

Macomb Community Action Advisory Board
Executive Committee Meeting
November 1, 2011

The Macomb Community Action Advisory Board Executive Committee met on Tuesday, November 1, 2011, in the VerKuilen Building, MI Works! Conference Room-Suite 11, 21885 Dunham Rd., Clinton Township, MI.

MEMBERS PRESENT:

Denise Amenta
John Bierbusse
Mary George, Chair
Michael Bruci
Tom Kalkofen
Laura Johnson

MEMBERS EXCUSED:

Elise Johnson

STAFF PRESENT:

Frank Taylor
Mary Solomon
Karen Frasard

OTHERS PRESENT:

1. Call to Order

The meeting was called to order by Chair George at 11:52 a.m.

2. Determination of a Quorum

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

3. Approval of the Agenda

Denise Amenta, supported by Michael Bruci, made a motion to approve the Agenda. 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 September 13, 2011, minutes

Tom Kalkofen, supported by Laura Johnson, made a motion to approve the September 13, 2011, minutes. Motion carried.

6. Recommendation to receive FEMA EFSP funds.

Mary Solomon presented information on the FEMA EFSP funds, stating that

- The notification on final allocation was received later than normal
- Funding Amount: \$195,272
 - This represents a reduction in funding of 40%
- Funding utilization:
 - \$125,272 is for food purchased from Gleaners
 - \$70,000 is for rent and mortgage assistance
- Grant period: September 23, 2011 – December 31, 2011

Frank Taylor stated that numerous national disasters this fiscal year have severely impacted FEMA funds nationwide.

Denise Amenta, supported by Michael Bruci, made a motion to receive FEMA EFSP funds. Motion carried.

7. Recommendation to approve the North Action Center lease extension.

Mary Solomon presented the North Action Center lease extension, stating that:

- This is for our Community Action Center office located in Downriver Community Services
 - The lease is for a one person office with access to the common area
 - Staff from the Central Action Center take turns rotating one at a time at the location
- This is for the sixth year of the original lease
- Lease term: January 1, 2012 – December 31, 2012
- Lease payment of \$350 is an increase of \$50 per month
 - The amount reflects increased building costs
 - This is the first time the landlord increased the rate

Denise Amenta, supported by John Bierbusse, made a motion to approve the North Action Center lease extension. Motion carried.

8. Recommendation to receive and file the Weatherization technical monitoring report from the Department of Human Services.

Mary Solomon presented the Weatherization technical monitoring report from the Department of Human Services, stating that:

- A technical monitoring of the Weatherization Department was done in May of 2011
- DHS had two observations, both of which have since been corrected by the Weatherization Department
 - File Observation: dimensions had not been noted in the file
 - Site Observation: an attic had not been caulked

Michael Bruci, supported by Tom Kalkofen, made a motion to receive and file the Weatherization technical monitoring report from the Department of Human Services. Motion carried.

9. Recommendation to receive and file the funding update on the Senior Nutrition Chore Program.

Mary Solomon presented an update on the Senior Nutrition Chore Program, stating:

- This is a summary of all Community Development Block Grant (CDBG) funds.
 - We solicit municipalities to support the Chore Program.
 - We generally receive the amount we request

Frank Taylor stated that:

- The program is in transition
 - Two staff were transferred and one retired
 - Services are now being completed by contractors

Mary Solomon continued:

- There has been a 7% across the board cut to the CDBG funds
- Combining the cut and the attrition, the program is being re-organized
- Chore Program now falls under Katherine Benford, Coordinator for Senior Nutrition

Michael Bruci, supported by Laura Johnson, made a motion to receive and file the funding update on the Senior Nutrition Chore Program. Motion carried.

10. Emerging Issues

Frank Taylor stated that:

- He met with the Office of the Executive and Human Resources and submitted his notice to retire on January 6, 2011.
 - He will continue to remain focused on the mission and the continuity of the programs, ensuring a seamless transition
 - He thanked the board for their support
- Steve Gold will begin his new responsibilities and duties as the Health & Community Services Director on November 14, 2011

John Bierbusse asked if the MCAAB Board has any say in the selection of a new Director. Frank Taylor responded, stating that the By-Laws have a clause that permits the Board to make a recommendation to the Office of the Executive.

11. Other Business

Denise Amenta asked if the MCAAB Board would be receiving nomination forms for recognition at the December Full Board meeting. Mary Solomon responded, stating that forms would be emailed to all members.

- Denise Amenta suggested that the Board receive information earlier next year and suggested we consider October's Full Board.

12.. Next meeting: Full Board, December 13, 2011
Zuccaro's
20400 S. Nunneley
Clinton Township, MI 48035

13. Adjournment

John Bierbusse, supported by Michael Bruci, made a motion to adjourn at 12:27 p.m.
Motion carried.

Respectfully Submitted

Karen Frasard
Recording Secretary