

Macomb Community Action Advisory Board
Planning and Evaluation Committee Meeting
September 29, 2011

The Macomb Community Action Advisory Board Planning and Evaluation Committee met on Thursday, September 29, 2011, in the Michigan Works! Conference Room, 21885 Dunham Road, Suite 11, Clinton Township.

MEMBERS PRESENT:

Denise Amenta, Chair
Monica Bihar-Natzke
Jack Johns
Elise Johnson
Laura Johnson
Eudora McKinney
Krista Willette

MEMBERS EXCUSED:

Ron Chriss
Jessica Stone
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 11:48 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 bullet item under #6, "Program Governance." Elise Johnson, supported by Laura Johnson, made a motion to approve the Agenda with the requested change. Motion carried.

4. Recommendation to approve the May 26, 2011, minutes

Krista Willette, supported by Eudora McKinney, made a motion to approve the May 26, 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/Early Head Start Report, stating that:

- Amending the Head Start Parent's Policy Council By-Laws takes approximately one year
 - Amending the By-laws has been the focus of Policy Council this year
 - Most of the changes are grammatical in nature with some vague detail changes
- Frank Taylor stated that these were reviewed and approved by Corporation Counsel

Eudora McKinney, supported by Jack Johns, made a recommendation to approve the Head Start Policy Council By Laws revisions. Motion carried.

Kathleen Nicosia gave an update on the Governance Training and handed out the agenda for the upcoming training, stating that:

- Will be introducing what "shared governance" is
- This training is required in order to be in compliance with requirements of the grant

Additional comments by Kathleen Nicosia:

- The state of Michigan is receiving a \$2.6 million grant for a Head Start study, and Macomb County Head Start is included in the study
- A company has been hired to perform training on ERSA
 - Kathleen Nicosia and Frank Taylor will be attending

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

- Much of the focus at Policy Council this past year has been on encouraging parents
 - to participate
 - have a servant's attitude in Policy Council and in their communities
- A video was made to help inform parents of areas in Policy Council they could get involved in
 - The hope is that next year's Parents' Policy Council will be stronger

Kathleen Nicosia gave an update on Head Start Information Memorandums and Program Instructions, stating:

- These are from the Federal Government fiscal year and program instructions
 - This is a summary of highlights of 2011
 - The entire plan is available for those interested

Kathleen Nicosia gave an update on Program Governance, stating:

- These are policies from the Procedure Manual regarding:
 - Policy Council recruitment
 - Attendance and tracking children
 - Eligibility requirements for Head Start program
 - Enrollment
 - Recruitment of families
 - Selection of children
 - Staff recruitment and determination
- We have been using these policies on a regular basis

Elise Johnson, supported by Monica Bihar-Natzke, made a motion to have Full Board approve the Program Governance as presented. Motion carried.

7. Recommendation to receive and file the May 2011 through August 2011 Program Reports

Mary Solomon presented a summary of the May 2011 through August 2011 Program Reports, stating that:

- Activity at the Community Action Centers has remained high
 - The number of households served this period was lower than last year
 - Due to shortage of staff
 - Due to temporary suspension of CSBG funds
 - Still awaiting on final allocation of FEMA – EFSP funds
- There are currently 8 IDA and 3 City of Warren participants in the Home Purchase program
 - Three IDA participants purchased homes during this reporting period
 - Two City of Warren participants are expected to purchase a home in the next month or two

Jack Johns asked if the eligibility is different in the city of Warren. Mary Solomon responded that the city of Warren is busy with other programs and not referring people to us; customers also must purchase a home in the city of Warren.

- The staff in Head Start have been working very hard to maintain full enrollment in both Head Start and Early Head Start

- There are significant wait lists in both programs
- Both programs are doing very well and meeting or exceeding target goals
- Both programs have significantly exceeded their in-kind goal
- Staff have been preparing for the new school year with different in-service trainings
- Classes officially began on September 12th
- Transportation is going well
- Senior Nutrition is on track serving meals in both Home Delivered and Congregate Dining programs
 - 78,108 meals were served this fiscal year through July in Congregate
 - 325,480 meals were delivered through Meals on Wheels this fiscal year through July
 - Cost share contributions continue to lag behind our target due to economic conditions
 - The Senior Nutrition Advisory Council has been active in advocating for state funding
 - A survey was conducted over the summer; results are detailed in the August report
- The Chore program is at 115% of the unit goal with over 8,000 units of service completed
 - 275 households received snow removal services
 - 225 households received lawn cutting services
 - Cost share contributions for lawn cutting services has been fairly strong
 - 125 households are scheduled for gutter cleaning in November
 - 200 households are on the snow removal waiting list for the coming year
- Home Injury Control is ahead of target in the number of safety devices installed
 - Customer survey results overwhelmingly show that installation of bathroom safety devices has improved their safety and increased their independence
 - Cost share contributions continue to lag
- Weatherization is exceeding unit goals for ARRA
 - Regular DOE funding was released in July
 - Several staff attended the annual summer conference in July
 - As a result of an Appeals Court ruling, the MPSC funding was cancelled
- Transportation is gearing up for the Head Start school year
 - Drivers had an outstanding safety record during last school year
 - Last year had 27 routes, servicing 13 Head Start Centers, and over 102,000 miles were logged
 - There was an interruption in Essential Medical transportation in May but have since streamlined the intake process
 - As a result of an outreach effort to low-income housing sites, 36 new seniors were enrolled for Essential Medical transportation services
 - This program made possible by the generous grant from Beaumont Health Systems and the MDOT – Specialized Services grant
 - MDOT funds end September 30th
 - We hope to have MDOT funds start again in October
 - We are looking for more reliable funding streams
 - 28 bus routes are expected to run this school year with 13 buses

Eudora McKinney asked if the Beaumont grant funds are used specifically for Beaumont appointments. Mary Solomon responded that the medical appointments can be anywhere in Macomb County.

