

Macomb Community Action Advisory Board
Planning & Evaluation Committee Meeting
July 27, 2021

The Macomb Community Action Advisory Board Planning Committee held a hybrid meeting by way of a conference call as well as in-person on Tuesday, July 27, 2021. 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-SITE:

Justin Al-Igoe
Monica Bihar-Natzke
Krista Willette

MEMBERS EXCUSED:

Carlee Wilson

MEMBERS PRESENT VIRTUALLY:

Tanya Blatz, Warren, MI
Carmen Bordea, Warren, MI
Sara Gold, Huntington Woods, MI

OTHERS PRESENT:

STAFF PRESENT ON-SITE:

Ernest Cawvey
Linda Azar
Joe Cooke
Karen Frasard
Jennifer Meech
Kathleen Nicosia

STAFF PRESENT VIRTUALLY:

Sheila Cote', Clinton Township, MI

1. Call to Order

The meeting was called to order at 12:01 pm 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 six members present; three in-person and three virtually.

3. Recommendation to approve the Agenda

Justin Al-Igoe made a motion, supported by Krista Willette, to approve the agenda as submitted.

Summary of the vote on the motion: (6 – 0 – 0)

Aye – Justin Al-Igoe, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Sara Gold, Krista Willette

Nay – None

Abstain – None

Motion carried.

4. Recommendation to approve the May 18, 2021, minutes

Tanya Blatz made a motion, supported by Justin Al-Igoe, to approve the May 18, 2021, minutes.

Summary of the vote on the motion: (6 – 0 – 0)

Aye – Justin Al-Igoe, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Sara Gold, Krista Willette

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.

Krista Willette made a motion, supported by Justin Al-Igoe, to receive and file the below Head Start items A through E.

Monica Bihar-Natzke welcomed Justin Al-Igoe, our new MCAAB member.

- 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 small bottles of water for the Zoo Through Event, clear plastic totes to hold recruitment items & Trauma Smart materials, and the hotel for the Michigan Head Start Associations Fall Assembly for L. Azar, K. Nicosia, M McNally, S. Gay, S. Bissa

- b) Recommendation to receive and file: American Rescue Plan Funds – detailed spending plan

Kathleen Nicosia presented information, stating:

- \$1,124,200 (\$1,100 per enrollment slot) funds through March 2023 – Items to be purchased are incentive pay for staff, new hire signing bonus, children's outdoor equipment, EHS walkie talkies, stainless steel step on trash cans, individual toothbrush sanitizers, pallet jacks & high-low for new warehouse, food stable items for families, mobile classroom supplies

Linda Azar discussed how the plans continue to change and evolve regarding the incentive bonus that requires coordination and approval with the County.

- c) Recommendation to receive and file: Semi Annual Governance Report 7/2021

Kathleen Nicosia presented information:

- As indicated in the Head Start Program Performance Standards 1302.102.d
- Information on the health & safety of the programs as well as program updates
 - Hearing and vision will be available to kindergarten-bound children in June
- There are no reported incidents related to health & safety, financial viability, or any breaches of information
- Updated programs for next year

- There will be 14 full day/full year classrooms, 10 full day teacher aides have been hired to work with full day GSRP
- There are 14 part day Head Start
- There are 6 Early Head Start home based visitors
- There are 11 EHS classrooms
- There are 6 EHS Childcare Partnerships

Discussion ensued regarding Head Start classroom locations and the recent termination of the White Angel contract.

d) Recommendation to receive and file: 2021/2022 School Calendar

Kathleen Nicosia presented information:

- Head Start preschool calendar with shut downs for training and paperwork
- Early Head Start has the same calendar but an extended school year until August 12, 2022

e) Recommendation to receive and file: 2021 IMs and PIs

Kathleen Nicosia presented information, stating:

- There were four Program Instructions due to funding increases, duration requirements, American Rescue Plan funding, and expectations to reopen this fall
- There was one Information Memorandum on the fiscal and administrative flexibilities during COVID-19

Summary of the vote on the motion: (6 – 0 – 0)

Aye – Justin Al-Igoe, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Sara Gold, Krista Willette

Nay – None

Abstain – None

Motion carried.

