

Macomb Community Action Advisory Board  
Executive Committee Meeting  
May 10, 2011

The Macomb Community Action Advisory Board Executive Committee met on Tuesday, May 10, 2011, in the VerKuijen Building, MI Works! Conference Room-Suite 11, 21885 Dunham Rd., Clinton Township, MI.

MEMBERS PRESENT:

Mary George, Chair  
Denise Amenta  
Jessica Stone  
John Bierbusse  
Michael Bruci  
Laura Johnson

MEMBERS EXCUSED:

STAFF PRESENT:

Frank Taylor  
Mary Solomon  
Karen Frasard  
Gary Cutler

OTHERS PRESENT:

Becki Kraus

1. Call to Order

The meeting was called to order by Chair George at 11:47 a.m.

2. Determination of a Quorum

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

3. Approval of the Agenda

John Bierbusse, supported by Denise Amenta, 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 November 9, 2010 minutes

Denise Amenta, supported by Laura Johnson, made a motion to approve the November 9, 2010 minutes. Motion carried.

6. Recommendation to receive and file a progress report on the 2011 Community Needs Assessment

Mary Solomon introduced Becki Kraus, President of Becki Kraus & Associates, explaining that Ms. Kraus was one of the presenters at the community forum that was held in January. Mary Solomon explained the background of the Community Needs Assessment, stating that:

- Our funding source requires us to conduct a formal community needs assessment every three years
- We took the assessment a step further this year by including input on poverty issues from different community organizations, as well as customers.

Becki Kraus explained the process, stating that:

- We first held a meeting in January with community leaders, representing a broad sector range.
- Five focus groups were then held in March in various locations, at which a total of 115 participants attended. Participants reflected customers and volunteers.
- Two follow-up meetings were held with MCCSA Coordinators to discuss findings of focus groups and develop program/services that are related to these findings.

Becki Kraus showed the compiled results in a PowerPoint presentation. Discussion followed.

Frank Taylor stated that the information was presented to MCAAB in order to get direction as to what steps should be taken next. Discussion followed.

Denise Amenta, supported by John Bierbusse, made a motion to present the results of the Community Needs Assessment to the Full Board in June. Motion carried.

7. Recommendation on how to direct the Budget Committee to review list of bills from December, 2010 through April, 2011.

Since the Board has not seen the list of bills since December, 2010, Frank Taylor asked for direction from the Board as to how the list of bills should be presented to the Budget Committee.

John Bierbusse made a motion, supported by Denise Amenta, to review at least three months of bills at a time until the Committee is caught up. Motion carried.

8. Recommendation to receive and file update on filling the MCAAB Board vacancies.

Frank Taylor updated the members:

- The County Executive is reviewing all County Boards and Committees to determine under what authority they should fall: the Executive's or the Board of Commissioners.

- Frank Taylor met with the Office of the Executive the week of May 1<sup>st</sup> and is confident we will have Board assignments to the public sector for Full Board in June.
- Direction from Board is needed pertaining to the membership status of Norm Bordo in regard to the lack of attendance and response from Mr. Bordo.
  - Denise Amenta suggested that, after one last attempt to contact Mr. Bordo, a letter is sent to inform him that he is being removed from the Board.
- A tentative schedule for MCAAB meetings for 2011 was distributed. Members are to contact Karen Frasard if there are major conflicts.
- Frank Taylor recommended to the Members that elections be held in October due to lag time in Public Sector appointments.

Denise Amenta, supported by Jessica Stone, made a motion to receive and file the update on the MCAAB Board vacancies. Motion carried.

#### 9. Recommendation to receive and file grant awards

Mary Solomon explained that due to the large number of grants that were received since the last Board meeting, the grants were summarized to present to the Board. Complete copies of the grant summaries are available for members to review.

Mary Solomon summarized the following grants:

- Low Income Energy Assistance Program (LIHEAP)
- MCAAA/MPSC Weatherization & Client Education Grant
- Community Services Block Grant (CSBG) Amendment
- SMART Specialized Services Grant
- Weatherization Assistance Program-S
- The Emergency Food & assistance Program (TEFAP)
- Job Access & Reverse Commute Grant (JARC)
- Beaumont Hospital Agreement
- FEMA Emergency Food & Assistance Program (EFSP) Amendment
- Great Parents, Great Start Macomb
- MCAAA/CLEARresult
- Head Start

Denise Amenta, supported by Michael Bruci, made a motion to receive and file the grant awards. Motion carried.

#### 10. Recommendation to receive and file monitoring reports

Frank Taylor presented information on the results of the program monitoring reports, explaining that the reports were summarized with full copies of the reports available for members to review. Frank Taylor discussed the following summarized monitoring reports, noting that no programmatic or fiscal findings were found:

- Department of Energy (DOE)
- Department of Energy (DOE) American Recovery and Reinvestment Act

- Low Income Home Energy Assistance Program (LIHEAP) Weatherization
- LIHEAP Crisis Assistance Deliverable Fuel (LCA), Michigan Public Service Commission
- Michigan Public Service Commission (MPSC) Client Education Program
- Community Services Block Grant Tax Assistance (CSBG T)
- Community Services Block Grant - Temporary Assistance to Needy Families (CSBG TANF)
- Community Services Block Grant – Stimulus (CSBG-S)
- Temporary Assistance to Needy Families (TANF)
- Early Head Start Grant ARRA
- Temporary Assistance to Needy Families Transportation Services
- The Emergency Food Assistance Program (TEFAP)
- Head Start
- Community Development Block Grant (CDBG) Chore Program

Michael Bruci, supported by Laura Johnson, made a motion to receive and file the monitoring reports. Motion carried.

#### 11. Emerging Issues

The Letter Carrier's Food Drive is this Saturday, May 14, 2011.

Frank Taylor thanked the Board for their patience during this time of transition and while getting back on track.

#### 12. Other Business

Frank Taylor asked for input from the Board on how we send out MCAAB Board packets. Discussion followed as to the possibility of sending scanned documents electronically, thereby saving postage.

The Board congratulated Jessica Stone on the coming birth of her first child.

13. Next meeting: Full Board – Tuesday, June 14, 2011  
 Greater New Hope Baptist Church  
 New Haven

#### 14. Adjournment

Denise Amenta made a motion, supported by Jessica Stone, to adjourn at 1:35 p.m. Motion carried.

Respectfully Submitted

Karen Frasard  
 Recording Secretary