

**Macomb County - Macomb Community Action
Minutes of the Full Board MCAAB Meeting
Held on Tuesday, February 14, 2023 at 12:00 p.m.**

The Macomb Community Action Advisory Board Full Board held a hybrid meeting by way of a conference call as well as in-person on Tuesday, February 14, 2023. Those who attended in person met in the Macomb Community Action Family Resource Center Training Room, 196 North Rose, Mount Clemens MI 48036.

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 or on the virtual meeting are indicated below.

Board Members Present In Person:

Justin Al-Igoe, Executive Director Macomb/St. Clair Workforce Development
Tanya Blatz, US Army Garrison, Detroit Arsenal Children & Youth Services
Michael Bruci, Consumer
Bob Combs, Consumer Representing the Pantry Network
April Fidler, Executive Director, MCREST
Julie Matuzak, Clinton Township Board of Trustees
Krista Willette, Deputy Health Officer, Macomb County Health Department

Board Members Present Virtually via Google Meet:

Monica Bihar-Natzke, Consumer & MCAAB Liaison to Early Childhood Policy Council
Carmen Bordea, DLL Program Coordinator, Office of Global Michigan
Esperanza Cantu, Director of Health Initiatives, United Way for Southeastern Michigan
Joseph Cozzolino, Magistrate, City of New Baltimore, 42-2 District Court
Joan Flynn, City of Warren
Shana Romancheck, Policy Council Chairperson
Matt Wallace, Assistant Planning Director, Township of Clinton

Board Members Excused:

Matt Micinski, District Manager, MDHHS

Staff Members Present:

Linda Azar, CCAP, Division Director, Children & Family Services
Julia Bingham, Financial Services Manager
Joe Cooke, Division Director, Community Services
Jennifer Meech, Administrative Assistant
Jennifer Putney, Communications Specialist
Ann Wagner, Operations Coordinator

1. Call to Order/Pledge of Allegiance

Chair, Justin Al-Igoe called this MCAAB Full Board meeting to order at 12:02 p.m. Fourteen (14) out of fifteen (15) board members were present at the start of the meeting.

Members were unable to recite the Pledge of Allegiance – no flag available. Bob Combs recited the Promise of Community Action and Michael Bruci recited the Mission Statement.

2. Attendance and Determination of Quorum

A roll call of members was taken by Ann Wagner. It was determined that a quorum was established with fourteen (14) members present both in person and virtually.

3. **Approval of Agenda**

Before calling on the board to approve the agenda, Chair Al-Igoe noted that on agenda items #7-13, we will convene to the budget committee to pass some items and then with item #14 we will switch back to the Full Board.

Chair, Justin Al-Igoe called on the board to approve the agenda for the meeting previously distributed to the board.

Upon a motion made by Tanya Blatz and seconded by Michael Bruci, the board unanimously **VOTED** to approve the agenda of the February 14, 2023 Full Board MCAAB Meeting.

4. **Public Comment**

Chair, Justin Al-Igoe stated that this committee operates under the Open Meetings Act and asked if anyone was present or on the phone who wished to address the Committee regarding items related to the Agenda. There being no one requesting this privilege, Mr. Al-Igoe proceeded with the meeting.

5. **Chairperson's Report**

Justin Al-Igoe requested that Julie Matuzak introduce herself.

Julie is a long time resident of Macomb and her first job was with weatherization in Grand Rapids so she has a long history working with Community Action. She was a County Commissioner representing Clinton Township until she won a special election to the Clinton Township Board. She has been appointed to MCAAB as a local government representative.

Chair Al-Igoe stated that this is the first meeting since Ernest's resignation and he wanted to publicly recognize Joseph Cooke and Linda Azar's work as Co-Interim Directors and thanked them for their extra work.

6. **Consent Agenda**

Upon a motion made by Krista Willette and seconded by Joan Flynn, the board unanimously **VOTED** to approve the items listed on the consent agenda.

Justin turned the meeting over to Michael Bruci for the budget committee.

7. **Recommendation to approve the November 9, 2022 Budget Committee Minutes**

Upon a motion made by Bob Combs and seconded by Justin Al-Igoe, the board unanimously **VOTED** to approve the November 9, 2022 Budget Committee Minutes.

8. **Recommendation to receive and approve the November & December, 2022 List of Bills**

Upon a motion made by Julie Matuzak and seconded by Shana Romancheck, the board unanimously **VOTED** to receive and approve the November & December, 2022 List of Bills.

Discussion: Julia Bingham reported

- OSS Spending in the list of bills. OSS has formally separated from MCA. These are all journal entries and are being corrected.
- Page (3&4) prepaid expenses – Meijer gift cards for Head Start books and snacks

- Page (4) Wildlife Removal – deducted from rent payment to school
- There was some left over COVID money used to purchase food
- Page (5) 4Imprints purchase for outreach materials
- Page (20) Food purchases
- Pages (20-28) CERA spending
- Pages (58-60) commodity stipend payments to the pantries

9. Recommendation to receive and file the Vendor Payment Reports

Upon a motion made by Joseph Cozzolino and seconded by April Fidler, the board unanimously **VOTED** to receive and file the Vendor Payment Reports.

Discussion: Julia had nothing to highlight and welcomed questions. There were no questions.

10. Recommendation to receive and file the Budget Summary Reports

Upon a motion made by Bob Combs and seconded by Monica Bihar-Natzke, the board unanimously **VOTED** to receive and file the Budget Summary Reports.

Discussion: Julia had nothing to highlight and welcomed questions. There were no questions.

Julia Matuzak requested a little less color saturation on the report.

