

Macomb Community Action Advisory Board
Planning & Evaluation Committee Meeting
January 28, 2020

The Macomb Community Action Advisory Board Planning & Evaluation Committee met on Tuesday, January 28, 2020, in the Conference & Training Center on Dunham Road, 21885 Dunham Road, Clinton Township, MI.

MEMBERS PRESENT:

Denise Amenta
Monica Bihar-Natzke
Tanya Blatz
Joan Flynn
Sara Gold
Matthew Micinski
Krista Willette
Carlee Wilson

MEMBERS EXCUSED:

STAFF PRESENT:

Joe Cooke
Karen Frasard
Kathleen Nicosia

OTHERS PRESENT:

1. Call to Order

The meeting was called to order at 11:57 am by Monica Bihar-Natzke.

2. Determination of a Quorum

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

3. Recommendation to approve the Agenda

Tanya Blatz made a motion, supported by Matthew Micinski, to approve the agenda as submitted.
Motion carried.

4. Recommendation to approve the November 19, 2019, minutes

Krista Willette made a motion, supported by Joan Flynn, to approve the November 19, 2019, minutes.
Motion carried.

5. Public Comment

Monica Bihar-Natzke stated that this Committee operates under the Open Meetings Act and asked if anyone present wished to address the Committee. With no one present requesting this privilege, Ms. Bihar-Natzke proceeded with the agenda.

6. Recommendation to receive and file the Head Start 0-5 Program Manager's Report.

Matthew Micinski made a motion, supported by Tanya Blatz, to receive and file the below three Head Start reports.

Kathleen Nicosia presented the Program Manager's reports:

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

Kathleen Nicosia provided an overview of the reports, including the Head Start program report:

- The Health & Safety grant is being spent out, as approved
- Focus Area One was completed
 - Review was an on-line federal review took place November 18-22, 2019
 - This review was daily phone calls to discuss the program and how MCA Head Start 0-5 administers the program
- Budgets for each program were reviewed (EHS-CCP; EHS; GS; HS; TS; and PC)
- Most of the credit card charges reflect conference and travel and yearly fees for Survey Monkey

Discussion ensued.

- b) Recommendation to receive and file the 2020 Selection Priority Grid

Kathleen Nicosia provided an overview of the Priority Grid:

- This is accomplished through a face-to-face application appointment that the advocates have with the families

- c) Recommendation to receive and file the Community Assessment update

Kathleen Nicosia presented information on the Community Assessment update:

- Macomb Community Action does a formal needs assessment every three years, but the Head Start grant requires that the information be updated each year
- Information is collected annually to be reviewed through the strategic Planning / Self-Assessment system to determine if programming should shift to accommodate the population demographics

Discussion ensued. Joan Flynn requested a schedule of when the Fresh Mobile will be in the City of Warren.

Motion carried.

- d) Recommendation to approve Parent – Community Complaint Procedure

Krista Willette made a motion, supported by Joan Flynn, to approve the Parent – Community Complaint procedure.

Kathleen Nicosia presented information on the procedure:

- Procedure has been posted in all of the classrooms to inform families and customers know of the process for sharing a complaint regarding the program

Discussion ensued regarding an anonymous complaint.

Motion carried.

Kathleen Nicosia presented information on the following:

- e) Training:
 - Early Learning Outcomes Framework (ELOF)
 - i. Research based child development skills, behaviors, and knowledge that programs must foster in all young children so they succeed in school

- Connects to the Teaching Strategies Gold, the curriculum and assessment tool
- Approaches to learning, social and emotional development, language and literacy, cognition, perceptual, motor, and physical development
- Parent, Family & Community Engagement (PFCE)
 - i. Serves as a road map of progression to help families be engaged with the communities to achieve better outcomes for children and families

Ms. Nicosia provided an update on the following:

- f) Update: Strategic Planning / Self-Assessment process status
 - Have completed three out of five days
 - Members are invited to next session on February 5
 - Data is reviewed and narrowed down to look for trends, strengths, improvements and what needs there are for next year
- g) Update: Detroit Wolf Trap – Living Arts \$10,000 grant
 - We did receive the PNC grant for \$10,000 for art therapy of music and movement activities in the classrooms
- h) Update: Policy Council
 - Carlee Wilson provided an update on Policy Council
 - i. At the last meeting, a community representative was voted in last meeting, Melissa Jackson, an employee of Beaumont and a former Head Start employee
 - ii. It was voted and approved to send some PC members to a conference in Ann Arbor in March and five members were approved to go to a CARE conference at the MISD

7. Recommendation to receive and file the BCAEO Weatherization Monitor Closeout Letter

Joe Cooke provided information on the summary letter, stating

- This was a quality assurance monitoring last fall
- These related to contractor and employee missing or expired licenses and insurances
- Our files were up to date but had not been uploaded to the State
 - There were no findings after being submitted

Discussion ensued.

Tanya Blatz made a motion, supported by Matthew Micinski, to receive and file the BCAEO Weatherization Monitor Closeout Letter. Motion carried.

8. Recommendation to receive and file the MichiganWorks! TANF monitoring report for Transportation

Krista Willette made a motion, supported by Tanya Blatz, to receive and file the MichiganWorks! TANF monitoring report for Transportation.

Joe Cooke provided an overview of the reports stating there were no observations of non-compliance and there were no recommendations or findings.

Motion carried.

9. Recommendation to receive and file the October and November 2019 Program Reports

Tanya Blatz made a motion, supported by Denise Amenta, to receive and file the October and November 2019 Program Reports.

Joe Cooke provided an overview of the reports.

