



**KALAMAZOO COUNTY
HEALTH AND COMMUNITY SERVICES DEPARTMENT**

Promoting Health For All

COMMUNITY ACTION AGENCY

**Community Action Tripartite Advisory Board
(CATAB)**

January 7, 2016

H&CS, 3299 Gull Rd, Nazareth, MI 49074

Members:

Cassandra Stewart – Board Chair
Anthony Bradley – Vice Chair
Patricia Clark
Sonjalita Hulbert
Michael Seals – County Commissioner
Jessica Taylor
John Taylor – County Commissioner
Sherry Thomas-Cloud
Rico White

Staff:

Charlotte Smith, CAA Manager
LaShawnda Taylor - Minutes

Guests:

Thom Canny

Call to Order

Meeting called to order at 11:35AM.

Welcome & Introductions

Cassandra Stewart, Board Chair
CATAB Member attendance:

Jessica Taylor – Called, will be a few moments tardy.
Christina Hegwood – Called, will be absent for today's meeting.

Review of Previous Meeting Minutes

Motion to Adopt December 2015 CATAB meeting minutes as submitted
Motion to Approve John Taylor
Seconded by Rico White
Motion Carried.

Review of Meeting Agenda

Motion to Adopt agenda
Motion to Approve by Anthony Bradley
Seconded by Rico White
Motion Carried

Executive Committee Report

Cassandra Stewart, Board Chair
No Executive meeting in December of 2015. Executive meetings will commence in January 2016.

Manager's Report

Charlotte Smith, CAA Manager

CSBG Carry Forward -

- CAA is now in the third year of a three year grant contract. There is \$214,595.16 in unspent funds from previous fiscal years. The unspent funds are in addition to current CSBG funds from this fiscal year. All funds must be used between today's date and September 2016 or they will no longer be available. The State cautions against overspending and all programs must follow grant guidelines.
- Proposed ideas for programs include:
 - Rental Assistance – Increase in funds for rental assistance program.
 - Skills to Build - Looking to provide assistance with GED test payments.
 - Auto Repair Proposal – County policy of three estimates may be a barrier.
 - Summer Food Packs – Food assistance for school aged student during the summer.
 - Senior Services - \$18,000.00 for assistance with food items.
- Ideas will be discussed and flushed out further then brought to CATAB.

CAA Intern -

- A new intern, Lereb Nadib will start at CAA on the 14th of January. She is currently a senior at WMU studying Interdisciplinary Studies. Lereb will work on the CA and will pick up where Jessica left off on the Community assessment. An email will be sent to the Adhoc committee to set up another meeting for the Community Assessment.

State Visit -

- The State is planning a visit to CAA on the 1st of February if everything is uploaded to FACSPRO, they will not need to visit CAA in person.
- Resignation – Mona Lisa Watson's last day is Thursday, January 14th. CAA is in the process of filling the position.

John Taylor – What is the average amount of funds not spent each year?

CAA Manager – Will have finance run a report.

Coordinators' Report

Housing & Neighborhood Coordinator, Amber Leverette

- DoE LIHEAP: the program is ahead of schedule.
- Housing Committee Meeting – CAA is still awaiting RFP request from the State. The bids are now open to any organization in the State. There is a two week deadline to turn in bids.
- John Taylor – If RFP arrives between BoC dates, CAA is encouraged to call him for assistance.

Income & Employment Coordinator, Mona Lisa Watson

- Skills to Build - There are currently two participants in the pipeline to receive financial assistance for their schooling at KVCC. In some cases some students expect Skills to Build to pay for their entire schooling, in hopes any financial aid assistance received can be used to take care of personal needs.

Community Education Coordinator, Angela Anderson

- Financial Class – The class is a success.

Financial Report

Charlotte Smith, CAA Manager

- MAE (see board packet page 4) - For every client served CAA receives \$347.00 in kickback from the grant. The money is then used in other program areas.
- Composite of CSBG (see board packet page 5) – CSBG Administrative and CSBG General expenses are listed for every program. The different programs are not specifically listed.
- FSR breakdown – MDHH reimbursement amounts.
- Program income is \$16576.50 it comes from MEAP kickback and is used for administrative cost.

Old Business

Charlotte Smith, CAA Manager

Community Assessment – See Manager's Report, CAA Intern section.

New Business

Charlotte Smith, CAA Manager

2016 Calendar –

- Will help in planning what members are going to attend conference/ events.
- If there are any items CATAB members would like added to the calendar, contact CAA Manager.

Commissioner Report/Update

John Taylor, Board of Commissioner, Chair

When the Weatherization RFP arrives and if it is time sensitive, CAA Manager is encouraged to contact John Taylor to see about getting it on the BoC agenda sooner.

Member Comments

Michael Seals – Disaster Preparedness Event (Mass Fatality) hosted by H&CS Disaster Preparedness on 3/16/16 from 8AM-4PM at WMU Med Center. The event is for all five regions.

John Taylor – New County Administrator, Terrence L. Neuzil will have a welcome reception hosted on 1/13/16 at the County Administration Building; Elected officials 4PM - 6PM, General public 5PM – 7PM.

Sonjalita Hulbert – State meeting on February 12th, hard copies of the tool for top five needs will be given to CATAB members. Prefers CAA looks outside of the box when developing programs for CSBG Carry Forward funds.

Sherry Thomas-Cloud – Suggest CAA explore programs to partner with when determining the use of CAA CSBG Carry Forward funds.

Don Cooney – Two high school students were lost this past weekend. A vigil will be held on the corner of Lane Blvd and March St. today at 5:30PM.

Rico White: Basketball team is undefeated and has been invited to Barcelona. Organization has been approached to partake in a reality show.

Meeting Adjourn

12:34PM