

Macomb Community Action Advisory Board
Planning & Evaluation Committee Meeting
May 18, 2021

The Macomb Community Action Advisory Board Planning Committee held a virtual meeting by way of a conference call on Tuesday, May 18, 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, Sterling Heights, MI
Monica Bihar-Natzke, Warren, MI
Tanya Blatz, Warren, MI
Carmen Bordea, Warren, MI
Matthew Micinski, Shelby Township, MI

MEMBERS EXCUSED:

Sara Gold
Krista Willette
Carlee Wilson

STAFF PRESENT VIRTUALLY:

Ernest Cawvey, Clinton Township, MI
Linda Azar, Clinton Township, MI
Joe Cooke, Clinton Township, MI
Gary Cutler, Clinton Township, MI
Sheila Cote', Clinton Township, MI
Kathleen Nicosia, Clinton Township, MI
Nicole Urban, Clinton Township, MI

OTHERS PRESENT:

1. Call to Order

The meeting was called to order at 11:32 am by Monica Bihar-Natzke.

2. Determination of a Quorum

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

3. Recommendation to approve the Agenda

Matthew Micinski made a motion, supported by Tanya Blatz, to approve the agenda as submitted.

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

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Matthew Micinski

Nay – None

Abstain – None

Motion carried.

4. Recommendation to approve the March 23, 2021, minutes

Tanya Blatz made a motion, supported by Matthew Micinski, to approve the March 23, 2021, minutes.

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

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Matthew Micinski

Nay – None

Abstain – None

Motion carried.

5. Public Comment

Monica Bihar-Natzke stated that this Committee operates under the Open Meetings Act and asked if anyone present wished to address the Committee. With no one present on the call requesting this privilege, Ms. Bihar-Natzke proceeded with the agenda.

6. Recommendation to receive and file the Head Start 0-5 Program Manager's Report.

Denise Amenta made a motion, supported by Matthew Micinski, to receive and file the below Head Start items A through E.

- a) Recommendation to receive and file the Head Start/Early Head Start and the Early Head Start-Child Care Partnership Program Reports & Financial Reports with credit card statement

Kathleen Nicosia presented information, stating:

- All budgets are on track for spend out
- The credit card was used to purchase 32 online Safe & Together trainings to understand a holistic view of domestic violence and abuse

- b) Recommendation to receive and file: Review grant submission process

Kathleen Nicosia presented information, stating:

- These items represent the normal documents needed to submit the federal continuation grant
- This shows months of MCAAB board involvement through the Strategic Planning / Self-Assessment process to identify and approve the
 - Priority grid
 - A self-assessment improvement plan
 - Program goals and objectives
 - Training & technical assistance plans

- c) Recommendation to receive and file: ACF-IM-HS-21-01 Updated Coronavirus Disease 2019 (COVID-19) Fiscal and Administrative Flexibilities

Kathleen Nicosia presented information, stating:

- This is new federal instructions that relaxes fiscal and administrative flexibilities on all grants
 - Abbreviated non-competitive continuation submission
 - Prior approval budget amendments
 - Waivers – request without an official letter from boards, request \$0 waivers.

Denise Amenta suggested that, since a lengthy narrative is not required, an abridged version be considered for the purposes of MCAAB and to keep in the records to add as needed.

- d) Recommendation to receive and file: CRRSA Act COVID-19 Second Round of Funds

Kathleen Nicosia presented information, stating:

- Funds are through March 2023
- Items to purchase are
 - part-time Head Start floating teacher aides
 - PPE supplies
 - Warehouse rent
 - Storage shelves

e) Recommendation to receive and file: American Rescue Plan Act Third Round of Funds

Kathleen Nicosia presented information, stating:

- Funds are through March 2023
- Items to purchase are
 - Incentive days off
 - New hire signing bonus
 - Children's outdoor equipment
 - Miscellaneous classroom and mobile classroom equipment and supplies
 - Pallet jacks and hi-low for new warehouse
 - Food shelf-stable items for families

Denise Amenta requested that a list of all the planned items to be purchased be given at the next meeting.

