

Macomb Community Action Advisory Board
Executive Committee Meeting
April 8, 2008

The Macomb Community Action Advisory Board Executive Committee met on Tuesday, April 8, 2008 in the VerKuilen Building, MI Works! Conference Room-Suite 11, 21885 Dunham Rd., Clinton Township, MI.

MEMBERS PRESENT:

Mary George, Chair
Norman Bordo
Commissioner Camphous-Peterson
Denise Amenta

MEMBERS EXCUSED:

Hazel Rivers
Commissioner Tocco
John Bierbusse

STAFF PRESENT:

Frank Taylor
Holly Ehrke

1. Call to Order

The meeting was called to order by Chair George at 12:08 p.m.

2. Determination of a Quorum

It was determined that a quorum was established with 4 members present.

3. Approval of the Agenda

Norman Bordo, supported by Commissioner Camphous-Peterson, made a motion to approve the Agenda as submitted. Motion carried.

4. 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.

5. Approval of February 12, 2008 Minutes

Norman Bordo supported by Commissioner Camphous-Peterson, made a motion to approve the February 12, 2008 minutes. Motion carried.

6. Recommendation to Approve the Weatherization Assistance Program PY 08-09
Local Service Plan

Mr. Taylor reviewed the Weatherization Assistance Program PY 08-09. He stated:

- Grant Period: April 1, 2008 through March 31, 2009
- Funding Amount: \$555,810 (No County match required) This allocation represents almost a 7% increase from the PY 07 allocation of \$519,998.
- Funds under this contract will be used to provide energy saving measures to the elderly, handicapped and the Department of Human Services Program referrals.
- The allowable cost per unit is \$2,966.

Discussion followed.

Commissioner Camphous-Peterson, supported by Denise Amenta, made a motion to approve the Weatherization Assistance Program PY 08-09. Motion carried.

7. Recommendation to Approve the Low Income Home Energy Assistance Program
2008 Grant Application

Mr. Taylor reviewed the Low Income Home Energy Assistance Program PY 08-09. He stated:

These funds were allocated by the State to replace the unilateral MPSC funding cut.

- Grant Period: April 1, 2008 through March 31, 2009
- Funding Amount: \$143,500 (No County match required) We have not received these funds since 2006.
- Funding under this program will be used to provide weatherization to eligible dwellings. Funds will also be used to replace water heaters that are found to be inoperable or faulty.
- The allowable cost per unit is \$2,500.

Discussion followed.

Denise Amenta, supported by Norman Bordo, made a motion to approve the Low Income Home Energy Assistance Program 2008 Grant Application. Motion carried.

8. Recommendation to Approve the Emergency Food and Assistance Program
Agreements

Mr. Taylor reviewed the Emergency Food and Assistance Program (TEPAP) Agreements. He stated:

There has been a significant increase in the funding for this program. We have asked the pantry network to provide more assistance. This agreement outlines the Agency's responsibilities as well the pantries responsibilities for accepting the funds.

- The Agreement period is October 1, 2007 through September 30, 2008
- Funding Amount: \$60,606 (No County match required)
- \$7,200 of the \$60,600 allocation will be used to provide a stipend to assist four (4) pantries. This will assist the pantries to defray costs associated with distributing commodities. The following pantries will be receiving the stipend: Greater New Hope Baptist Church {\$100.00 per month}, Mt. Calvary Church {\$100.00 per month}, St. Mark Catholic Church {\$150.00 per month} and Lighthouse Outreach {\$250.00 per month}.

Mr. Taylor stated that Corporation Counsel and Risk Management have reviewed the Emergency Food and Assistance Program (TEPAP) Commodity Distribution Agreements.

Commissioner Camphous-Peterson, supported by Norman Bordo, made a motion to approve the Emergency Food and Assistance Program Agreements. Motion carried.

9. Recommendation to Receive and File Department of Human Services Monitoring Report and Corrective Action Plan

Mr. Taylor reviewed the Department of Human Services Monitoring Report and Corrective Action Plan. He stated:

- Findings from the previous monitoring visit have been resolved.

