

Macomb Community Action Advisory Board  
Full Board  
March 11, 2008

The Macomb Community Action Advisory Board met on Tuesday, March 11, 2008 in the VerKuilen Building, Senior Citizen Auditorium, 21885 Dunham Rd., Clinton Township, MI.

MEMBERS PRESENT:

Mary George, Chair  
Norman Bordo  
Hazel Rivers  
John Bierbusse  
Denise Amenta  
Commissioner Tocco  
Linda Girolamo  
Jessica Cheshire  
Fran Sturtz  
Pastor John Mack  
Tammy Patton  
Commissioner Flynn  
Eudora McKinney  
Commissioner Slinde

MEMBERS EXCUSED

Commissioner Camphous-Peterson  
Debi Schroeder  
Commissioner Doherty  
Nellie Martin  
Ron Chriss

GUESTS

Edward Dixon  
Dorothy Upshaw  
Faye Martin-Alexander

STAFF PRESENT:

Frank Taylor  
Mary Solomon  
Madeleine Olszak  
Holly Ehrke

I. Call to Order/Pledge of Allegiance

The meeting was called to order by Chair George at 12:00 p.m.

II. Determination of a Quorum

It was determined that a quorum was established with 14 members present.

III. Approval of the Agenda

Commissioner Tocco, supported by Fran Sturtz, made a motion to approve the Agenda as submitted. Motion carried.

IV. Approval of December 11, 2007 Minutes

Commissioner Flynn recommended that the Minutes should state "members excused" replacing "members not present".

Norman Bordo, supported by Commissioner Slinde, made a motion to approve the December 11, 2007 minutes with the recommendation to replace “members not present” with “members excused”. Motion carried.

#### V. Public Comment

Chair George 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, Chair George proceeded with the meeting.

#### VI. Chairperson’s Report

Chair George presented awards of recognition to Dorothy Upshaw and Edward Dixon for their generous contribution of time and energy on the Macomb Community Action Advisory Board.

Chair George introduced new Board members - Tammy Patton, Chair of the Head Start Policy Council and Jessica Cheshire, Area Director United Way for Southeastern Michigan. Ms. Patton replaces Debbie Stackpoole and Ms. Cheshire replaces Susan Murphy on the Board.

Chair George also announced applications are still being accepted for the two Board vacancies in the Consumer Sector.

##### 1. Advisory Board Update

Ms. George stated the following were in the Full Board’s packet:

- MCAAB Membership Update
- Committee Assignments
- Committee Responsibilities

She asked Board Members to review these documents and notify Holly if there are any changes.

#### VII. Committee Reports

##### Executive Committee Report

##### 1. Recommendation to Receive CSBG-Earned Income Tax Preparation (EITC) Grant Funds

Chair George reviewed the CSBG-Earned Income Tax Preparation (EITC) Grant Funds. She stated:

- a. The period of performance will be January 1, 2008 through June 30, 2008.
- b. The funding amount is \$13,000. (No county match)
- c. Funds under this grant are being designated to supplement staff wages during training and implementation of the program.

Eudora McKinney, supported by Linda Girolamo, made a motion to receive the CSBG-Earned Income Tax Preparation (EITC) Grant Funds. Motion carried.

2. Recommendation to Receive Specialized Services Funds from SMART under the Specialized Services Operating Assistance Program

Chair George reviewed the Specialized Services Funds from SMART under the Specialized Services Operating Assistance Program. She stated:

- a. The period of performance will be October 1, 2007 through September 30, 2008.
- b. The funding amount is \$39,732. (No County match.)
- c. Funds under this contract will be used to provide services to the elderly and persons with disabilities.

Norman Bordo, supported by Hazel Rivers, made a motion to receive the Specialized Services Funds from SMART under the Specialized Services Operating Assistance Program. Motion carried.

3. Recommendation to Receive MPSC/MCAAA Weatherization & Client Education Grant Funds

Chair George reviewed the Michigan Public Service Commission/Michigan Community Action Agency Association (MPSC/MCAAA) Weatherization & Client Education Grant Funds. She stated:

- The period of performance will be November 21, 2007 through August 31, 2008.
- The funding amount is \$100,665. (No County match)
- Funds under this grant will be used to enhance and supplement current Weatherization measures.

Commissioner Flynn, supported by Commissioner Slinde, made a motion to receive the Michigan Public Service Commission/Michigan Community Action Agency Association (MPSC/MCAAA) Weatherization & Client Education Grant funds. Motion carried.

4. Recommendation to Receive TANF-Earned Income Tax Preparation (EITC) Grant Funds

Chair George reviewed the Temporary Assistance to Needy Families (TANF). She stated

- The period of performance will be January 1, 2008 through June 30, 2008.
- The funding amount is \$20,503. (No County match)
- Funds under this grant will be used for staff tax training provided by the IRS and the Volunteer Accounting Service Team of Michigan (VAST-MI). The funds will also be used to supplement Action Center and Head Start staff wages during extended office hours.

