

Macomb Community Action Advisory Board  
Planning and Evaluation Committee Meeting  
February 22, 2017

The Macomb Community Action Advisory Board Planning and Evaluation Committee met Wednesday, February 22, 2017, in the Training & Conference center at 21885 Dunham Rd., Clinton Township, MI.

MEMBERS PRESENT:

Monica Bihar-Natzke, Committee Chair  
Sean Clark  
Kara Houghton  
Elise Johnson  
Matthew Micinski  
Krista Willette

MEMBERS EXCUSED:

Sarah Gold  
Madiha Tariq

STAFF PRESENT:

Joe Cooke  
Karen Frasard  
Kathleen Nicosia  
Michelle Penilton

OTHERS PRESENT:

Brielle Houghton

1. Call to Order

Monica Bihar-Natzke called the meeting to order at 11:45 a.m.

2. Determination of a Quorum

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

3. Recommendation to approve the Agenda

Krista Willette made a motion, supported by Kara Houghton, to approve the agenda as presented. Motion carried.

4. Recommendation to approve the January 25, 2017, minutes

Matt Micinski made a motion, supported by Sean Clark, to approve the January 25, 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.

Krista Willette made a motion, supported by Elise Johnson, to receive and file the Head Star/Early Head Start and the Early Head Start – Child Care Partnership Program Reports & Financial Reports. Motion carried.

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

Kathleen Nicosia presented information on the Standards of Conduct, highlighting the significant changes. Ms. Nicosia stated that staff are going to training on the new standards and standards will go in the staff handbook.

Discussion ensued.

Matthew Micinski made a motion, supported by Kara Houghton, to approve the new Head Start Standards of Conduct. Motion carried.

c.) Discussion on Head Start's Strategic Plan

Kathleen Nicosia updated the members on items the support staff reported out at the first session and invited members to attend the next session on March 8<sup>th</sup>.

d.) Discussion on Performance Standards 1302 – Subpart D Health Program Services

Ms. Nicosia reviewed the Performance Standards highlights.

e.) Discussion on Duration of Services Grant award

Kathleen Nicosia updated the members that startup funds have been received to unstack classes.

Discussion ensued.

f.) Discussion on Policy Council By-Laws

Kathleen Nicosia requested that members contact her with any recommended changes. These will go to the next Program & Planning Committee as a motion to approve.

g.) Policy Council update

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

- Changes were made to seating, which seems to be helpful
- A change to the meeting time has also helped attendance

7. Recommendation to receive and file the December 2016 and January 2017 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
  - MEAP, CSBG, EFSP funds are all available
  - WRAP enrollments continue
  - Outreach efforts continue
- The Home Purchase program was reduced by five slots; 24 slots are filled, three are available
- Head Start staff wrote a grant for a new program to support staff
- DOE and LIHEAP are both in full swing for the Weatherization program
- The Transportation program recently passed a bus inspection
  - Grants secured with Beaumont Hospital, and SMART
- A new and larger freezer was installed at the warehouse for the Food Program
  - The Elimination Raffle is March 9
- A new Associate Planner started in Community Development

Mr. Cooke stated that he and Kristie King are working with the program managers to create a boiler plate report for programs to use for the MCAAB reports, which will make the reports more consistent.

Kara Houghton made a motion, supported by Sean Clark, to receive and file the December 2016 and January 2017 Program Reports. Motion carried.

8. Recommendation to receive and file the ROMA FY2017 1<sup>st</sup> Quarter results

Joe Cooke presented information on the 1<sup>st</sup> quarter results, stating there were no significant concerns.

Krista Willette made a motion, supported by Elise Johnson, to receive and file the ROMA FY2017 1<sup>st</sup> Quarter results. Motion carried.

9. Other business

Joe Cooke informed the members of the March initiatives:

- March is Reading: Head Start
- March for Meals: Office of Senior Services
  - Letters were sent inviting members to read and or deliver meals

10. Schedule next meeting:      March 14, 2017 Full Board  
   Macomb Community Action Training & Conference Center

11. Adjournment

Kara Houghton made a motion, supported by Matthew Micinski, to adjourn the meeting at 12:12. Motion carried.

Respectfully submitted,

Karen Frasard  
Recording Secretary