

Macomb Community Action Advisory Board
Planning and Evaluation Committee Meeting
May 26, 2011

The Macomb Community Action Advisory Board Planning and Evaluation Committee met on Thursday, May 26, 2011, in the Michigan Works! Conference Room, 21885 Dunham Road, Suite 11, Clinton Township.

MEMBERS PRESENT:

Denise Amenta, Chair
Monica Bihar-Natzke
Ron Chriss
Elise Johnson
Eudora McKinney
Jessica Stone
Krista Willette

MEMBERS EXCUSED:

STAFF PRESENT:

Frank Taylor
Mary Solomon
Kathleen Nicosia
Karen Frasard

OTHERS PRESENT:

1. Call to Order

The meeting was called to order by Chair Denise Amenta at 11:44 a.m.

2. Determination of a Quorum

It was determined that a quorum was established with 7 members present.

3. Recommendation to approve the Agenda

Eudora McKinney, supported by Jessica Stone, made a motion to approve the Agenda as submitted. Motion carried.

4. 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, Chair Amenta proceeded with the meeting.

5. Recommendation to approve the November 18, 2010, minutes

Krista Willette, supported by Eudora McKinney, made a motion to approve the November 18, 2010, minutes. Motion carried.

6. Recommendation to approve the 2011–12 Head Start Continuation Grant

Kathleen Nicosia presented the Head Start Continuation Grant, stating that:

- Grant is flat funded; no cuts in fiscal year 2011
- Cuts are pending to fiscal year 2012

Frank Taylor added that ARRA funds used in last year's grant were incorporated into this grant to make it permanent funding.

Eudora McKinney, supported by Jessica Stone, made a motion to approve the 2011-12 Head Start Continuation Grant. Motion carried.

7. Recommendation to approve the 2011-12 Early Head Start Continuation Grant

Kathleen Nicosia presented the Early Head Start Continuation Grant, stating that:

- ARRA funds end September 29, 2011
- Early Head Start funds will be combined with Head Start funds in base grant
- We will receive ½ the amount before September 30, 2011, and 2nd half in March 2012 (pending any cuts)
- Received approval to carry over \$43,420 funds from last year to be used for transportation for EHS socialization

Elise Johnson, supported by Monica Bihar-Natzke, made a motion to approve the 2011-12 Early Head Start Continuation Grant. Motion carried.

8. Recommendation to approve the 2011 Head Start Self-Assessment Improvement Plan

Kathleen Nicosia presented the 2011 Head Start Self-Assessment Improvement Plan.

Monica Bihar-Natzke, supported by Jessica Stone, made a motion to approve the 2011 Head Start Self-Assessment Improvement Plan. Motion carried.

9. Recommendation to approve the 2011-2014 Head Start Grant Goals and Objectives

Kathleen Nicosia presented the 2011-2014 Head Start Grant Goals and Objectives, stating that:

- Worked on goals and objectives for two days
 - Invited staff, Policy Council Board, MCAAB, and community partners
 - New goals will need to be created for next three years
- Goals and objectives promote school readiness skills
- Provide professional development opportunities for all staff
- Promote parent and family engagement

Eudora McKinney, supported by Krista Willette, made a motion to approve the 2011-2014 Head Start Grant Goals and Objectives. Motion carried.

10. Recommendation to receive and file the Head Start/Early Head Start Report

Kathleen Nicosia presented the Head Start Director's report, stating that:

- Wait list for Early Head Start is 108
- Wait list for Head Start is 440
- Early Head Start in-kind is \$190,727
- Head Start in-kind is \$840,164
- Two parent events were held, "Safari of Learning" on 2/15/11, and "Corral Your Family Around the Dinner Table" on 3/30/11
- March was Reading Month – superintendents, commissioners, a Mayor, Aides to Senators, and State Representatives read in numerous Head Start classrooms
 - Frank Taylor added that Congressman Levin visited a Head Start site in Fraser, interacting with Head Start parents and families
 - Had good press coverage
- As part of the grant process, several staff attended a Risk Management meeting in Chicago February 4, 2011
- Strategic Planning

- Met February 8, 9 and April 6
- Reviewed collected data and areas needing improvement
- Reviewed on-going monitoring plan
- Finished the Self-Assessment Improvement Plan
- Set new goals and objectives
- Created 2011-2012 program calendar
- Created agenda for pre-service in August 2011 for all staff

Monica Bihar-Natzke presented an update on Policy Council:

