

Macomb Community Action Advisory Board  
Planning & Evaluation Committee Meeting  
May 17, 2022

The Macomb Community Action Advisory Board Planning Committee held a virtual meeting by way of a conference call on Tuesday, May 17, 2022. Under CSPM 200 Policy Series effective April 14, 2020, during the Coronavirus Pandemic, virtual board meetings through conference calls are permitted regardless of inclusion in by-laws. Macomb Community Action, 21885 Dunham Road, Clinton Township, Michigan.

In accordance with the Open Meetings Act, virtual board meeting information is posted on the County website as well as displayed on the exterior Macomb Community Action office door

Roll call was taken. Members and staff present on the virtual meeting are indicated below.

MEMBERS PRESENT VIRTUALLY:

Monica Bihar Natzke, Warren, MI  
Tanya Blatz, Warren, MI  
Joan Flynn, Warren, MI  
Krista Willette, Armada, MI  
Justin Al-Igoe, Clinton Township, MI

MEMBERS EXCUSED:

Judge William Hackel  
Ross, Beba

STAFF PRESENT VIRTUALLY:

Linda Azar  
Ernest Cawvey  
Joe Cooke  
Julia Bingham  
Ann Wagner  
Maralyn McNally  
Sara Bissa  
Jennifer Meech  
Jennifer Putney

OTHERS PRESENT:

1. Call to Order

The meeting was called to order at 12:02 p.m. by Chair, Tanya Blatz.

2. Determination of a Quorum

A roll call of members was taken by Ann Wagner. It was determined that a quorum was established with five members present virtually.

3. Recommendation to approve the Agenda

Justin Al-Igoe made a motion, supported by Monica Bihar-Natzke, to approve the agenda as submitted.

Summary of the vote on the motion: (5 – 0 – 0)

Aye – All

Nay – None

Abstain – None

Motion carried

4. Recommendation to approve the March 22, 2022, minutes.

Krista Willett made a motion, supported by Justin Al-Igoe, to approve the March 22, 2022, minutes.

Summary of the vote on the motion: (5 – 0 – 0)

Aye – All

Nay – None

Abstain – None

Motion carried

## 5. Public Comment

Tanya Blatz stated that this Committee operates under the Open Meetings Act and asked if anyone present wished to address the Committee. With no one present on the call requesting this privilege, Ms. Blatz proceeded with the agenda.

## 6. Recommendation to receive and file the Head Start 0-5 Program Manager's Report, items (a) through (c).

- a) Recommendation to receive and file the Head Start/Early Head Start and the Early Head Start-Child Care Partnership Program Reports & Financial Reports
- b) Recommendation to receive and file: Head Start Monthly Statement
- c) Recommendation to receive and file: Information Memorandum (IM)

Justin Al-Igoe made a motion, supported by Monica Bihar-Natzke, to receive and file the Head Start 0-5 Program Manager's Report, items (a) through (c).

Maralyn McNally presented information on the items.

- Head Start Budget and Early Head Start Budgets are on target
- Early Head Start CCP is under spent at this point
  - Some of the partners are no longer with us
  - Sarah Bissa commented that we are in the process of replacing them
- Great Start Federal Budget – The State instituted spending some federal dollars on Great Start
- CARES – American Rescue – CRSA Carry Forward - Slightly underspent
  - Have some expenses coming in summer
- Monthly Statement - breakdown of breakfast, lunches and snacks
- Working on budget year 5 to be submitted with grant
  - 1<sup>st</sup> year for the consolidation of the 3 programs, Head Start, Early Head Start and CCP (now all under (1) one grant)
- Challenges - COVID 19 cases within children, families and staff
  - Has caused intermittent closures since September 2021
- Upcoming Events
  - Parent Event – June 29, 2022 – Family Resource Center
  - Joint Recruitment Fair with MISD in collaboration with GSRP– June 11, 2022
  - MCA Head Start Health Fair – August 17, 2022 – Family Resource Center
    - Unveiling the mobile classrooms – funded with CARES Act
- Program Goals and Objectives & Strategic Plan
  - Finalized the Strategic Plan
    - Will be submitted with the new grant application
  - New Funding
    - COLA & Quality Funding \$306,817 will be submitted by due date of June 1, 2022
- Information Memorandums
  - SNAP will now be an automatic qualifier for Head Start
  - Head Start \$176,803 (COLA)

