

Macomb Community Action Advisory Board
Executive Committee Minutes
November 4, 2020

The Macomb Community Action Advisory Board Executive Committee held a virtual meeting by way of a conference call on Wednesday, November 4, 2020. Under CSPM 200 Policy Series effective April 14, 2020, during the Coronavirus Pandemic, virtual board meetings through conference calls are permitted regardless of inclusion in by-laws. Macomb Community Action, 21885 Dunham Road, Clinton Township, Michigan.

In accordance with the Open Meetings Act, virtual board meeting information is posted on the County website as well as displayed on the exterior Macomb Community Action office door

Roll call was taken. Members and staff present on the virtual meeting are indicated below.

MEMBERS PRESENT:

Denise Amenta, Chair
John Bierbusse
Monica Bihar-Natzke
Michael Bruci
Tom Kalkofen
Matthew Micinski

MEMBERS EXCUSED:

Krista Willette

STAFF PRESENT:

Linda Azar
Ernest Cawvey
Joe Cooke
Gary Cutler
Karen Frasard

OTHERS PRESENT:

1. Call to order

The meeting was called to order by Chair Amenta at 11:31 am.

2. Determination of a Quorum

A roll call of members was taken by Karen Frasard. It was determined that a quorum was established with six members present virtually.

At the request of Chair Amenta, Michael Bruci read the Promise of Community Action for the members.

3. Recommendation to approve the Agenda

Monica Bihar-Natzke made a motion, supported by Michael Bruci, to approve the agenda. The agenda was modified on items #7 and #8 to read as follows:

#7 Recommendation to receive and approve the Head Start and EHS COLA and Quality NOA \$427,524.

#8 Recommendation to receive and approve the Early Head Start – CCP COLA and Quality NOA \$90,278.

Monica Bihar-Natzke made a motion, supported by Michael Bruci, to approve the agenda with the changes.

Summary of the vote on the motion: (6 – 0 – 0)

Aye – Denise Amenta, John Bierbusse, Monica Bihar-Natzke, Michael Bruci, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain – None

Motion carried.

4. Recommendation to approve the September 8, 2020, minutes.

Matthew Micinski made a motion, supported by John Bierbusse, to approve the September 8, 2020, minutes.

Summary of the vote on the motion: (6 – 0 – 0)

Aye – Denise Amenta, John Bierbusse, Monica Bihar-Natzke, Michael Bruci, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain – None

Motion carried.

5. Public Comment

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

6. Recommendation to receive and approve the CRF Digital Divide Grant Funds \$238,108

Michael Bruci made a motion, supported by Monica Bihar-Natzke, to receive and file the CRF Digital Divide Grant Funds \$238,108.

Joe Cooke presented information on the funds, stating:

- These are CARES Act funds
- These funds allow us to do something we don't normally do: providing laptops, tablets, and internet connections and technology to keep low income households safe in their homes to reduce the spread of COVID-19
 - We plan to purchase 250 iPads through our IT Department, a year's worth of broadband internet service, and a year's worth of damage / replacement insurance

Discussion ensued.

Summary of the vote on the motion: (6 – 0 – 0)

Aye – Denise Amenta, John Bierbusse, Monica Bihar-Natzke, Michael Bruci, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain – None

Motion carried.

7. Recommendation to receive and approve Head Start and EHS COLA and Quality NOA \$427,524

Matthew Micinski made a motion, supported by Tom Kalkofen, to receive and approve Head Start and EHS COLA and Quality NOA \$427,524.

Linda Azar presented information on the funds, stating:

- These are the COLA and Quality grants that we applied for
- The focus of the grant was on mental health and disabilities
 - Part of those funds include a COLA increase of 2% for staff and quality funds that will be used to enhance the mental health services
 - A therapist, coordinator, and program supervisor will be hired to provide mental health to families across all the Head Start programs

Discussion ensued.

Summary of the vote on the motion: (6 – 0 – 0)

Aye – Denise Amenta, John Bierbusse, Monica Bihar-Natzke, Michael Bruci, Tom Kalkofen, Matthew Micinski
Nay – None

Abstain – None

Motion carried.

8. Recommendation to receive and approve Early Head Start – CCP COLA and Quality NOA \$90,278

John Bierbusse made a motion, supported by Monica Bihar-Natzke, to receive and approve the Early Head Start – CCP COLA and Quality NOA \$90,278.

Linda Azar presented information on the funds, stating:

- These are COLA and Quality funds to expand mental health services specific to the Childcare Partnership portion of the grant
 - Funds will support
 - additional staff
 - “Hearts and Minds on Babies” curriculum, which focuses on mental health
 - Continued work with “Trauma Smart”

Summary of the vote on the motion: (6 – 0 – 0)

Aye – Denise Amenta, John Bierbusse, Monica Bihar-Natzke, Michael Bruci, Tom Kalkofen, Matthew Micinski
Nay – None

Abstain – None

Motion carried.

9. Discussion: By-Laws

Discussion ensued about the By-Laws as they pertain to emergency meetings:

- Denise Amenta referenced item 9.3 in the By-Laws, suggesting that a section be added as 9.3B with language:
 - In the event in which time sensitive action is required, it was suggested that additional language be included to allow email vote
- Monica Bihar-Natzke stated that in 2019 the By-Laws committee discussed this and intentionally did not include such language but would now support adding that language for emergency purposes
- Tom Kalkofen suggested adding 9.25 as “Emergency Meetings” to differentiate from “Special Meetings” with language:
 - An emergency meeting of the board can be called in which the option of in-person, telephonic, or email voting would be acceptable

Joe Cooke addressed the members and reminded them that MCAAB is a public body and is required to follow the Open Meetings Act, allowing the public to participate:

- Whatever you do for the members must also be done for the public
 - If members are allowed to email, then the public has to be given the opportunity as well, etc.
- Emergency meetings should be separate from Special meetings
- Consider bringing an Ad-hoc committee together again to look at the By-Laws and make recommendations to the Board

Tom Kalkofen suggested that in the “Special Meetings” section that language be included stating the item will be brought to the Full Board at a regular meeting for public input.

Discussion ensued.

