

Macomb Community Action Advisory Board
Planning and Evaluation Committee Meeting
January 25, 2017

The Macomb Community Action Advisory Board Planning and Evaluation Committee met Wednesday, January 25, 2017, in the Training & Conference center at 21885 Dunham Rd., Clinton Township, MI.

MEMBERS PRESENT:

Denise Amenta
Monica Bihar-Natzke, Committee Chair
Kara Houghton
Elise Johnson
Matthew Micinski
Sara Gold
Krista Willette

MEMBERS EXCUSED:

Sean Clark
Madiha Tariq

STAFF PRESENT:

Joe Cooke
Karen Frasard
Kathleen Nicosia
Michelle Penilton

OTHERS PRESENT:

1. Call to Order

Monica Bihar-Natzke called the meeting to order at 11:46 a.m.

2. Determination of a Quorum

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

3. Recommendation to approve the Agenda

Denise Amenta made a motion, supported by Elise Johnson, to approve the agenda as presented. Motion carried.

4. Recommendation to approve the November 16, 2016, minutes

Matt Micinski made a motion, supported by Kara Houghton, to approve the November 16, 2016, 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 Strategic Plan / Self-Assessment Dates

Kathleen Nicosia presented information, reviewing upcoming dates and invited members to attend.

b) Recommendation to receive and file the Mid-Year Program Goals & Objectives

Kathleen Nicosia presented information on the goals, reviewing the following goals:

- Goal 1: Provide all children educational experiences that promote lifelong learning. (School Readiness)
- Goal 2: Partner with families as lifelong learners to support wellness and stability. (Family engagement)
- Goal 3: Provide high quality professional development experiences for all staff so they are effective in their work with children and families. (Staff professional development)

c) Recommendation to receive and file the Program Performance Standards - ERSEA

Kathleen Nicosia reviewed the significant changes to the new Performance Standards, as it relates to ERSEA. Ms. Nicosia highlighted the following changes:

- Frequency of required Community Needs Assessment
- In-county residency requirements
- Documentation requirements proving income eligibility
- Recruitment and selection process
- Enrollment and attendance
 - Tracking attendance to avoid truancy and ensure safe learning
 - Children can no longer be expelled for behavioral problems

Denise Amenta made a motion supported by Kara Houghton, to receive and file the above three Head Start agenda items. Motion carried.

d.) Discussion Eligibility Enrollment Training

Ms. Nicosia reviewed

- How to collect, complete/accurate eligibility information from families and third party sources
 - Head Start advocates meet in person with the families and review documentation for eligibility
- Strategies for treating families with dignity and respect & for dealing with domestic violence
 - Head Start advocates go through training on diversity and confidentiality
- Explain policies and procedures describing actions taken against staff, families, or participants who intentionally attempt/provide false information
 - Head Start staff are in the process of rewriting procedures

Sara Gold inquired about the potential for accepting electronic documents from other agencies for income eligibility. Discussion ensued.

e.) Discussion on Non-Federal Share T/TA

Kathleen Nicosia updated the members:

- Recent meetings held with staff from the Office of Head Start for purpose of getting more information on how to get more non-federal share/in-kind
- A spreadsheet is being developed to document and track in-kind donations and can be used for quarterly report tracking

Discussion ensued.

f.) Discussion on Policy Council By-Laws

Kathleen Nicosia presented information on the By-Laws, stating:

- Many changes are taking place to reflect the new Program Performance Standards
- Requested that members review and make any recommendations
- By-Laws will come to next committee meeting for approval

Denise Amenta requested that the By-Laws reflect strike-through indicating what changes are being made, and requested that the By-Laws be emailed to members for review.

g.) Policy Council update

Kara Houghton provided an update to the members on Policy Council, stating:

- Policy Council members were informed of upcoming training in March at the Michigan Head Start conference that will be held in Troy
 - Policy Council approved five members to attend the two day conference training
- Policy Council members were informed of an upcoming training offered by the CARE program
 - Policy County approved 10 members to attend the one day training

7. Recommendation to receive and file the October and November 2016 Program Reports

Joe Cooke presented information on programs in both the Community Services division and the Office of Senior Services division, highlighting the following:

- The Action Centers continue to be busy
 - WRAP enrollments continue with occasional kinks
 - Staff have been doing outreaches
- The Home Purchase program was reduced by five slots
- Head Start have been meeting and consulting with the Office of Head Start for guidance on non-federal share in-kind donations
- LIHEAP began in October for the Weatherization program
- Demand for transportation continues to be high
 - Grants secured with MDOT, SMART, and Beaumont Hospital
- Two new pantries for the Food Program:
 - A client choice pantry has opened at the Family Resource Center
 - A mobile food pantry
- SSVF has been discontinued but we hope to see it come back
- A new Associate Planner started in Community Development
- The Office of Senior Services has a few upcoming events:
 - March for Meals – be watching for an invite
 - Volunteer Recognition event will look different this year
 - Older Michiganian Days is May 17 in Lansing
 - Senior Fun Fest will be June 30th at Gibraltar; volunteers and committee members are needed

Krista Willette made a motion, supported by Kara Houghton, to receive and file the October and November 2016 Program Reports. Motion carried.

8. Recommendation to receive and file the ROMA FY2016 4th Quarter results

Joe Cooke presented information on the 4th quarter results, stating:

- No significant surprises
- Most programs met or surpassed their goals
- Numbers are often fluid
- There was a large number of volunteer hours

Denise Amenta made a motion, supported by Elise Johns, to receive and file the ROMA FY2016 4th Quarter results. Motion carried.

9. Recommendation to receive and file the ROMA FY2017 Plan

Joe Cooke reviewed the Plan, stating:

- Taxes were not included since we are partnering with Accounting Aide Society and the Veterans Department to do taxes
- SSVF was not included due to the discontinuance of the program

Sara Gold made a motion, supported by Matt Micinski, to receive and file the ROMA FY2017 Plan. Motion carried.

10. Other business

Joe Cooke informed the members of upcoming events:

- Walk for Warmth, Saturday, February 18 at Macomb Mall
- Elimination Raffle, Thursday, March 9, at Zuccarro's

Mr. Cooke informed the members of a recent incident in a Wayne County Head Start classroom in which a student was killed when a piece of furniture fell on them. Mr. Cooke assured members that we have plans in motion to begin assessing equipment in our classrooms.

Chair Bihar-Natzke inquired on the follow-up to Kara Houghton's question noted in the minutes on transportation for ½ day Head Start students only. Kathleen Nicosia responded to the inquiry, stating:

- Transportation is not a requirement nor mandated by the grant
- Transportation is provided in areas of need based on the Community Needs Assessment
- Parents of full day students typically require the wrap-around child care, so transportation is seldom needed
- Due to the transportation cost of \$15,000 per child each year, this is the first program to reduce services on since it is not mandated

11. Schedule next meeting: February 22, 2017
Macomb Community Action Training & Conference Center

12. Adjournment

Denise Amenta made a motion, supported by Elise Johnson, to adjourn the meeting at 12:32. Motion carried.

Respectfully submitted,

Karen Frasard
Recording Secretary