

Macomb Community Action Advisory Board  
Planning and Evaluation Committee Meeting  
November 17, 2011

The Macomb Community Action Advisory Board Planning and Evaluation Committee met on Thursday, November 17, 2011, in the Michigan Works! Conference Room, 21885 Dunham Road, Suite 11, Clinton Township.

MEMBERS PRESENT:

Denise Amenta, Chair  
Monica Bihar-Natzke  
Amber Fante  
Elise Johnson  
Laura Johnson  
Eudora McKinney  
Krista Willette

MEMBERS EXCUSED:

Jessica Stone  
Jack Johns  
Kelly Colegio

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 11:45 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

The agenda was modified to include a new item as "7B," "Earned Income Tax Credit/Tax Preparation Assistance Grant." Eudora McKinney, supported by Laura Johnson, made a motion to approve the Agenda with the requested change. Motion carried.

4. Recommendation to approve the September 29, 2011, minutes

Elise Johnson, supported by Krista Willette, made a motion to approve the September 29, 2011, minutes. Motion carried.

5. 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.

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

Kathleen Nicosia presented the Head Start Self-Assessment Process, stating that:

- This is the plan for our Self-Assessment process
- We are required by our grantor to do self-assessments
- There will be four teams
  - Management,
  - Education and Disabilities
  - Health, Nutrition, and Mental Health
  - Family Partnerships and ERSEA

- We are looking for help with completing the surveys

Kathleen Nicosia presented the Head Start Policy Council Recruitment Procedures and asked if the board has any suggestions.

- A parent event was held in September: It's a Small World
- Another event is scheduled for December 16 at the Macomb Intermediate School District
- Will be receiving another Great Start grant

Kathleen Nicosia discussed the upcoming Peer Review, presenting the "Office of Head Start On-site Review Protocol FY 2012" document, stating

- Several MCAAB members attended a recent joint training in October
- Kathleen is on the training committee
- All procedures go to Policy Council for review
- Kathleen reviewed the
  - Plans for MCAAB Training
  - Updated procedures for the Procedure Manual

Kathleen Nicosia presented the

- 2011-2012 Policy Council calendar
- Information Memorandums for 2011
- Program Instructions for 2011
- 2010-2011 Head Start and Early Head Start Program Information Reports

Laura Johnson, supported by Krista Willette, made a motion to approve the Head Start / Early Head Start Report. Motion carried.

Monica Bihar-Natzke presented an update on Policy Council, stating:

- We have all new parents this year
- Everyone is very engaged
- Now have standard committee for Advocacy instead of Adhoc
  - Success stories will be compiled and put in booklet to distribute
- By-Laws are again being changed

#### 7. A. Recommendation to receive and file the September 2011 and October 2011 Program Reports

Mary Solomon presented a summary of the September 2011 and October 2011 Program Reports, stating that:

- The Community Action Center reports are now consolidated
  - Activity levels in Centers remain high
  - We received our FEMA – EFSP funds for rent/mortgage
    - Grant award: \$195,272
      - Rent/mortgage is \$70,000
      - Emergency food is \$125,272
- Home Purchase Program
  - There are currently 6 IDA and 2 City of Warren participants
  - Five (5) IDA applicants are being reviewed at committee
  - Two customers withdrew from program due to moving out of the County
- Head Start
  - Staff have been working hard to maintain full enrollment in both Head Start and Early Head Start
  - There are significant wait lists in both programs
  - The parent event, "It's a Small World" was well attended
    - 84 adults and 152 children
- Senior Nutrition
  - The monthly meal target for Meals on Wheels was exceeded in both September and October
  - 130 volunteers helped to deliver Emergency Preparedness packs on September 11
  - The monthly meal target for Congregate was exceeded in September with 10,253 meals
  - In September, the program began delivering meals four days per week, eliminating Friday deliveries
    - Deliveries on Thursdays includes an additional cold bag meal for Friday
  - The average cost share for both programs continues to lag behind target goal
  - Advisory Council attendance has increased as a result of offering mileage reimbursement to attendees

