



**KALAMAZOO COUNTY  
HEALTH AND COMMUNITY SERVICES DEPARTMENT**

---

*Promoting Health For All*

**COMMUNITY ACTION AGENCY**

**Community Action Tripartite Advisory Board  
(CATAB)  
October 6, 2016  
H&CS, 3299 Gull Rd, Nazareth, MI 49074**

**Members Present**

Cheri Bell  
Anthony Bradley  
Pat Clark  
Sonjalita Hulbert  
Michael Seals  
Cassandra Stewart

**Excused**

Sherry Thomas-Cloud  
Nikkea Kelley

**Unexcused**

Stephanie Moore  
John Taylor  
Colin Andrews  
Don Cooney  
Christina Hegwood  
Chris Wahmhoff  
Destini Haggen

**Staff Present**

Amber Leverette  
Lauren King  
Sydney Lambert

**Call to Order**

Meeting called to order at 11:46am

**Welcome & Introductions**

Welcome to Rakesha Groves as a guest. Attending to listen and see what the meetings are like.

Welcome to Sydney Lambert who is the new Housing Coordinator.

### **Citizens' Time**

Nothing at this time.

### **Adoption of Previous Meeting Minutes**

Quorum not met.

### **Review of meeting agenda**

Quorum not met.

### **Executive Committee Report**

C. Stewart

Nothing at this time.

### **Manager's Report**

A. Leverette

CSBG grant was approved for 2017 at an increased amount. We could expect some carry over but we have been spending quite a bit.

Project Connect is coming up. If you would like to volunteer your time to help we would love to have you there. The entire CAA staff will be there and 22 volunteers.

In December the State will be monitoring board happenings in FACSPRO. Vacancies and attendance will be monitored. Due to this we will be moving forward with an outreach packet. If we continue as we are currently with attendance and membership our grant could be at risk. We as a board need to help the COB along, if we are doing our part to bring in members and build this board back up, then this issue will not be on CATAB or CAA.

### **CAA Coordinators' Reports**

A. Leverette

See reports in meeting packet.

### **Financial Report**

A. Leverette

We have a new financial analyst, Beth Ridge. Things have been spent out since the last meeting, as planned. September 30 ended the 2016FY. Contractors for the new FY have been approved or will be approved soon for DOE. MEAP scheduling will start soon, we have received the funding. We did get matching funds from MCA to help with some of the higher bills.

### **Old Business**

**Mission Statement-** some examples were sent out. The board has to vote on the agency mission. When there is a quorum present this needs to be done.

**Moving Regular Board Meeting-** the time of the meeting needs to be looked into. If the reason that attendance has been an issue is the time of the meeting, then the time of the meeting needs to be changed. If it is not the time of the meeting then the people that have been sent letters need to be contacted about why they are not showing up before a change is made. It was suggested that a different venue may be more beneficial than a change in meeting time.

An Ad Hoc Recruitment Committee was suggested and created, headed up by C. Bell, A. Leverette participating as the CAA employee. Participation from the board by S. Hulbert and P. Clark.

P. Clark suggested adding a question on the intake form for Project Connect asking if anyone would be interested in participating on the board.

### **New Business**

Nothing at this time.

### **Commissioners' Report/Update**

Information pertaining to CAA

M. Seals reported that Parchment is finding themselves in a situation where community members are needing access to the services and programs provided by the CAA. Previously this area was not in a situation of need, therefore, the community itself is unfamiliar with the CAA. There is a request for outreach which is currently being worked on by C. Smith and A. Leverette and the Parchment Public Library.

### **Member Comments**

C. Bell asked if there were any other requirements for the consumer sector other than income. The board overwhelmingly responded with a desire to participate in the board and be present, but there are no other specific requirements.

S. Hulbert also suggested community involvement to lead to exposure for the CAA and CATAB. It would be beneficial if this incorporated a fundraising opportunity.

C. Stewart made motion to adjourn meeting.

Meeting Adjourned at 12:58pm