

Macomb Community Action Advisory Board
Full Board
March 14, 2017

The Macomb Community Action Advisory Board met Tuesday, March 14, 2017, in the Training & Conference Center of the VerKuilen Building, 21885 Dunham Road, Clinton Township, MI.

MEMBERS PRESENT:

Denise Amenta, Chair
John Bierbusse
Monica Bihar-Natzke
Michael Bruci
Robert Cannon
Sarah Gold
Elise Johnson
Tom Kalkofen
Matthew Micinski
Krista Willette

MEMBERS EXCUSED:

Sean Clark
Judge William Hackel
Kara Houghton
Pastor John Mack
Debi Schroeder
Madiha Tariq

STAFF PRESENT:

Linda Azar
Sarah Bissah
Joe Cooke
Gary Cutler
Karen Frasard
Kathleen Nicosia
Michelle Penilton
Rhonda Powell

OTHERS PRESENT:

I. Call to Order/Pledge of Allegiance

The meeting was called to order by Chair Denise Amenta at 11:50 a.m.

II. Determination of a Quorum

It was determined that a quorum was established with 10 members present.

III. Recommendation to approve the Agenda

Monica Bihar-Natzke, made a motion, supported by Robert Cannon, to approve the agenda as submitted. Motion carried.

IV. Recommendation to approve the December 6, 2016 minutes

Krista Willette made a motion, supported by Michael Bruci, to approve the December 6, 2016 minutes. Motion carried.

V. Public Comment

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

VI. Chairperson's Report

No report was given.

VII. Committee Reports

Executive Committee Report

Denise Amenta presented information on the Executive Committee reports, stating that all the reports have been thoroughly reviewed by the Executive Committee.

1. Recommendation to receive and file the account reassignment letter from Oakland Livingston Human Services Agency regarding the IDA program
2. Recommendation to receive and file the CAPER report from the U.S. Department of Housing and Urban Development on the CDBG, HOME, and ESG programs
3. Recommendation to receive and file the monitoring clearance letter from the U.S. Department of Housing and Urban Development on the ESG program
4. Recommendation to receive and file the Disability Waiver request approval letter from the Administration for Children & Families Office of Head Start
5. Recommendation to receive and file the monitoring letter from the Department of Health and Human Services on the CSBG, CSBG-D, DOE, and LIHEAP programs

Elise Johnson made a motion, supported by Matthew Micinski, to approve the above Executive Committee reports as presented. Motion carried.

Budget Committee Report

Tom Kalkofen presented the Budget Committee Reports, stating that all reports have been thoroughly reviewed by members of the Budget Committee.

1. Recommendation to receive and file the Budget Summary Report
2. Recommendation to receive and file the Special Assistance Grants Report
3. Recommendation to receive and file the Cash Donations Report
4. Recommendation to receive and file the Financial Detail Report on Calendar Year Programs
5. Recommendation to receive and file the Financial Detail Report on Transportation
6. Recommendation to receive and file the Financial Detail Report on the Macomb Food Program
7. Recommendation to receive and file the Financial Detail Report on Head Start 0 - 5
8. Recommendation to receive and file the Agency Credit Card Usage Report

Michael Bruci made a motion, supported by Krista Willette, to approve the above Budget Committee reports as presented. Motion carried.

9. Recommendation to approve the updates to the Financial Policies & Procedures manual
 - Introduction
 - Billing and Invoicing
 - Audits (Pending Finance Departments review)
 - Political Activities and Lobbying
 - Journal Entries
 - Administration of Federal Awards
 - Administrative Accounting Group
 - Contributions Received
 - Insurance (Pending Risk Managements review)
 - Petty Cash
 - Revenues and Cash Receipts
 - Cash Disbursements

Mr. Kalkofen reminded the members that the Budget Committee requested that Michael Bruci sit on the committee to review the Financial Policies & Procedures manual. Mr. Kalkofen presented each update to the manual.

Monica Bihar-Natzke inquired about the section pertaining to "Political Activities and Lobbying" and asked if there were any changes. Gary Cutler responded that this pertains to the Hatch Act and that there were no changes to the policy.

Tom Kalkofen inquired about the "Insurance" portion and asked for the status on Risk Management's review. Gary Cutler responded that Risk Management did not respond with any changes that had been sent to them for their review; the Insurance section is final.

Monica Bihar-Natzke made a motion, supported by Krista Willette, to approve the updates to the Financial Policies & Procedures manual as presented. Motion carried.

Program Planning & Evaluation Committee Report

Monica Bihar-Natzke presented the Program Planning & Evaluation Committee Reports, stating that all reports have been thoroughly reviewed by the Planning Committee members.