Pat Touzeau from the Department of Human Services conducted a monitoring visit on January 8-9, 2008.

- She reported on Observation #1
One client's income was calculated by annualizing three months of projected income.
 - Corrective action – Intake staff should review Community Services Policy Manual to become familiar with the proper calculation of income to determine client eligibility for CSBG-funded services. Management should request income eligibility training from DHS grant manager.
- She reported on Observation #2
One client's income was miscalculated.
 - Recommendation – Intake staff should review calculations made to determine client eligibility to ensure the calculations are correct prior to providing or denying services.
- She reported on Finding #1

One client file contained insufficient proof of income. No current proof of income was found in the file. Using only information available from 2006, the client was over 125% of poverty guidelines for a household of one.

- Corrective action taken: MCCSA has determined that the client was ineligible to receive services from the CSBG program in the amount of \$144.32. MCCSA has stated they will return \$144.32 to the State of Michigan within the next 30 days. Funding for this will be used out of the North Action Center funds.
- She reported on Observation #3
One client income was calculated by annualizing 13 weeks of unemployment compensation without proof the client received 52 weeks of unemployment.
 - Corrective action – Intake staff should review Community Services Policy Manual to become familiar with the proper calculation of income to determine client eligibility for CSBG-funded services. Management should request income eligibility training from DHS grant manager.
- She reported there were no findings in the CSBGT- Earned Income Tax Credits Program, Temporary Assistance to Needy Families Program, and the Weatherization Program (DOE/MPSC).

A corrective action response letter was sent to the Department of Human Services with a check in the amount of \$144.32.

Commissioner Camphous-Peterson, supported by Denise Amenta, made a motion to receive and file the Department of Human Services Monitoring Report and Corrective Action Plan. Motion carried.

10. MCAAB Membership Update

Mr. Taylor reported that he has received two applications for Consumer Sector positions on the Advisory Board. He is waiting for applications from Dr. Pardo, Hispanic Coalition representative. Dr. Pardo will be providing candidates for consideration from the Hispanic Coalition.

Mr. Bordo requested that the Executive Committee meet the candidates before a decision was made. Discussion followed.

It was decided that Mr. Taylor would invite the persons who recommended the candidate and they would do a presentation on their applicant at the next Executive Committee Meeting.

11. Discussion on MCAAB By-Laws Modifications

Mr. Taylor presented the recommendation that was discussed at the Full Board Meeting in March. At that meeting, John Bierbusse requested that the By-Laws “define Member Excused/Unexcused from scheduled Committee or regular Advisory Board Meetings”.

Mr. Taylor contacted Corporation Counsel regarding defining Member Excused/Unexcused in the MCAAB By-Laws. They reported that they had no written policy. Mr. Taylor recommended that deferring excused absences should not be put in writing in the MCAAB By-Laws.

The Executive Committee Members agreed that a definition should not be put in writing in the MCAAB By-Laws.

12. Emerging Issues

Mr. Taylor stated that the Head Start Program can no longer utilize parent’s mileage as an In-Kind Donation when transporting their children to the classroom. Due to the inception of these new guidelines we anticipate falling short of our non-federal cost share requirement this year. He asked to receive approval from the Board Members to send a letter to the U.S. Department of Health and Human Services Office of Head Start to request a Transportation Waiver.

Commissioner Camphous-Peterson, supported by Denise Amenta, made a motion to send a letter to the U.S. Department of Health and Human Services Office of Head Start to request a Transportation Waiver. Motion carried.

13. Other Business

Mr. Taylor distributed the following flyers:

- The Letter Carriers Annual Food Drive – May 10, 2008.
- The 2008 Southeast Michigan “Rally to Stamp Out Hunger” – May 4, 2008 at Freedom Hill.

14. Schedule Next Meeting –May 13, 2008 – VerKuilen Bldg. (MI Works Conference Room)

15. Adjournment

The meeting adjourned at 1:05 p.m.

Respectfully Submitted

Holly Ehrke, Secretary