- Members went through initial training and selected chair and vice chair
- Reviewed all procedures and plans
- Approved numerous policies
- Numerous AD Hoc committees met
- Discussed:
 - Recompensation
 - Risk management meeting
 - Community resources

Kathleen Nicosia continued with the Head Start Director's report, presenting Information Memorandums and Program Instructions update:

- Information memorandums pertaining to the following were presented:
 - Training and technical assistance
 - Revisiting and updating multicultural principals
 - Strengthening Head Start and ensuring accountability
 - Head Start and Child Welfare partnerships
 - Maternal, infant and early childhood home visiting
 - Qualifications for Early Head Start
 - Helping victims of domestic violence
 - 2011 fiscal monitoring
- Program instructions pertaining to the following were presented:
 - Head Start funding increase
 - Income eligibility
 - Enrollment of migrant children
 - Locally designed models
 - SF-425 replaces SF 269
 - Fiscal year 2011 funding guidance

Eudora McKinney, supported by Elise Johnson, made a motion to receive and file the Head Start/Early Head Start Report. Motion carried.

11. Recommendation to receive and file the November 2010 through April 2011 program Reports

Mary Solomon presented the program reports, stating:

- Activity at Action Centers remains high
 - South Center has processed more emergency requests due to temporary staff shortage at Central and North centers
 - Temporary suspended spending due to funding cut threats
 - Staff attended several in-service trainings
 - Staff busy with tax preparations January through April
 - With new FACSPRO database in place, Centers will now combine their reports into one
- IDA program is alive and well
 - 9 IDA and 3 City of Warren participants are enrolled
 - Now have 5 available IDA accounts and 12 City of Warren accounts
 - Two IDA participants purchased homes
- In addition to Kathleen Nicosia's report on Head Start, Mary Solomon added that:

- Staff has been working hard at maintaining full enrollment for both Head Start and Early Head Start
- Donated funds from a private donor provided critical dental services for two Head Start children
- Energy kits were distributed to Head Start families in April
- Senior Nutrition program
 - On track for both Home Delivered Meals (HDM) and Congregate
 - Behind in cost-sharing contributions due to economic conditions
 - Nation-wide effort to raise awareness for Meals on Wheels
 - Partnered with Henry Ford Hospital to start HDM for patients being discharged
 - Congregate sites sponsored a penny drive to benefit March for Dimes – March for Babies
 - Team of 50 volunteers delivered meals on Easter to 451 homebound seniors
- Chore program
 - Ahead of schedule in units of service due to the number of snow removals over the winter
 - 275 households received snow removal this past winter
 - Currently 214 households on grass cutting routes
 - Grass cutting began in April
- Home Injury Control
 - Ahead of schedule on number of safety devices installed
- Weatherization program is at full speed and exceeding goals; helping State achieve their goals
 - At 221% of plan goal for regular DOE funding
 - At 119% of plan goal for ARRA DOE funding
- Transportation
 - Took delivery of four new school busses for Head Start
 - Recipients through SMART of a JARC (Job Access and Reverse Commute) grant to offset costs
 - Number of essential medical customers has reduced due to funding cuts
 - Beaumont awarded us a \$10,000 grant
 - All transportation units now have GPS tracking system installed
 - Busses have ZPass readers on them
- The Macomb Food Program
 - Seeing a decline in distribution of food despite increase in demand
 - Not yet received FEMA ESFP funds this year
 - Program in serious jeopardy
 - Distributed 1,215,488 pounds of food from the beginning of our fiscal year 10/1/11 through the end of April
 - Seeing an increase in TEFAP (Commodities) distribution
 - Distributing to over 4,000 households
 - The Elimination Raffle was held in March and raised over \$24,260.00
 - The Letter Carrier's Food Drive was in May
 - 259 gaylords were delivered to the warehouse
 - Over 460,000 pounds of food was collected county-wide
- The Continuum of Care program is working on their annual grant
 - Recently held a Community Connection Day and Point in Time Count
 - 1,111 homeless in Macomb County, including 200 children
- The Media Log references many newspaper articles relating to numerous MCCSA programs

Monica Bihar-Natzke, supported by Jessica Stone, made a motion to receive and file the November 2010 through April 2011 program Reports. Motion carried.

12. Recommendation to receive and file the Results Oriented Management & Accountability (ROMA) FY 2011 First & Second quarter Reports

Mary Solomon presented the ROMA reports.

