

Macomb Community Action Advisory Board  
Full Board  
October 11, 2011

The Macomb Community Action Advisory Board met Tuesday, October 11, 2011, at the Macomb Intermediate School District on Garfield in Clinton Township, Michigan.

MEMBERS PRESENT:

Denise Amenta  
John Bierbusse  
Michael Bruci  
Robert Cannon  
Amber Fante  
Mary George, Chair  
Judge William Hackel  
Jack Johns  
Elise Johnson  
Laura Johnson  
Pastor John Mack  
Eudora McKinney  
Jerry Moffit  
Debi Schroeder  
Krista Willette

MEMBERS EXCUSED:

Monica Bihar-Natzke  
Ron Chriss  
Kelly Colegio  
Tom Kalkofen  
Alice King  
Jessica Stone

STAFF PRESENT

Frank Taylor  
Mary Solomon  
Gary Cutler  
Julie Kavanagh  
Kathleen Nicosia  
Karen Frasard

OTHERS PRESENT:

Joan Flynn  
John Alderman  
Peggy Kennard  
Betty Slinde  
Steve Listman

I. Call to Order/Pledge of Allegiance

The meeting was called to order by Chair Mary George at 11:55 a.m.

II. Determination of a Quorum

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

III. Recommendation to approve the Agenda

Denise Amenta, supported by John Bierbusse, made a motion to approve the Agenda. Motion carried.

IV. Recommendation to approve the June 14, 2011 minutes

Laura Johnson, supported by Denise Amenta, made a motion to approve the June 14, 2011, minutes. 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

### 1. Joan Flynn recognition

Chair George and Frank Taylor presented Joan Flynn with a clock in acknowledgement of the years of service Ms. Flynn contributed to the Macomb Community Action Advisory Board.

### 2. Introduce new member

After all in attendance took their turn stating their name and where they are from, Chair George introduced Amber Fante, stating:

- Ms. Fante serves as the Chair in Baker College's Early Childhood Department
- Has extensive early childhood experience
- Had a son who was in the Head Start program

### 3. Recommendation to approve new Board member

John Bierbusse, supported by Jack Johns, made a motion to recommend Amber Fante to membership on the Macomb Community Action Advisory Board. Motion carried.

Let the record show that with the election of Amber Fante to the Board, the number of members present increased to a total of 15.

## VII. Election of Officers

### 1. Election Guidelines

Chair George explained the election process. Debi Schroeder, supported by Denise Amenta, made a motion to nominate John Bierbusse to conduct the election. Motion carried.

#### **1<sup>st</sup> Officer – Chair of Macomb Community Action Advisory Board**

John Bierbusse asked for nominees for the position Board Chair. Pastor John Mack, supported by Denise Amenta, made a motion that Mary George continue as Macomb Community Action Advisory Board Chair.

John Bierbusse asked Mary George if she would accept this position if elected. Mary George answered in the affirmative.

Motion carried.

John Bierbusse asked if there were any other nominations for the position of Chair of the Board. There being no other nominations, John Bierbusse, supported by Elise Johnson, made a motion to unanimously elect Mary George to the position of chair of Macomb Community Action Advisory Board. Motion carried.

#### **1<sup>st</sup> Vice Chair of Macomb Community Action Advisory Board**

John Bierbusse asked for nominees for the position of 1<sup>st</sup> Vice Chair of the Board. Eudora McKinney, supported by Pastor Mack, made a motion to nominate Denise Amenta as the 1<sup>st</sup> Vice Chair of Macomb Community Action Advisory Board.

John Bierbusse asked Denise Amenta if she would accept this position if elected. Denise Amenta answered in the affirmative.

Motion carried.

John Bierbusse asked if there were any other nominations for the position of 1<sup>st</sup> Vice Chair of the Board. There being no other nominations, John Bierbusse made a motion, supported by Elise Johnson, to elect Denise Amenta to the position of 1<sup>st</sup> Vice Chair of Macomb Community Action Advisory Board. Motion carried.

### **2<sup>nd</sup> Vice Chair of Macomb Community Action Advisory Board**

John Bierbusse asked for nominees for the position of 2<sup>nd</sup> Vice Chair of the Board. Krista Willette, supported by Jack Johns, made a motion to nominate Tom Kalkofen to the position of the 2<sup>nd</sup> Vice Chair of Macomb Community Action Advisory Board.

Acknowledging Tom Kalkofen's absence, John Bierbusse asked if there were any other nominations for the position of 2<sup>nd</sup> Vice Chair of the Board.