Summary of the vote on the motion on items A-E: (5 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Matthew Micinski

Nay – None

Abstain – None

Motion carried.

Tanya Blatz made a motion, supported by Carmen Bordea, to approve the below Head Start items F through J.

f) Recommendation to approve: 2021 Self-Assessment Improvement Plan

Kathleen Nicosia presented information on the item, stating:

- The final plan will be submitted with the grant
- It identifies our areas of focus from the Strategic Planning / Self-Assessment process
- This document will be reviewed quarterly next year for compliance
- All areas are addressed in the Head Start Program Performance Standards

g) Recommendation to approve: Head Start Program Goals & Objectives

Kathleen Nicosia presented information on the item, stating:

- Goals and objectives remain the same
 - #1 School readiness – to provide all children the support necessary for school success
 - #2 Family – partner with families to support their goals toward building strong families
 - #3 Staff – foster a culture of learning that promotes the development of high quality early childhood professionals

h) Recommendation to approve: EHS-CCP Non-Federal Match waiver request for current 2020-2021 program year

Kathleen Nicosia presented information on the item, stating:

- We are requesting a second waiver for the 2020-2021 Early Head Start – Child Care Partnership grant due to the lack of community resources especially during the pandemic

i) Recommendation to approve: 2021-2022 Training and Technical Assistance (T/TA) Plan

Kathleen Nicosia presented information on the item, stating:

- The plan supports ideas identified in the Strategic Planning / Self-Assessment
 - Plan for Head Start \$78,175; Early Head Start \$27,649; EHS-CCP \$41,075
- The plan is for professional development for staff

j) Recommendation to approve: Continuation Grant Submission / Consolidation of 2021-2022 Grant Submission

Kathleen Nicosia presented information on the item, stating:

- This request is for approval to submit the 2021-2022 continuation and consolidation of grants due June 1, 2021

Summary of the vote on the motion to approve items F-J: (5 – 0 – 0)

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Matthew Micinski

Nay – None

Abstain – None

Motion carried.

k) Discussion: Head Start recruitment by MCAAB

Kathleen Nicosia presented information on the item, stating:

- We have promotional materials available to MCAAB members who would like to help with recruitment
 - Promotional materials include magnetic chip clips, stress balls, flyers in both English and Arabic, band aid kits, hot and cold packs
- Packet can be sent to members to use when out in their community

l) Information: 2021 MCAAB survey

Kathleen Nicosia presented information on the item, stating:

- Completed surveys will be used to assist with planning for next year

m) Update: Policy Council

Kathleen Nicosia updated the members on Policy Council, stating that parents are still participating via zoom monthly meetings.

7. Recommendation to receive and file the January and February 2021 Program Reports

Matthew Micinski made a motion, supported by Denise Amenta, to receive and file the January and February 2021 Program Reports.

Joe Cooke presented a review of the reports, highlighting activities from the past two months.

Discussion ensued regarding the use of acronyms on the program reports.

Denise Amenta made a motion, supported by Tanya Blatz, that spelled out acronyms are included on the template for all future program reports.

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

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Matthew Micinski

Nay – None

Abstain – None

Motion carried.

8. Recommendation to receive and file the ROMA FY2021 1st Quarter Report

Denise Amenta made a motion, supported by Carmen Bordea, to receive and file the ROMA FY2021 1st Quarter Report.

Joe Cooke provided an update on the ROMA FY2021 1st Quarter Report highlighting program data from the reports.

Discussion ensued with Denise Amenta asking if there were penalties for not meeting goals due to Covid restrictions. Joe Cooke responded that there are no penalties.

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

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Matthew Micinski

Nay – None

Abstain – None

Motion carried.