- Early Head Start \$71,881 (COLA)
- Quality Improvement
  - Head Start \$43,821
  - Early Head Start \$14,312

Summary of the vote on the motion: (5 – 0 – 0)

Aye – All

Nay – None

Abstain – None

Motion carried

Recommendation approve Heads Start items (d) – (f)

d) Recommendation to approve: Grant Goals and Objectives

e) Recommendation to approve: Continuation Grant Year 5 submission

Joan Flynn made a motion, supported by Krista Willette, to approve Head Start items (d) Grant Goals and Objectives), (e) Continuation Grant Year 5 and (f) T/TA Plan Year 5.

Maralyn McNally presented information:

- d) Program Goals and Objectives
  - Presented Goals and Objectives to the MCAAB Planning board in a prior meeting as a draft.
  - Finalized copy– need final approval from MCAAB Planning board
- e) Continuation Grant Year 5
  - Justin and Tanya will need to sign letter confirming review of the grant by the MCAAB Board

Sarah Bissa presented information:

- f) Training and Technical Assistance (T/TA) Plan Year 5
  - Create new training, licensures, certifications, online trainings and curriculum changes
  - Head Start \$78,000
  - Early Head Start \$ 68,000
  - Will be sent with grant that's due June 1<sup>st</sup>

Summary of the vote on the motion: (5 – 0 – 0)

Aye – All

Nay – None

Abstain – None

Motion carried

- g) Community Needs Assessment Update
  - HS required to update the community needs assessment every year.
  - Will be submitted with grant
- h) Update on policy council
  - Elected a new Policy Council Chair, Beba Ross
  - Beba Ross, Policy Council Chair to sign letter that goes with grant

7. Recommendation to receive and file: 50017 MVID 2417 MCA FY OS Monitoring Letter & Report

Justin Al-Igoe, supported by Joan Flynn, moved to approve 50017 MVID 2417 MCA FY OS Monitoring Letter & Report

Joe Cooke presented information:

- Org standards monitoring report from January, 2021
- Received 58 out 58
- The Bureau did not monitor us last year
- Next monitoring for 2022 will take place this summer

Summary of the vote on the motion: (5 – 0 – 0)

Aye – All

Nay – None

Abstain – None

Motion carried

#### 8. Recommendation to receive and file: 1<sup>st</sup> and 2<sup>nd</sup> Quarter Full Media Reports

Krista Willette, supported by Joan Flynn, moved to approve the 1<sup>st</sup> and 2<sup>nd</sup> Quarter Full Media Reports.

Jennifer Putney presented information:

- 1<sup>st</sup> Quarter report was reported in March – incorrect report was attached to packet, this is the correct copy for 1<sup>st</sup> Quarter
- 2<sup>nd</sup> Quarter media coverage up in January – March 2022
  - Facebook most popular post – Kathleen Nicosia’s retirement
  - Twitter most popular post – Food drop with Head Start

Summary of the vote on the motion: (5 – 0 – 0)

Aye – All

Nay – None

Abstain – None

Motion carried

#### 9. Recommendation to receive and file: 2<sup>nd</sup> Quarter Program Reports

Joan Flynn, supported by Justin Al-Igoe, moved to approve the 2<sup>nd</sup> Quarter Program Reports

Joe Cooke presented information:

- 2<sup>nd</sup> Quarter reports: Community Development, Food Program, Transportation and Head Start reported

Summary of the vote on the motion: (5 – 0 – 0)

Aye – All

Nay – None

Abstain – None

Motion carried

#### 10. Other Business

- Jen Putney announced that the Annual Report has been corrected and is posted online and available in print.
- Tanya would like a flyer for the Head Start fair sent to her when ready.

#### 11. Schedule Next Meeting

Full Board, June 14, 2022

Hybrid Meeting

#### 12. Adjournment

Justin Al-Igoe made a motion, supported by Monica Bihar-Natzke to adjourn the meeting at 12:34.

Summary of the vote on the motion: (5 – 0 – 0)

Aye – All

Nay – None

Abstain – None

Motion carried

The meeting adjourned at 12:34 p.m.

Respectfully submitted,

Ann Wagner