Denise Amenta asked if there is an eligibility screening. Mary Solomon responded that there is no eligibility screening, that it must be for a medical purpose, and customer must be a resident of Macomb County.

- The Macomb Food Program is experiencing a decline in the amount of emergency food it distributes
 - We have not yet received the FEMA – EFSP funds
 - We continue to see an increase in TEFAP distribution

Jack Johns asked if the FEMA amount has been declining every year. Mary Solomon responded that last year we also received ARRA funds, but this year the FEMA grant will be reduced by 40%.

- The Agency no longer administers the Continuum of Care
- The media log references newspaper articles that ran during the months of May through August

Laura Johnson, supported by Eudora McKinney, made a motion to approve May 2011 through August 2011 Program Reports. Motion carried.

8. Recommendation to receive and file various program reports

Mary Solomon presented various reports:

- 2011 Walk for Warmth final report
 - The event was held at St. Therese of Lisieux
 - There were approximately 150 walkers
 - We received \$5,000 in-kind donations
 - There was good media coverage
- 2011 Letter Carriers Postal Food Drive final report
 - A total of 237,002 pounds of food was collected for the Macomb Food Program
 - A total of 258 gallons were collected, compared to 261 from last year
 - More canned goods were received this year
- 2011 Tax Preparation final report
 - A total of \$157,664 in returns was filed
 - A total of \$613,376 in tax credits
 - 616 households completed taxes at our centers
 - This is less than last year
 - There were funding limitations this year
- TEFAP revised funding update
 - The original amount was \$160,000
 - An additional \$16,408 was awarded
 - This ends in September at the end of our fiscal year

Frank Taylor stated that:

- Managing the programs has been challenging with all the changes
- Funds have been granted and then rescinded
- Congressional decision is pending
- Unstable environment may continue to get worse

Mary Solomon continued with various reports:

- Michigan Enrolls report
 - Received an extension through March 31, 2017

Monica Bihar-Natzke, supported by Elise Johnson, made a motion to receive and file the various program reports as presented. Motion carried.

9. Recommendation to receive and file Results Oriented Management & Accountability (ROMA) FY 2011 Third Quarter Report

Mary Solomon presented a summary of the ROMA FY 2011 Third Quarter Report, stating that:

- The numbers are down for the "Earned Income Tax Preparation"
 - Grant award came in less this year
 - Unable to serve as many
- Looking at a different way to manage "Energy Self Sufficiency"
 - Difficult to track customers who enroll in the DTE program
- The variance in the Continuum of Care report is because a Community Connection Day was held in the third quarter even though it was not projected
- Head Start is showing a variance in the number of three year olds enrolled due to more three year olds enrolled than they projected
- Head Start is showing a variance in the number of four year olds enrolled due to fewer than projected four year olds enrolling in the program
- The variance in the Michigan Enrolls program is due to more households being assigned to the program than projected

Krista Willette, supported by Monica Bihar-Natzke, made a motion to receive and file the Results Oriented Management & Accountability (ROMA) FY 2011 Third Quarter Report. Motion carried.

10. Recommendation to approve the Results Oriented Management & Accountability (ROMA) FY 2012 Goals

Mary Solomon presented a review of the ROMA FY 2012 Goals.

Jack Johns, supported by Laura Johnson, made a motion to approve the Results Oriented Management & Accountability (ROMA) FY 2012 Goals. Motion carried.

11. Recommendation to receive and file the Community Needs Assessment Report

Mary Solomon presented the completed Community Needs Assessment (CNA) Report, stating:

- We are moving forward with next steps
- The final report is on our website
- A presentation of the final CNA report was given at a State conference
- This can be used to apply for grants
- This gives us a blue print of areas to address
- Report can be used to meet needs in the community

Laura Johnson, supported by Jack Johns, made a motion to receive and file the Community Needs Assessment Report. Motion carried.

12. Discussion on Emerging Issues

Laura Johnson stated that DTE is holding a Customer Service Day 10 a.m. October 25th at the Mt. Clemens Community Center.

- Trying to get a community connection
- Encouraging faith-based organizations to be involved

Denise Amenta stated that on Friday, October 7th, St. Mark is holding a Soup and Chili Cook off

- Tickets are \$5 per person
- Proceeds go toward the purchase of Thanksgiving turkeys for customers
- Prizes will be raffled

13. Other Business

None noted.

14. Schedule of Next Meeting: Full Board, October 11, 2011
Macomb Intermediate School District
44001 Garfield, Training Room 202
Clinton Township, MI 48038

15. Adjournment

Eudora McKinney, supported by Monica Bihar-Natzke, made a motion to adjourn the meeting at 1:03. Motion carried.

Respectfully submitted,

Karen Frasard
Recording Secretary