1. Head Start Program Manager's Report
 - a) Recommendation to receive and file the Strategic Plan / Self-Assessment Dates
 - b) Recommendation to receive and file the Mid-Year Program Goals & Objectives
 - c) Recommendation to receive and file the Program Performance Standards - ERSEA Summary of Changes
 - d) Recommendation to receive and file the Head Start/Early Head Start and the Early Head Start – Child Care Partnership Program Reports & Financial Reports

Elise Johnson made a motion, supported by Matthew Micinski, to receive and file the above Head Start reports as presented. Motion carried.

- e) Recommendation to approve the new Head Start Standards of Conduct

Kathleen Nicosia presented information about the new Head Start Standards of Conduct.

Michael Bruci made a motion, supported by Krista Willette, to approve the new Head Start Standards of Conduct. Motion carried.

- f) Discussion on Duration of Services Grant

Kathleen Nicosia updated the members that the Head Start program was approved for the duration of services grant to unstack three classrooms; funds will be rolled into current grant.

Monica Bihar-Natzke presented the following reports:

2. Recommendation to receive and file the October, November, and December 2016 and the January 2017 Program Reports
3. Recommendation to receive and file the ROMA FY2016 4th Quarter results
4. Recommendation to receive and file the ROMA FY2017 Plan
5. Recommendation to receive and file the ROMA FY2017 1st Quarter results

John Bierbusse made a motion, supported by Tom Kalkofen, to receive and file all the above Program & Planning reports as presented. Motion carried.

VIII. Organizational Standards

Joe Cooke presented an update on the Organizational Standards stating that various items are scheduled to go to the board throughout a three year cycle. Mr. Cooke presented information on the following three items:

- Organization Standard #9.4: IS Report.
Mr. Cooke introduced and handed out copies of the report:
 - This report is submitted annually to our grantor, Bureau of Community Action and Economic Opportunity
 - The report covers fiscal and programmatic information

Robert Cannon made a motion, supported by John Bierbusse, to receive and file the IS Report. Motion carried.

- Organization Standard #4.4: Action Plan Update
Mr. Cooke reviewed the report, highlighting the following:
 - Our top accomplishments are:
 - Rebranding of the Agency, including our logo, signage, etc.
 - A collaborative grant application effort by staff of the Macomb Food Program and the Office of Senior Services resulted in our first mobile food pantry
 - In cooperation with the Health Department and MSUE, the mobile food pantry will offer menus to go along with the fresh food
 - The intention is to have the unit attend events where large groups of people are expected that may benefit from a mobile pantry

- We are part of a Community Action Alliance to provide water assistance for residents through the Water Residential Assistance Program (WRAP)
 - Other areas we focused on:
 - Multi-cultural training
 - Youth-focused initiatives at our new Family Resource Center, such as a community garden
 - Financial Empowerment program
 - Demographics information of customers served is shown on page 8

Krista Willette made a motion, supported by Elise Johnson, to receive and file the Action Plan report. Motion carried.

- Organization Standard #6.5: Update on Strategic Plan
 - Mr. Cooke provided an update to the members on the Strategic Plan, highlighting actions and plans:
 - Organizational development
 - The recruitment process has been streamlined
 - An all-staff in service was held that provided training to all staff
 - Individual development plan and Professional development plan is being modified
 - A system to recognize staff has been implemented
 - Data base management is being reviewed to streamline intake processes
 - A boiler plate for contracts is being implemented
 - Customer evaluations and satisfaction surveys are being developed
 - A communications plan has been distributed and will be brought before the members
 - An Agency Ambassador program is being implemented
 - A Volunteer Coordinator is in the process of being filled
 - We are implementing an agency-wide case management approach

John Bierbusse made a motion, supported by Monica Bihar-Natzke, to receive and file the update on the Strategic Plan. Motion carried.

IX. Director's Report

Rhonda Powell updated the members on agency developments, stating:

- A shift is in place to move to a comprehensive case management approach
 - This will provide not just a snapshot of individuals but an ability to follow them through to completion of Financial Empowerment
- Much growth has occurred in the Agency, creating an imbalance of services
 - A third division was created to address this imbalance
 - Linda Azar was promoted to the division director for the third division, Children & Family Services
 - Division will focus on services to children and families
 - The Community Services division will focus on contracted services
 - The Office of Senior Services will focus on seniors with work yet to be done regarding the changing demographics on the aging population
- Our Agency budget has almost doubled since 2014
- We are shifting our focus to impact, which funders consider
- A community kitchen will be launched in the spring

X. New Business / Emerging Issues

Joe Cooke updated the members on the recent Walk for Warmth stating final numbers from Consumers Energy have not been submitted.

Linda Azar updated the members on results from the recent Elimination Raffle.

XI. Announcements

None noted.

XII. Schedule for upcoming meetings

April 11 Executive Committee
April 19 Budget Committee
April 26 Planning & Evaluation Committee

XIII. Adjournment

John Bierbusse made a motion, supported by Debi Schroeder, to adjourn the meeting.

The meeting adjourned at 12:32 p.m.

Respectfully submitted,

Karen Frasard
Recording Secretary