Norman Bordo, supported by Commissioner Slinde, made a motion to receive the Temporary Assistance to Needy Families (TANF) - Earned Income Tax Preparation (EITC) Grant funds. Motion carried.

5. Update on MPSC/DHS Weatherization and Client Education Grant Funding

Mr. Taylor reviewed the letter that was sent to Ismael Ahmed, Director of the Department of Human Services regarding the reduction of funding in the amount of \$143,000.

In an effort to restore a portion of the \$143,000, a letter from Ismael Ahmed, Director of the Department of Human Services, stated they have recently received an additional \$27.4 million in federal LIHEAP contingency funds. The Department of Human Services will be allocating \$3.5 million to the Community Action network via the execution of new LIHEAP weatherization contracts for the period of April 1, 2008 through March 31, 2009.

Mr. Taylor stated an update on the LIHEAP Contingency Funding will be presented to the Executive Committee at their April meeting.

6. Update on County Request for a Budget Reduction

Mr. Taylor reviewed the letter that was sent to Commissioner Tocco regarding the 2008 Budget Reduction for MCCSA.

Mr. Taylor stated at the December 7, 2007, Board of Commissioner's Budget Committee Meeting he presented MCCSA's 2008 Budget Reduction. After a review of MCCSA's budget, the Agency is prepared to make an immediate reduction in the amount of \$31,642. This reflects a 2.5% reduction to MCCSA's proposed 2008 County allocation. Mr. Taylor stated the Agency will be able to absorb the County revenue reduction as a result of obtaining additional state funding.

Mr. Taylor stated he will continue to update the Board on the 2008 Budget Reduction.

7. Recommendation to Receive and File the Weatherization Monitoring Report

Mr. Taylor reviewed the Weatherization Monitoring Report. He stated there were no findings.

Denise Amenta, supported by Linda Girolamo, made a motion to receive and file the Weatherization Monitoring Report. Motion carried.

8. Report on Weatherization & Client Education Grant Funds in Prior Years

Mr. Taylor reviewed the Weatherization and Client Education Grant funds that were received in prior years.

9. Report on Outcome of Health & Human Services Head Start Monitoring Visit

Mr. Taylor reviewed the Department of Health and Human Services Overview of Findings letter for the Head Start Program. He stated that the Department of Health and Human Services acknowledges that the Head Start Program has corrected all items that were identified as non-compliance. Based on information gathered during their most recent review, it was established that the Head Start program is now in full compliance with all applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. The Head Start Program received a Certificate of Compliance.

Mr. Taylor stated the Head Start Grant will be the same amount this year.

#### 10. Review Amended MCAAB By-Laws and Rights & Responsibilities Form

Chair George stated the Executive Committee has been reviewing the MCAAB By-Laws and MCAAB Rights and Responsibilities. She asked if Board Members have suggestions or changes please contact Frank Taylor or her.

Commissioner Tocco stated the word **absent** on page 6 of 10, Section 6.9 under Removal, should be replaced with: Members may be removed with two-thirds (2/3) vote if a member is **excused** from three (3) regular scheduled Committee and/or regular Advisory Board meetings combined in a term year.

John Bierbusse requested that the By-Laws define Member Excused/Unexcused from scheduled Committee or regular Advisory Board Meetings.

#### 11. Update on Regional Poverty Forums

Mr. Taylor stated MCCA was involved with the Poverty Forum that was held in Waterford on February 6, 2008. The Agency transported 8 customers to the Forum. The customers gave first-hand accounts of what they are experiencing living in poverty.

Commissioner Flynn and Ms. McKinney asked for copies of the Poverty Report for their upcoming meetings. Ms. McKinney also requested copies of the Homeless 10 Year Plan for her May 6<sup>th</sup> meeting.

Ms. Solomon stated the Poverty Report is on the Macomb County Community Services Agency Website.

#### Budget Committee Report

Mr. Bierbusse presented the following items that were reviewed by the Budget Committee at their January 16, 2008 and February 20, 2008 Meetings.

1. Recommendation to Receive and File Budget Summary Report
2. Recommendation to Receive and File Special Assistance Grants Progress Report
3. Recommendation to Receive and File Cash Donations Report
4. Recommendation to Receive and File Financial Detail Report – Transportation Services

5. Recommendation to Receive and File Financial Detail Report – Food Program
6. Recommendation to Receive and File Financial Detail Report – Head Start

Denise Amenta, supported by Commissioner Tocco, made a motion to approve the recommendations of the Budget Committee. Motion carried.