Justin Al-Igoe made a motion, supported by Tanya Blatz, to approve the below Head Start items F through H.

f) Recommendation to approve: Board Training Calendar 2021-2022

Kathleen Nicosia reviewed the calendar and the required items that must go to MCAAB and Policy Council.

g) Recommendation to approve: Standards of Conduct & Active Supervision Policy

Kathleen Nicosia presented information on the item, stating:

- This is an annual review and approval to ensure that board members, staff, volunteers, and contractors are aware of the appropriate way that staff interact with children in the program, ensuring their safety and wellbeing

h) Recommendation to approve: Increase EHS-CCP 2nd Waiver (\$100,000 to \$125,000)

Kathleen Nicosia presented information on the item, stating:

- The waiver for \$100,000 was approved at the previous meeting
 - After reviewing and analyzing the data, it was determined that an additional \$25,000 was needed for a total \$125,000 instead of the \$100,000

Summary of the vote on the motion: (6 – 0 – 0)

Aye – Justin Al-Igoe, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Sara Gold, Krista Willette

Nay – None

Abstain – None

Motion carried.

i) Update: Policy Council

Kathleen Nicosia provided an update, stating that Policy Council board members are scheduled to return to in-person meetings in the fall, with consideration for a hybrid model as an option to members. Staff will recruit at the first home visit and at orientation for the new board

7. Recommendation to receive and file the March, April & May 2021 Program Reports

Krista Willette made a motion, supported by Justin Al-Igoe, to receive and file the March, April & May 2021 Program Reports.

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

Summary of the vote on the motion: (6 – 0 – 0)

Aye – Justin Al-Igoe, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Sara Gold, Krista Willette

Nay – None

Abstain – None

Motion carried.

8. Recommendation to receive and file the ROMA FY2021 2nd Quarter Report

Justin Al-Igoe made a motion, supported by Krista Willette, to receive and file the ROMA FY2021 2nd Quarter Report.

Joe Cooke provided an update on the ROMA Report highlighting program data from the reports.

Monica Bihar-Natzke asked how MOW is doing, are there enough drivers? Sheila Cote' responded, stating:

- There was a wait list during the surge of COVID, but that has reduced
- We are up to over 1,700 meals a day
 - Never missed a meal
- We have enough drivers and developed an MOU with MCA's Transportation department
- We are in the process of opening more congregate sites, which will allow more volunteers to deliver meals, reducing the cost of the routes
- We are planning to return the dining senior style in its traditional form

Summary of the vote on the motion: (6 – 0 – 0)

Aye – Justin Al-Igoe, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Sara Gold, Krista Willette

Nay – None

Abstain – None

Motion carried.

9. Recommendation to receive and file the AAA1B ADHS Programmatic Assessment

Krista Willette made a motion, supported by Justin Al-Igoe, to receive and file the AAA1B ADHS Programmatic Assessment.

On behalf of Sheila Cote', Joe Cooke provided an overview of the AAA1B Programmatic Assessment, stating:

- The assessment was for the Adult Day Care and was April 27
 - The finding was that criminal background checks were not updated
 - AAA1B requires them to be done annually rather than just at the date of hire

Summary of the vote on the motion: (6 – 0 – 0)

Aye – Justin Al-Igoe, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Sara Gold, Krista Willette

Nay – None

Abstain – None

Motion carried.

10. Other Business – none noted.

11. Schedule Next Meeting: Full Board – August 10, 2021
Hybrid meeting

12. Adjournment

Justin Al-Igoe made a motion, supported by Krista Willette, to adjourn the meeting.

Summary of the vote on the motion: (6 – 0 – 0)

Aye – Justin Al-Igoe, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Sara Gold, Krista Willette

Nay – None

Abstain – None

Motion carried.

Meeting adjourned at 12:30 p.m.

Respectfully submitted,

Karen Frasard