

Macomb Community Action Advisory Board
Planning and Evaluation Committee Meeting
May 24, 2017

The Macomb Community Action Advisory Board Planning and Evaluation Committee met Wednesday, May 24, 2017, in the Training & Conference center at 21885 Dunham Rd., Clinton Township, MI.

MEMBERS PRESENT:

Denise Amenta
Monica Bihar-Natzke, Committee Chair
Matthew Micinski
Krista Willette

MEMBERS EXCUSED:

Sarah Gold
Sean Clark
Madiha Tariq

STAFF PRESENT:

Joe Cooke
Simone English
Kristie King
Kathleen Nicosia
Michelle Penilton

OTHERS PRESENT:

Brittany Duncan

1. Call to Order

Monica Bihar-Natzke called the meeting to order at 11:43 a.m.

2. Determination of a Quorum

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

3. Recommendation to approve the Agenda

The agenda was amended to include the following items, 6F-1, Recommendation to approve the changes to the Head Start Priority Grid; 6F-2 Recommendation to approve the new School Readiness Goals; 6F-3, Recommendation to approve a COLA increase for FY2017; 6F-4, Recommendation to approve a Non-federal Share Waiver for 2017-2018 for EHS-CCP in the amount of \$144,069.

Denise Amenta made a motion, supported by Matthew Micinski, to approve the agenda with the changes. Motion carried.

4. Recommendation to approve the April 26, 2017, minutes

Krista Willette made a motion, supported by Denise Amenta, to approve the April 26, 2017, minutes. Motion carried.

5. Public Comment

Chair Bihar-Natzke 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, the chair proceeded with the meeting.

6. Head Start 0 – 5 Program Manager's Report

- a) Recommendation to receive and file the Head Star/Early Head Start and the Early Head Start – Child Care Partnership Program Reports & Financial Reports

Kathleen Nicosia presented information on the financial reports.

- b.) Recommendation to receive and file Training/Technical Assistance (T/TA) plan for the 2017/2018 Program Year

Kathleen Nicosia presented information on the T/TA plans for 05CH8330 & 05HP0010, stating

- This is to be used in the 2017-2018 program year
- It is a plan of how Head Start intends to spend funds related to training staff so they are prepared to work with children and families.

Discussion ensued.

- c.) Recommendation to receive and file the Non-Federal Share Plan for the 2017/2018 Program Year

Ms. Nicosia updated the members on the 2017/2018 plans for 05CH8330 & 05HP0010, stating

- The fiscal team created a spreadsheet to track non-federal share match monthly
- This will aid staff in planning for approved non-federal share match that has not been secured
- Federal staff came to MCA to assist with ideas to obtain non-federal shares:
 - Appeal letters will be sent to companies to request donations or sponsorship of equipment
 - Classroom teachers will secure donations through Donor's Choice Project, an interactive website that allows donors to select certain supplies/materials to be purchased in their name for the programs
 - School districts provided janitorial, internet, administrative, and space for classroom use

- d.) Recommendation to receive and file the updated Community Needs Assessment

Ms. Nicosia provided an update to the Community Needs Assessment, updating members on changes to numbers of live-births, disabled children, reported cases of abused or neglected children, at-risk communities.

Matthew Micinski made a motion, supported by Krista Willette, to receive and file the above four Head Start items as presented. Motion carried.

- e.) Recommendation to approve submission of the 05CH8330 & 05HP0010 grants and the Involvement of MCAAB in the process.

Kathleen Nicosia reviewed the chart showing how MCAAB members have been involved in the process: Priority Grid, Self-Assessment, Strategic Planning to review data and provide input into any program goals and objectives, approving the Community Needs Assessment, Non Federal Share Plan, and T/TA Plan.

- f.) Recommendation to approve the Head Start 2017/2018 Program Goals and Objectives

Ms. Nicosia reviewed the goals and objectives, stating there were only a few changes to objectives related to Trauma Smart.

- f-1) Recommendation to approve the changes to the Head Start Priority Grid

Ms. Nicosia reviewed the changes to the grid, stating:

- An increased amount of points was added to EHS families who already have secured CDCF funding for child care assistance

Discussion ensued with comments from the Department of Health and Human Services representative on how CDCF will be improving the on-line application.

- f-2) Recommendation to approve the new School Readiness Goals

Ms. Nicosia reviewed the goals, stating:

- These goals used to be identified in the Program Goals and are now separate so the Education Staff can focus on achieving the goals

f-3) Recommendation to approve a COLA increase for FY 2017

Ms. Nicosia reviewed the COLA numbers, stating a Congressional vote is pending final approval.

f-4) Recommendation to approve a Non-Federal Share Waiver for 2017-2018 for EHS-CCP in the amount of \$144,069

Ms. Nicosia updated the members, stating:

- The fiscal team put a system in place to track in-kind
- A staff person will be assigned to work exclusively on tracking in-kind
- The Early Head Start – Child Care Partnership grant is not set up to achieve a large amount of non-federal share due to the lack of resources available in the community that may prevent Macomb Community Action Head Start 0-5 from providing a portion of the non-federal contribution and also due to the states layering of funds
- This year's waiver is approximately 36% less than what was requested in waivers last year

Discussion ensued.

Denise Amenta made a motion, supported by Matthew Micinski, to approve the above Head Start items as presented. Motion carried.

g.) Discussion: results on the T/TA survey of needs for MCAAB 2017-2018 Program year

Ms. Nicosia updated the members on the survey results from MCAAB members, stating members will receive an overview on the fiscal piece and who is fiscally responsible.

h.) Discussion on Performance Standards 1302 – Subpart B & E, Program Structure & Family and Community Engagement

Kathleen Nicosia reviewed the new changes from these sections of the Program Performance Standards.

i.) Policy Council update

Monica Bihar-Natzke provided an update on policy council stating that PC meetings will be held on Thursday evening for the 2017/2018 school year.

7. Recommendation to receive and file the April 2017 Program Reports

Joe Cooke presented information on programs in both the Community Services division and the Children & Family Services division.

Kristie King presented information on programs in the Office of Senior Services division

Krista Willette made a motion, supported by Denise Amenta, to receive and file the April 2017 Program Reports. Motion carried.

8. Recommendation to receive and file the ROMA 2017 2nd Quarter results

Joe Cooke reviewed the ROMA report, stating:

- On page 1, the numbers for 1.2H will change when the 23 current projects in Community Development are completed
- On page 11, CSBG shows zero (0), but other funds are used before CSBG; these numbers are expected to increase as other funds are depleted
- On page 12, 6.3B and 6.3D show zero (0) because these measurements are not taken in the spring

Matthew Micinski made a motion, supported by Denise Amenta, to receive and file the ROMA 2nd Quarter results. Motion carried.

9. Other Business

Denise Amenta stated that an AdHoc committee for the purpose of member recruitment has been formed and the committee is meeting immediately after the Program & Planning meeting today. The committee members are Monica Bihar-Natzke, Michael Bruci, Krista Willette, and Denise Amenta.

10. Schedule next meeting: June 13, 2017
 Greater New Hope Baptist Church, New Haven

11. Adjournment

Krista Willette made a motion, supported by Matthew Micinski, to adjourn the meeting at 12:35. Motion carried.

Respectfully submitted,

Karen Frasard
Recording Secretary