Discussion followed:

- Mr. Taylor reported the 2008 Walk for Warmth has received over \$26,000.00 in pledges, donations and sponsorships.
- Commissioner Flynn requested an update on the Head Start Director position. Mr. Taylor stated he has received applications from Human Resources. Interviews will begin on March 24, 2008.
- Kathleen Nicosia, Mary Solomon and Frank Taylor are currently overseeing the Head Start Program.

#### Program Planning & Evaluation Committee Report

Ms. Rivers reported that the Program Planning & Evaluation Committee met on January 24, 2008 and February 28, 2008. The following items were reviewed:

1. Recommendation to Approve Amended Head Start Policy Council By-Laws

Norman Bordo, supported by Commissioner Flynn, made a motion to approve the amended Head Start Policy Council By-Laws. Motion Carried.

Mr. Bordo requested a copy of the Head Start Policy Council Minutes be included in the Full Board Packet.

2. Recommendation to Receive UWSEM Discretionary Funding for the Food Program

Mr. Taylor reviewed the United Way for Southeastern Michigan Discretionary Funding for the Food Program. He stated:

- Funding amount is \$14,817.01.
- Funds will be utilized for the purchase of freezers, a refrigerator, computers, hand carts, a dehumidifier, shelving, a hand dolly, a fax machine, florescent lighting and a photocopier for the Food Program Pantries.

Commissioner Flynn, supported by Fran Sturtz, made a motion to receive the United Way for Southeastern Michigan Discretionary Funding for the Food Program. Motion carried.

3. Discussion on Prioritizing Community Needs Based Upon the 2007-08 Poverty Report

Mr. Taylor reported that Kurt Metzger, Research Director for United Way for Southeastern Michigan attended the February 28, 2008 Planning Committee Meeting and gave a presentation on the 2007 – 2008 Poverty Report.

Mr. Taylor also reported that the Planning Committee members discussed the process of updating the Community Needs Assessment Prioritization of needs for 2008. He asked the Board members for suggestions in updating the Assessment and reprioritizing the information.

#### 4. Head Start Policy Council Update

Ms. Sturtz reported:

- Head Start Staff have been attending various conferences and have brought back information that they are sharing with Head Start parents.
- Head Start has completed their Self-Assessment.
- The Head Start Policy Council members voted to approve Ms. Sturtz as their representative to the MCAAB Board.
- A Research Project conducted by Jason Novetsky, School Psychology Consultant, Macomb Intermediate School District and Oakland University Doctoral Student would like to involve Head Start Teachers in their research. The matter was tabled until the next Head Start Policy Council Meeting.
- Macomb County now has a furniture bank and it is located in Warren. They are in need of donated items.
- Head Start will be distributing information on “Smooth Sailing to Kindergarten” at their next parenting event. This will provide information to the parents for the transitions of their children from the Head Start Program to Kindergarten.

#### 5. Recommendation to Receive and File Program Reports

Denise Amenta, supported by Commissioner Slinde, made a motion to receive and file the Program Component Reports. Motion carried.

#### 6. Recommendation to Receive and File Results Oriented Management & Accountability (ROMA) FY 2008 First Quarter Report

Norman Bordo supported by Fran Sturtz, made a motion to receive and file the Results Oriented Management & Accountability (ROMA) FY 2008 First Quarter Report. Motion carried.

### VIII. Director’s Report

Mr. Taylor distributed:

- Macomb County Community Services Agency’s 2007 Annual Report
- Information on the TV Converter Box Coupon Program
- Information on the Economic Stimulus Payments for Low-Income Workers and Social Security Recipients

Mr. Taylor also reported on Governor Granholm visit to the Macomb County Department of Public Works building on February 28, 2008. Eight (8) customers who received MCCSA's services were represented. Each customer had a chance to give first hand accounts of what they are experiencing living in poverty.

#### IX. New Business/Emerging Issues

Mr. Bordo reported he attended The Good Samaritan Coalition Meeting. He asked Ms. Amenta to provide the Board with information from the Meeting.

Ms. Amenta stated the Coalition became aware of an Iraqi English Interpreter and his family who have immigrated to the United States are in need of assistance.

- Ms. Girolamo recommended they should contact Lutheran Social Services of Michigan.
- Ms. McKinney also recommended Travelers Aid Society of Michigan.

#### X. Announcements

Ms. Amenta announced the "Spring for Homeless" Benefit Dinner and Entertainment Revue. The Benefit Dinner will be held Thursday, April 17, 2008 at DeCarlo's Banquet and Conference Center in Warren. Cost is \$30.00 per person. She also stated there were additional flyers on the front table.

#### XI. Next Board Meeting – 6/10/08 at Greater New Hope Baptist Church in New Haven, MI. Pastor Mack will be hosting the Full Board Meeting.

#### XII. Adjournment

John Bierbusse supported by Tammy Patton, made a motion to adjourn at 1:25 p.m. Motion carried.

Respectfully Submitted

Holly Ehrke, Secretary