

Macomb Community Action Advisory Board
Planning and Evaluation Committee Meeting
September 27, 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
Tom Bommarito
Matthew Micinski
Krista Willette

MEMBERS EXCUSED:

Monica Bihar-Natzke, Committee Chair
Sarah Gold
Madiha Tariq

STAFF PRESENT:

Linda Azar
Marie Bristow
Ernest Cawvey
Joe Cooke
Karen Frasard
Kathleen Nicosia
Antonisha Smith

OTHERS PRESENT:

1. Call to Order

Denise Amenta called the meeting to order at 11:49 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

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

4. Recommendation to approve the May 24, 2017, minutes

Krista Willette made a motion, supported by Matthew Micinski, to approve the May 24, 2017, minutes. Motion carried.

5. 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, 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, stating:

- The fiscal year ended August 31
- Policy Council was entirely spent out
- Great Start budget goes to September 30 and is in line with the state

- EHS is spent out

b.) Recommendation to receive and file the Head Start/Early Head Start and Early Head Start – Child Care Partnership Information Report (PIR)

Kathleen Nicosia presented information on the statistical PIR reports, stating:

- EHS lists how many children are in program
 - The program is funded for 92, but the lists shows 128
 - This is the cumulative total for the year that includes drops from the program
- Head Start indicates 923 cumulative; 842 are funded
 - A phone call with Chicago is scheduled for Friday, September 29, 2017
- EHS-CCP indicates 99 cumulative; 88 are funded
 - Currently under enrolled due to partners dropping
 - An action plan is in place

c.) Recommendation to receive and file the Department of Health and Human Services Notice of Award for Head Start/Early Head Start 05CH8330 FY17-18

Ms. Nicosia updated the members on the FY17-18 notice of award in the amount over \$7,000,000

d.) Recommendation to receive and file the Department of Health and Human Services Notice of Award for Early Head Start – Child Care Partnership 05HP0010 FY17-18

Ms. Nicosia provided an update on the FY17-18 notice of award in the amount over \$1,700,000

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 receive and file the Year End Program Goals Summary report

Ms. Nicosia provided an update, stating:

- Goal number one reflects information entered by Teachers and obtained from Teaching Strategies GOLD
 - This report is done four times per year
- Goal number two reflects the result of objectives set partnering with families
- Goal number three reflects the result of staff training

f.) Recommendation to receive and file the Standards of Conduct, Active Supervision, and Methods of Child Guidance Policy

Ms. Nicosia reviewed the policy asking that all the members sign the policy.

Matt Micinski made a motion, supported by Krista Willette, to receive and file the above Head Start program reports. Motion carried.

g.) Recommendation to approve the Self Assessment procedure

Ms. Nicosia provided an update on the self assessment procedure, stating:

- We are in the 5th year of the Head Start grant
- Child Care Partnership is in the 3rd year
- We must continue to prove ourselves or there is the potential to lose the grant

h.) Recommendation to approve the ERSEA Procedures with priority grid

Kathleen Nicosia reviewed the ERSEA Priorities and priority grid.

- i.) Recommendation to approve the Program Governance Procedures – Policy Council Recruitment Procedure

Ms. Nicosia reviewed the procedures.

- j.) Recommendation to approve the 2017-2018 Board Training Calendar

Ms. Nicosia presented the Board Training Calendar. Discussion ensued.

Krista Willette made a motion, supported by Matt Micinski, to approve the above Head Start program reports. Motion carried.

- k.) Discussion: Eligibility enrollment training 1302.12

Ms. Nicosia reviewed the document stating that board members and staff must be trained and that this is in the Performance Standards.

- l.) Discussion: Privacy of child records (PIIs)

Ms. Nicosia stated that a monitor finding regarding child records required a new policy, which has been sent to Macomb County Corporation Counsel for their review.

- m.) Policy Council Update

A new policy council chair will be elected in October.

7. Recommendation to receive and file the May, June, July 2017 Program Reports

Linda Azar presented information on the Children & Family Services Division. Joe Cooke presented information on the Community Services division. Marie Bristow presented information on the Office of Senior Services division.

Krista Willette made a motion, supported by Matt Micinski, to receive and file the May, June, and July 2017 Program Reports. Motion carried.

8. Recommendation to receive and file the ROMA 2017 3rd Quarter results

Joe Cooke reviewed the ROMA report, stating that all numbers appear to be in line with projections

Matthew Micinski made a motion, supported by Krista Willette, to receive and file the ROMA 3rd Quarter results. Motion carried.

9. Other Business

Joe Cooke provided an update to the members on potential changes to MCAAB, stating

- As a result of a recent monitor visit, the By-Laws will be changing to reflect
 - A change in the number of meetings
 - A change in the number of board members
- A corrective action plan was required and submitted
- While not a finding, member attendance was noted as an observation

Denise Amenta added:

- There is frequent concern with meeting quorum requirements and that attendance is critical
- Phoning in for meetings will be made an option
- Possible option for “associate member”
 - This would create a “bench” for next generation of members

Staff updated the members on these upcoming events:

- Elimination Raffle: March 15, 2018

- Halloween Hustle: October 28, 2017
- Career outreach at Macomb College: October 10, 2017
- December Annual Meeting / Full Board meeting: December 12 at Italian American Cultural Center

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

11. Adjournment

Krista Willette made a motion, supported by Matthew Micinski, to adjourn the meeting at 1:12. Motion carried.

Respectfully submitted,

Karen Frasard
Recording Secretary