9. Recommendation to receive and file the AAA1B Fiscal Monitoring Report on Chore, Community Liaison, Dementia Adult Day, Home Injury Control

Tanya Blatz made a motion, supported by Denise Amenta, to receive and file the AAA1B Fiscal Monitoring Report on Chore, Community Liaison, Dementia Adult Day, Home Injury Control.

Nicole Urban provided an overview of the AAA1B Fiscal Monitoring Report, stating

- The monitoring overall went well
 - Updates to budget were requested in regard to equipment, supplies, etc.
 - Some budgets were underspent due to COVID
 - We were requested to provide an update on how we will spend out the funds
 - We are seeking to add Montessori accreditation for Adult Day
 - Handy Helper program was slow to start (the Chore program re-branding)
 - Staff have been hired and we have contracted with a cleaning company
 - Additional advertising will be
 - Demand for program has been well received
 - A spring yard cleanup is being piloted with Meals on Wheels participants
- The result of the monitoring was to submit updated budgets to show how we were going to spend out the funds

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

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Matthew Micinski

Nay – None

Abstain – None

Motion carried.

Denise Amenta made a motion, supported by Tanya Blatz, to receive and file the below four AAA1B programmatic monitoring reports 10-13.

10. Recommendation to receive and file the AAA1B Programmatic Monitoring Report on Nutrition

11. Recommendation to receive and file the AAA1B Programmatic Monitoring Report on Chore
12. Recommendation to receive and file the AAA1B Programmatic Monitoring Report on Community Liaison

Nicole Urban provided an overview of the AAA1B monitoring reports, stating

- All of the assessments were done virtually and went well
 - The only compliance finding noted for the Nutrition program was the production kitchen having issues with their freezer log sheets
 - A policy was developed for what they should do for managing temperature fluctuation
 - The compliance finding was resolved
 - There were no findings in the Chore program (now branded as Handy Helpers)
 - There were no findings for Community Liaison
 - We are transitioning this grant to be paperless

13. Recommendation to receive and file the AAA1B Programmatic Monitoring Report on Home Injury Control

Joe Cooke provided an overview of the AAA1B monitoring report for Home Injury Control, stating:

- There were no findings
 - There was discussion on the wait list and how to reduce that
 - There was discussion on how we charge units for ramps
 - We submitted our recommendation to AAA1B

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

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Matthew Micinski

Nay – None

Abstain – None

Motion carried.

14. Recommendation to receive and file the BCAEO Monitoring Closeout Report on Org Standards

Tanya Blatz made a motion, supported by Carmen Bordea, to receive and file the BCAEO Monitoring Closeout Report on Org Standards.

Joe Cooke provided an update stating this closes out the monitoring from 2019, noting that the 50 out of 50 standards met.

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

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Matthew Micinski

Nay – None

Abstain – None

Motion carried.

15. Recommendation to receive and file the BCAEO Fiscal Monitoring Report on CSBG, DOE, LIHEAP

Denise Amenta made a motion, supported by Carmen Bordea, to receive and file the BCAEO Fiscal Monitoring Report on CSBG, DOE, LIHEAP.

Joe Cooke provided an update on the monitoring report, stating:

- There were no findings but there was one financial and one administrative recommendation

- Some questions on inventory has been corrected
- It was recommended that our financial procedures go to the board

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

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Matthew Micinski

Nay – None

Abstain – None

Motion carried.

16. Other Business

Denise Amenta notified the members that we are down by two board members with the resignation of John Bierbusse and Elizabeth Vogel.

17. Schedule Next Meeting: Full Board – June 8, 2021
VIRTUAL MEETING

18. Adjournment

Denise Amenta made a motion, supported by Carmen Bordea, to adjourn the meeting.

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

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Matthew Micinski

Nay – None

Abstain – None

Motion carried.

Meeting adjourned at 12:36 p.m.

Respectfully submitted,

Karen Frasard