Denise Amenta, supported by Pastor John Mack, made a motion to nominate Eudora McKinney to the position of 2<sup>nd</sup> Vice Chair of Macomb Community Action Advisory Board.

John Bierbusse asked Eudora McKinney if she would accept this position if elected. Eudora McKinney declined, explaining that her schedule often conflicts with Board meetings.

John Bierbusse asked if there were any other nominations for the position of 2<sup>nd</sup> Vice Chair of the Board. Denise Amenta, supported by Debi Schroeder, made a motion to nominate Elise Johnson to the position of 2<sup>nd</sup> Vice Chair of Macomb Community Action Advisory Board.

John Bierbusse asked Elise Johnson if she would accept this position if elected, Elise Johnson answered in the affirmative.

John Bierbusse asked if there were any other nominations for the position of 2<sup>nd</sup> Vice Chair of the Board. There being no other nominations, John Bierbusse moved to close the nominations and took a vote asking for a show of hands for Tom Kalkofen and then for Elise Johnson.

Let the record show that Elise Johnson had the majority vote. The motion to elect Elise Johnson to the position of 2<sup>nd</sup> Vice Chair carried.

## VIII. Committee Reports

### **Executive Committee Report**

Chair George presented the Executive Committee reports.

1. Recommendation to approve the Senior Nutrition Program Grant
2. Recommendation to approve the Chore Program Grant
3. Recommendation to approve the Home Injury Control Program Grant

John Bierbusse, supported by Pastor John Mack, made a motion to approve the above three grants as presented. Motion carried.

4. Recommendation to receive and file the Senior Nutrition fiscal and programmatic monitoring reports from the Area Agency on Aging 1-B

Denise Amenta, supported by Michael Bruci, made a motion to receive and file the Senior Nutrition fiscal and programmatic monitoring reports from the Area Agency on Aging 1-B as presented. Motion carried.

5. Recommendation to approve the 2011-12 Community Services Block Grant Plan
6. Recommendation to approve the 2011-12 Department of Energy Weatherization Plan
7. Recommendation to accept the LIHEAP/Home Energy Deliverable Fuel Assistance
8. Recommendation to accept additional Senior Nutrition Program Funds
9. Recommendation to accept additional Home Injury Control Funds

Eudora McKinney, supported by Krista Willette, made a motion to approve the 2011-12 Community Services Block Grant Plan and the 2011-12 Department of Energy Weatherization Plan and accept the LIHEAP/Home Energy Deliverable Fuel Assistance, the additional Senior Nutrition Program Funds, and the additional Home Injury Control Funds. Motion carried.

10. Recommendation to receive and file a funding update on the 2010-11 Community Services Block Grant

Mary George asked Frank Taylor to provide an update on the CSBG funding. Frank Taylor stated:

- Funding stream is very volatile
- September 29, 2010: received grant notice approval in the amount of \$878,851
- February 17, 2011: notified that, due to lack of Congressional consensus on the 2011 budget, the CSBG grant will be reduced by \$511,326
  - Received carry-forward funding in the amount of \$228,845
- March 4, 2011: Congress passed a 2011 Continuing Resolution that includes a funding reduction
  - State received 40% of its anticipated funding
- April 26, 2011: Notified that funding is restored by an additional \$110,875 to 4478,400
- May 20, 2011: We received a one month extension as a result of a Congressional Continuing Resolution
- June 16, 2011: Congressional decision was made to cut 3% from all CSBG
  - DHS increased our May 20<sup>th</sup> allocation by an additional \$137,742 to \$616,142

11. Recommendation to receive and file a funding up date on the MPSC grant
12. Recommendation to receive and file the Area Agency on Aging 1-B Chore and Home Injury Control programmatic and fiscal monitoring reports
13. Recommendation to receive and file the Head Start Program update

Elise Johnson, supported by Denise Amenta, made a motion to receive and file the above Executive Committee items #10, 11, 12, and 13, as presented. Motion carried.

### **Budget Committee Report**

John Bierbusse presented the Budget Committee Reports.

1. Recommendation to receive and file the Budget Summary report
2. Recommendation to receive and file the Special Assistance Grants report
3. Recommendation to receive and file the Cash Donations report
4. Recommendation to receive and file the Financial Detail Report on the Senior Nutrition Program
5. Recommendation to receive and file the Financial Detail Report on the Head Start Program
6. Recommendation to receive and file the Major Funding Sources Report

Jack Johns, supported by Debi Schroeder, made a motion to receive and file all of the above Budget Committee Reports as presented. Motion carried.

