open Meetings Act criteria.

IX. Director's Report

Ernest Cawvey brought a few items up to the members:

- We continue to be involved in responding to COVID.
 - We have been working with the Risk Management department about MCA facilities, a range of our programs are co-located in other facilities while some are stand-alone entities
 - We are still not open to the public
 - Drop off is available
 - Concerns remain that residents may have barriers to receive service
- Welcoming Michigan and Global Detroit
 - Macomb County recognized for welcoming refugee and immigrants
 - Welcoming Michigan has moved under the auspice of Global Detroit
 - We are exploring new partnerships and new programs that will support our immigrant refugee youth
- MichiganWorks provides a range of job search talent, recruitment and job retention programs
 - They are a required partner for unemployment insurance
 - They are an integral part of MCA assisting residents to find self-sufficiency
 - We are exploring new partnerships with MI Works and Macomb Community College to expand offerings and ensure resources and referrals to help residents
 - Potential expansion under the IDA program for education
- COVID Emergency Rental Assistance and MSHDA
 - Residents will have access to resources through MSHDA and the Department of Treasury
 - There has been a delay in the MSHDA online portal
 - Our site will be linked to MSHDA
 - We will be doing landlord outreach

X. Executive Summary & Recognition

Denise Amenta informed that John Bierbusse will be retiring effective May 1, 2021, after 38 years as a board member; his recognition will be delayed until the June Full Board meeting.

Chair Amenta stated that the Executive Committee meeting will discuss the Open Meetings Act, the Risk Management issues, and By-Laws to include quorum, remote meetings and attendance at meetings.

XI. Other Business

1. Next Meetings: *TUESDAY*, Executive Committee, May 4, 2021
TUESDAY, Budget Committee, May 11, 2021
TUESDAY, Planning Committee, May 18, 2021
TUESDAY, Full Board, June 8, 2021

XII. Public Comment

Dr. Steven Swetech stated it is a pleasure and very eye-opening. Thank you for inviting me.

XIII. Adjournment

Bob Combs made a motion, supported by Joan Flynn, to adjourn the meeting at 12:23 p.m.

Summary of the vote on the motion: (11 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Michael Bruci, Bob Combs, Joan Flynn, Sara Gold, Tom Kalkofen, Matthew Micinski, Elizabeth Vogel

Nay – None

Abstain – None

Motion carried.

Respectfully submitted,

Karen Frasard