

Macomb Community Action Advisory Board
Planning & Evaluation Committee Meeting
September 28, 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, September 28, 2021. Those who attended in person met in the MSUE Assembly Room of the VerKuilen Building, 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
Denise Amenta
Tanya Blatz
Monica Bihar-Natzke

MEMBERS EXCUSED:

Sara Gold
Carlee Wilson

MEMBERS PRESENT VIRTUALLY:

Carmen Bordea, Warren, MI
Krista Willette, Macomb County, MI

OTHERS PRESENT:

STAFF PRESENT ON-SITE:

Linda Azar
Joe Cooke
Karen Frasard
Kathleen Nicosia

STAFF PRESENT VIRTUALLY:

Jennifer Meech, Shelby Township, MI

1. Call to Order

The meeting was called to order at 12:00 pm by Tanya Blatz.

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; four in-person and two virtually.

Tanya Blatz recited the Promise of Community Action and the Mission Statement.

3. Recommendation to approve the Agenda

Justin Al-Igoe made a motion, supported by Monica Bihar-Natzke, to approve the agenda as submitted.

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

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

Nay – None

Abstain – None

Motion carried.

4. Recommendation to approve the July 27, 2021, minutes

Monica Bihar-Natzke made a motion, supported by Justin Al-Igoe, to approve the July 27, 2021, minutes.

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

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

Nay – None

Abstain – None

Motion carried.

5. Public Comment

Tanya Blatz 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. Blatz proceeded with the agenda.

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

Justin Al-Igoe made a motion, supported by Denise Amenta, 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

Kathleen Nicosia reviewed the financial reports.

- b) Recommendation to receive and file: Notice of Award (NOA) 05CH010665-04-00 with consolidation of the EHS-CCP award

Kathleen Nicosia presented information, stating this is the consolidated grant we applied for.

- c) Recommendation to receive and file: 2020-2021 PIR (Program Information Review) for HS, EHS, & EHS-CCP

Kathleen Nicosia reviewed the reports, slots, enrollment numbers, and other statistics.

- d) Recommendation to receive and file: Year-End Program Goals review
 - There are three program goals
 - Support school readiness
 - Building strong families
 - Developing high quality early childhood professionals

- e) Recommendation to receive and file: Monitoring Reviews for 2021-2022

Kathleen Nicosia presented information:

- We will be monitored sometime between January and June of 2022
 - We will receive a 45 day notice of when they will come
 - MCAAB members will be interviewed

Discussion ensued.

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

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

Nay – None

Abstain – None

Motion carried.

- f) Recommendation to approve: Carry over \$

Denise Amenta made a motion, supported by Justin Al-Igoe, to approve the carry over.

Kathleen Nicosia and Linda Azar presented information. Discussion ensued.

Denise Amenta withdrew the motion, Justin Al-Igoe removed his support.

- g) Recommendation to approve: Strategic planning/Self-Assessment Procedure

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

Kathleen Nicosia reviewed the procedure, stating:

- This is a five day process
 - PIRs are reviewed
 - Data is aggregated
 - Strengths, areas of focus, trends, etc. are reviewed
 - Training & Technical needs are identified
 - Ideas for obtaining non-federal share match
 - Goals and objectives are reviewed
- This is done from November through March
 - The notice of award comes in March so the team is ready to write the grant

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

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

Nay – None

Abstain – None

Motion carried.

- h) Training: Annual Eligibility Enrollment Training

Kathleen Nicosia presented information on the training, reviewing:

- How staff find Head Start families and determine if they are eligible
 - We must contact families in person or via zoom to do the application and verify the information
- Eligibility requirements were reviewed – family income for pregnant women; children being fostered are automatically eligible; homeless children are automatically eligible
- Enrollment criteria
- Verification of age and family income
- Duration in the program and criteria to remain in program
- Maintaining records; policies and procedures
- Policies and procedures reviewed annually
- Training staff and board members

i) Update: Mobile classroom

Kathleen Nicosia provided an update on the mobile classrooms, stating the vehicles are on their way from Chicago.

j) Update: Policy Council

Kathleen Nicosia told the members that board orientation is this Thursday in a hybrid fashion with some in-person and others virtually.

7. Recommendation to receive and file the BCAEO Quality Assurance Monitoring on Weatherization

Justin Al-Igoe made a motion, supported by Monica Bihar-Natzke, to receive and file the BCAEO Quality Assurance Monitoring on Weatherization.

Joe Cooke presented a review of the reports, stating:

- This closes out a recent monitoring report; all findings were cleared

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

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

Nay – None

Abstain – None

Motion carried.

8. Recommendation to receive and file the Michigan Works monitoring report for Transportation

Krista Willette made a motion, supported by Monica Bihar-Natzke, to receive and file the Michigan Works monitoring report for Transportation.

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

- This is a fiscal monitoring done by an outside accounting firm for our partnership with Michigan Works for the PATH program
 - Due to COVID, we stopped this program
- No findings or observations were noted

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

Aye – Denise Amenta, Monica Bihar-Natzke, Tanya Blatz, Carmen Bordea, Krista Willette

Nay – None

Abstain – Justin Al-Igoe

Motion carried.

9. Other Business

Kathleen Nicosia notified the members that she is retiring January 7, 2022, after 31 years.

Denise Amenta reminded members that elections for Chair, First Vice Chair, and Second Vice Chair will be held at October's Full Board meeting, and encouraged members to considering running for a position.

10. Schedule Next Meeting: Full Board – October 12, 2021
Elections
Hybrid meeting

11. Adjournment

Justin Al-Igoe made a motion, supported by Denise Amenta, to adjourn the meeting.

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

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

Nay – None

Abstain – None

Motion carried.

Meeting adjourned at 12:37 p.m.

Respectfully submitted,

Karen Frasard