11. Recommendation to receive and file the Budget to Actual Reports for the Food Program and Administration

Upon a motion made by Krista Willette and seconded by Justin Al-Igoe, the board unanimously **VOTED** to receive and file the Budget to Actual Reports for the Food Program and Administration.

Discussion: Julia Bingham report - Fiscal Year org keys starting with 303 are representative of the 1st quarter of the fiscal year and org keys starting with 344 are calendar year grants and that would be representative of the 4th quarter.

12. Recommendation to receive and file the October and November, 2022 Agency Credit Card Usage Report

Upon a motion made by Joseph Cozzolino and seconded by Joan Flynn, the board unanimously **VOTED** to receive and file the October and November, 2022 Agency Credit Card Usage Report.

Discussion: Credit cards are only used when payment with a check is not possible.

Joan Flynn asked who is in control of the credit card and Julia responded that the Director has control.

13. Recommendation to review and approve the updated Credit Card Policy

Upon a motion made by April Fidler and seconded by Tanya Blatz, the board unanimously **VOTED** to review and approve the updated Credit Card Policy.

Discussion: The changes on the policy where to updated language around the positions and roles. Removed finance from the approval process and it is now up to the department to approve.

Michael Bruci adjourned the portion of the budget committee and handed the floor back over the Board Chair, Justin Al-Igoe.

14. Recommendation to receive and approve the MOU between Agencies of Macomb County Human Services Coordinating Body

Upon a motion made by Tanya Blatz and seconded by Michael Bruci, the board unanimously **VOTED** to receive and approve the MOU between Agencies of Macomb County Human Services Coordinating Body.

Discussion: Linda Azar provided information on the agreement. Human Services Coordinating Body (Macomb Community Action, Macomb County Health Department, Department of Health and Human Services, and Community Mental Health) came together and agreed to support the IDA individuals with disabilities and part (C) 0-36 months ISFP that address any children with developmental disabilities and to make sure the children get the services they need.

15. Recommendation to receive and approve the Humble Designs Detroit Partnering Agency Agreement

Upon a motion made by Michael Bruci and seconded by Krista Willette, the board unanimously **VOTED** to receive and approve the Humble Designs Detroit Partnering Agency Agreement.

Discussion: Joe Cooke explained that the Humble Designs Detroit agreement is a zero dollar agreement. They work with people who are coming out of homelessness and they will come in and redesign a home and put furniture in it. This is an agreement for MCA to make referrals.

16. Recommendation to receive and approve the MCREST Winter Shelter Program Agreement

Upon a motion made by Tanya Blatz and seconded by Joseph Cozzolino, the board unanimously **VOTED** to receive and approve the MCREST Winter Shelter Program Agreement.

Discussion: Joe Cooke reported - United Way has provided MCA with winter relief grants for January – March, 2023. In the past two years, this money has been used to house homeless in motels, overseen by MCREST. This year it has come back in somewhat a hybrid model between churches housing individuals and using hotels. Ernest had suggested we pass through our funds to MCREST to support these operations. MCREST’s board will have to provide a detailed financial accounting of their incurred expenses at the end of March. This is in addition to the \$90,000.00 the County provided them from general funds. This is for \$50,000.00.

17. Recommendation to receive and approve the Basic Food Agreement between Macomb County, MCA Food Program and Distribution Sites-Spaulling for Children in Kinder Cares Box Program

Upon a motion made by Joan Flynn and seconded by Michael Bruci, the board unanimously **VOTED** to receive and approve the Basic Food Agreement between Macomb County, MCA Food Program and Distribution Sites-Spaulling for Children in Kinder Cares Box Program.

Discussion: Linda Azar reported - This is a standard food agreement with an entity that supports foster families with kinship care. The first line in placing children in need of care is to place them with family or someone close to the family. Sometimes this happens in the middle of the night and the families are not prepared with food for the children. We will provide boxes of food through DHHS for families that have taken these children into their homes.

18. Interim Co-Directors Report

Linda wanted to thank Bob for the Food Board's contribution of funds to the Food Program. The additional funding makes it possible to do things like the kinship care food boxes.

Bob added that there are some additional things the Food Board is doing. Through the Meijer Simply Give cards, they are creating 100 emergency food kits per month. They will be starting a project with 2 school districts. The 50 children most in need from Van Dyke and Warren schools will get food boxes. They provided \$150,000 to the Food Program.

Joan inquired about when MCA will get their new Director. Joe Cooke explained that there will be a new department created, H&CS. That Director will be appointed first and they will have a hand in hiring the MCA Director. The H&CS Director should be in position by the end of April and they will oversee MCA, MSUE, The Office of Senior Services and the Health Department. Linda and Joe are acting as Co-Interim Directors. Joe thanked the team.

19. Other Business

Joan Flynn – Warren is having an earthquake relief drive for the people in Turkey and Syria. They will be collecting items at City Hall from February 13 – March 13, 2023.

There will be a job fair at Macomb Community College on April 13, 2023.

Julia shared that the County Audit has been released with no findings for fiscal year 2021.

20. **Next Meetings:**
- Executive Committee, Tuesday March 14, 2023
 - Budget Committee, Tuesday March 21, 2023
 - Planning Committee, Tuesday, March 28, 2023
 - Full Board, Tuesday, April 11, 2023

21. **Public Comment** - There was no public comments.

22. Adjournment

Upon a motion made by April Fidler and seconded by Michael Bruci, the board unanimously **VOTED** to adjourn the meeting at 12:45 p.m.

Respectfully submitted,

Ann Wagner