- Milk and condiment changes to both programs began in October and will result in a cost savings
- Chore Program
  - Over 9,000 units of service were provided at the end of the fiscal year, exceeding our contract obligation by over 2,000 units
  - Lawn cutting season ended in October
  - Joy Cardy retired after 26 years of service
- Home Injury Control
  - Unit goal was exceeded in FY 2011 by installing 199 safety devices
  - The program received an additional \$2,956 in one-time carryover funds
    - Will provide an additional 31 units of service
  - In October the program transitioned to using a subcontractor to perform in-home assessments and installation of safety devices
- Weatherization
  - ARRA unit goals are being exceeded
  - ARRA ends March 31, 2012
  - Regular DOE funding was released in July
  - Several staff recently attended the annual fall training
  - Our program is one of eight large programs that was selected to receive a comprehensive monitoring on the ARRA program
- Transportation
  - Head Start bus routes have been running on schedule
  - Drivers are doing a great job
  - The Essential Medical transportation program is serving many new customers
    - Program is funded in part through CSBG, MDOT, and the Beaumont Foundation
  - Individuals served, total trips, and total miles are consistent with last fiscal year
  - We received a contract for two (2) new buses from SMART
    - Buses were purchased through a grant awarded in June 2011
    - We expect delivery in January
    - Both buses will be equipped to accommodate disabled individuals
    - Vehicles will be used to transport Michigan Works – JET program participants
- Macomb Food Program
  - The program is experiencing a decline in the amount of food being distributed to the pantry network
    - Due in part to a delay in receiving FEMA-EFSP funds
      - FEMA-EFSP program was significantly cut
      - Our portion this year was \$125,272
    - Despite the delay, 1,892,608 pounds of food were distributed during FY2011
  - The program received a significant amount of food donations from Gleaners in the month of October
  - There continues to be an increase in the TEFAP distribution
    - TEFAP is being distributed to over 4,000 households
    - FocusHope is being distributed to over 300 households
- Media Log
  - The Macomb Food Program was referenced a few times regarding the Romeo to Richmond Race held in September

Mary Solomon gave an update on the Community Services Block Grant (CSBG) funding, stating:

- Funding for FY2012 has not yet been determined
- The Federal Government is operating under a Continuing Resolution through November 18<sup>th</sup>

Elise Johnson, supported by Eudora McKinney, made a motion to approve the September 2011 and October 2011 Program Reports. Motion carried.

#### 7. B. Recommendation to approve the Earned Income Tax Credit (EITC) Tax Preparation Assistance Plan Summary

Mary Solomon presented the Earned Income Tax Credit (EITC) Tax Preparation Assistance Plan Summary, stating:

- Period of Performance: December 15, 2011 through June 30, 2012
- Funding Amount: \$20,000

- Funding utilization: Funds will be used to supplement staff wages during the training and implementation of the program

Eudora McKinney, supported by Elise Johnson, made a motion to approve the Earned Income Tax Credit (EITC) Tax Preparation Assistance Plan Summary. Motion carried.

#### 8. Recommendation to receive and file the Results Oriented Management & Accountability (ROMA) FY 2011 Fourth Quarter Report

Mary Solomon presented the ROMA FY 2011 Fourth Quarter Report:

- The JET Program had a positive variance due to transporting more customers than projected
- The Earned Income Tax Credit Program had a negative variance due to the limited funding
- The Energy Self-Sufficiency Program had a negative variance due to problems recruiting customers for the program

Eudora McKinney asked if there were ways to get customers engaged in training for their budgets. Frank Taylor responded that, from results of the recent Community Needs Assessment, plans are being formulated to address these types of issues in hopes to help get customers out of poverty.

- The Home Delivered Meals program had a negative variance because seniors did not follow through with their request for service
  - We are looking at trying an advocacy program
- The Continuum of Care program had a negative variance because an outreach event was held in the 3<sup>rd</sup> quarter but had been projected to be held in the 4<sup>th</sup> quarter; no event was held in the 4<sup>th</sup> quarter
- The Child and Family Development program for 3 year olds showed a positive variance because there were more three year olds enrolled in the program than projected
- The Michigan Enrolls program had a positive variance because more customers were assigned to the program than projected due to unemployment benefits being exhausted

Eudora McKinney, supported by Laura Johnson, made a motion to receive and file the Results Oriented Management & Accountability (ROMA) FY 2011 Fourth Quarter Report. Motion carried.

#### 9. Emerging Issues

Denise Amenta informed the members of the upcoming DTE even at Cobo Hall.

Frank Taylor announced that he is retiring January 6, 2012:

- Will remain focused on the mission of the Agency
- Plans to have a seamless transition
- Continuity of program while moving forward
- Thanked the Board for their support

#### 10. Other Business

None noted.

11. Schedule of Next Meeting: Full Board, October 13, 2011  
Zuccaro's  
20400 S. Nunneley  
Clinton Township, MI 48035

#### 12. Adjournment

Monica Bihar-Natzke, supported by Krista Willette, made a motion to adjourn the meeting at 12:57. Motion carried.

Respectfully submitted,

Karen Frasard  
Recording Secretary