## Program Planning & Evaluation Committee Report

Denise Amenta presented the Program Planning & Evaluation Committee Reports.

1. Recommendation to approve the Head Start Policy Council By Laws with revisions
2. Recommendation to approve the Head Start Program Governance
3. Recommendation to approve the Results Oriented Management & Accountability (ROMA) FY 2012 Plan
4. Recommendation to receive and file the Head Start Information Memorandums and Program Instructions
5. Recommendation to receive and file the Head Start Policy Council Report
6. Recommendation to receive and file the May 2011 through August 2011 Program Reports
7. Recommendation to receive and file various program reports
  - 2011 Walk for Warmth final report
  - 2011 Letter Carriers Postal Food Drive final report
  - 2011 Tax Preparation final report
  - TEFAP revised funding update
  - Michigan Enrolls revised funding update
8. Recommendation to receive and file Results Oriented Management & Accountability (ROMA) FY 2011 Third Quarter Report
9. Recommendation to receive and file the 2011 Community Needs Assessment Report

Debi Schroeder, supported by Elise Johnson, made a motion to approve all of the Head Start Committee Reports, items #1, 2, 4, and 5, as presented. Motion carried.

Krista Willette, supported by Eudora McKinney, made a motion to approve all of the ROMA reports, items #3 and #8, as presented. Motion carried.

Debi Schroeder, supported by Laura Johnson, made a motion to receive and file item #6, the May 2011 through August 2011 Program reports, as presented. Motion carried.

Laura Johnson, supported by John Bierbusse, made a motion to receive and file item #7, various program reports, as presented. Motion carried.

Eudora McKinney, supported by Jack Johns, made a motion to receive and file item #9, the 2011 Community Needs Assessment Report, as presented. Motion carried.

10. Information Item
  - Governance Training Update

Kathleen Nicosia gave an update on the recent joint Governance Training, stating that:

- Training went well
- Four board members and two administration staff attended
- Extra copies of the training information are available

### IX. Recommendation to receive and file the Director's Report

Frank Taylor reported that:

- Copies of the Community Needs Assessment Report, the Head Start and Early Head Start Annual Reports, and the Agency Annual Report are available
- The Community Needs Assessment is also available on our website
- We are working with DTE on a "Customer Assistance Forum"
  - October 25th
  - 10 a.m. – 4 p.m.
  - Mt. Clemens Community Center
- The County Executive has appointed Steve Gold as the Health & Community Services Director

- This appointment must be confirmed by the Board of Commissioners in October or November
- Steve Gold is very qualified
  - Over 30 years experience
  - Has been with Health Department since 1997
- Mr. Gold will be invited to attend all MCAAB meetings
- We look forward to his involvement
- All positions on the Macomb Community Action Advisory Board (MCAAB) have been filled
  - We will continue to hold regular meetings

Frank Taylor introduced Steve Listman, State monitor from the Department of Human Services. Mr. Listman stated:

- He is in the process of completing the monitoring visit with the Agency
- The final report will be out within 60 days
- There will be no findings
- Frank Taylor and his staff run a great agency

#### X. New Business/Emerging Issues

Denise Amenta requested that, with all the board positions being filled, an updated roster and schedule be distributed to board members. Frank Taylor responded that he and Mary George will review committee assignments to ensure maximum participation and will then distribute a final roster with committee assignments noted, as well as the 2012 meeting schedule. Mary George suggested that board members communicate to her if there are specific committees on which a member prefers to serve.

#### XI. Announcements

Laura Johnson stated that staff from the Department of Human Services, as well as THAW, will be on site at the upcoming DTE Customer Assistance Forum to help determine eligibility.

Robert Cannon stated that Garfield is under construction and should be avoided.

Debi Schroeder stated that Henry Ford Health System is being visited by examiners from the Baldrige Performance Excellence Award program. The Malcolm Baldrige National Quality Award is given by the President of the United States to role model organizations for their achievements in quality and performance excellence. Henry Ford is proud to have been selected by Baldrige for a site visit --one of only six health care organizations nationally.

#### XII. Schedule for upcoming meetings:

November: 1<sup>st</sup> Executive Committee  
 9<sup>th</sup> Budget Committee  
 17<sup>th</sup> Planning & Evaluation Committee

December: 13<sup>th</sup> Full Board, Zucarro's

#### XIII. Adjournment

Pastor Mack, supported by Judge William Hackel, made a motion to adjourn. Motion carried.

The meeting adjourned at 12:38 p.m.

Respectfully submitted,

Karen Frasard  
 Recording secretary