

Macomb Community Action Advisory Board
Executive Committee Meeting
January 8, 2008

The Macomb Community Action Advisory Board Executive Committee met on Tuesday, January 8, 2008 in the VerKuilen Building, MI Works! Conference Room-Suite 11, 21885 Dunham Rd., Clinton Township, MI.

MEMBERS PRESENT:

Mary George, Chair
Denise Amenta
Hazel Rivers
Norman Bordo
John Bierbusse

MEMBERS NOT PRESENT:

Commissioner Dana Camphous-Peterson
Commissioner Kathy Tocco

STAFF PRESENT:

Frank Taylor
Mary Solomon
Holly Ehrke

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 5 members present.

3. Approval of the Agenda

Norman Bordo, supported by John Bierbusse, 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 13, 2007 Minutes

Norman Bordo supported by Denise Amenta, made a motion to approve the November 13, 2007 minutes. Motion carried.

6. Recommendation to Receive CSBG-Earned Income Tax Preparation (EITC) Grant Funds

Ms. Solomon reviewed the CSBG-Earned Income Tax Preparation (EITC) Grant Funds. She stated:

- The period of performance will be January 1, 2008 through June 30, 2008.
- The funding amount is \$13,000. (No county match)
- Funds under this grant are being designated to supplement staff wages during training and implementation of the program.

Denise Amenta, supported by Hazel Rivers, made a motion to receive and file the CSBG-Earned Income Tax Preparation (EITC) Grant Funds. Motion carried.

Ms. Solomon announced MCCSA has submitted the Temporary Assistance to Needy Families (TANF) Tax Grant proposal. This additional funding will be used to supplement staff wages during the tax preparation season.

7. Recommendation to Receive Specialized Services Funds from SMART under the Specialized Services Operating Assistance Program

Mr. Taylor reviewed the Specialized Services Funds from SMART under the Specialized Services Operating Assistance Program. He stated:

- The period of performance will be October 1, 2007 through September 30, 2008.
- The funding amount is \$39,732. (No County match.)
- Funds under this contract will be used to provide services to the elderly and persons with disabilities.

Denise Amenta, supported by Hazel Rivers, made a motion to receive and file the Specialized Services Funds from SMART under the Specialized Services Operating Assistance Program. Motion carried.

8. Update on County Request for a Budget Reduction

Mr. Taylor reviewed the letter that was sent to Commissioner Tocco regarding the 2008 Budget Reduction for MCCSA.

Mr. Taylor stated at the December 7th Board of Commissioner's Budget Committee Meeting he presented MCCSA's 2008 Budget Reduction. After a review of MCCSA's budget the Agency is prepared to make an immediate reduction in the amount of \$31,642. This reflects a 2.5% reduction to MCCSA's proposed 2008 County allocation. Mr. Taylor stated the Agency will be able to absorb the County revenue reduction as a result of obtaining additional state funding.

Mr. Taylor stated he will continue to update the Board on the 2008 Budget Reduction.

9. Recommendation to Receive and File the Weatherization Monitoring Report

Ms. Solomon reviewed the Weatherization Monitoring report. She stated there were no findings.

Norman Bordo, supported by John Bierbusse, made a motion to receive and file the Weatherization Monitoring Report. Motion carried.

10. Update on MPSC/DHS Weatherization and Client Education Grant Funding

Ms. Solomon presented an update on the MPSC/DHS Weatherization and Client Education Grant Funding. She stated funding for 2008 will be \$427,425. This is \$143,500 less than what was originally anticipated from the Department of Human Services. The funding will be utilized for administrative costs and Client Education in FY 2008.

John Bierbusse, supported by Norman Bordo, made a motion to send a letter to the Department of Human Services requesting information on where they are redirecting the \$3.5 million that has been reallocating from the MPSC Grant. Motion carried.

A request was made to produce a comparison report over the last three years that shows Weatherization and Client Education funding.

Mary George will review the letter before it is sent to the Department of Human Services.

11. MCAAB Membership Update

Mr. Taylor presented the 2008 MCAAB Membership Roster. He stated Mr. Dixon and Ms. Upshaw do not qualify to represent the Consumer Sector per the MCAAB By-Laws. The By-Laws stated members of the Consumer Sector represent the community or a specific area or neighborhood served by MCCSA, or represent a particular organization designated by the Advisory Board whose membership is composed predominantly of economically disadvantaged persons.

There was a discussion regarding inviting Ms. Upshaw and Mr. Dixon to the March MCAAB Meeting and presenting them with a token of appreciation (a clock was suggested) for their services on the MCAAB Board.

Norman Bordo, supported by Denise Amenta, made a motion to send a letter to Ms. Upshaw and Mr. Dixon inviting them to the March MCAAB Meeting to receive a token of appreciation for their services on the MCAAB Board. Motion carried.

Mr. Taylor circulated a copy of the "Candidate for the Macomb Community Action Advisory Board" application form. He stated Board members can make recommendations for the two (2) positions that are open in the Consumer Sector. The

applications will then be reviewed by the Executive Committee to verify that the candidate meets the criteria for the Consumer Sector position.

12. Review MCAAB By-Laws for possible modifications

Mr. Taylor reviewed the MCAAB By-Laws' modifications. He stated the MCAAB By-Laws are required to be reviewed every two (2) years. The current MCAAB By-Laws were reviewed by the State and by Corporation Counsel and their recommendations were reflected in the By-Laws packet distributed to the Board members today.

Discussion followed.

Denise Amenta suggested that the MCAAB By-Laws' modifications be submitted to an Ad Hoc Committee and then returned to the Executive Board for approval and then submitted to the Full Board at the June Meeting. If this is not possible, then have a longer Executive meeting in February to discuss the By-Laws' modifications.

Chair George suggested that the Executive Committee membership be increased from the current seven (7) members.

Mr. Taylor stated that there is six months to refine the By-Laws' modifications.

Mr. Taylor presented the revised Rights and Responsibilities of the MCAAB Board for the Executive Committee's review. He stated the Rights and Responsibilities are reflected from the By-Laws.

13. Discussion on December 2007 Board Meeting

Mr. Taylor asked the Board members their opinions of the December 2007 Board Meeting.

Board members stated that they enjoyed the 2007 Board Meeting.

14. Discussion/Recommendations for December 2008 Board Meeting

Denise Amenta recommended that the Board Chair appoint a Committee to review the applications for customers, volunteers and organization recognition. This committee will select the recipients that will be recognized at the December Meeting.

John Bierbusse recommended that the Head Start Parents Policy Council Meeting be held before the MCAAB Board Meeting at the December Meeting.

Denise Amenta recommended that a sign be displayed at both of Zuccaro's banquet rooms reflecting where the MCAAB Meeting is being held. This will help alleviate confusion about the location of the MCAAB December meeting.

15. Emerging Issues

Denise Amenta requested further information on the Head Start Annual Self Assessment email that she received. Holly stated in order to get the information to the Board members in a timely fashion she forwarded Kathleen Nicosia's email to the Board members. Ms. Amenta stated she would like to get involved with the Head Start program but was unable to attend the January 11th meeting. Kathleen Nicosia will be notified of Ms. Amenta interest and will contact Ms. Amenta on upcoming Head Start events.

16. Other Business

There was no other business.

17. Schedule Next Meeting –February 12, 2008 – MI Works Conference Room

18. Adjournment

John Bierbusse supported by Norman Bordo, made a motion to adjourn at 1:25 p.m. Motion carried.

Respectfully Submitted

Holly Ehrke, Secretary