



**KALAMAZOO COUNTY
HEALTH AND COMMUNITY SERVICES DEPARTMENT**

Promoting Health For All

COMMUNITY ACTION AGENCY

**Community Action Tripartite Advisory Board
(CATAB)
May 12, 2016
H&CS, 3299 Gull Rd, Nazareth, MI 49074**

Members

Anthony Bradley
Stephanie Moore
Cassandra Stewart
Sherry Thomas-Cloud
Christina Hegwood
Michael Seals
Colin Andrews
Don Cooney

Staff

Charlotte Smith, CAA Manager
Lauren King
Gillian Stoltman
Ryan Post
Felix Sithiphone

Call to Order

Meeting called to order at 11:38am

Welcome & Introductions

Nikkea Kelly- new board member

Review of Previous Meeting Minutes

Motion to approve the minutes- M. Seals
Second- C. Hegwood
Motion passed

Review of meeting agenda

Tabled until June meeting

Executive Committee Report

C. Stewart

- Set the agenda for the regular CATAB meeting.
- Tools need to be established to evaluate the programs. Currently trying to look at ways to evaluate what we've gone through.

Manager's Report

C. Smith

Carry Forward Funds

- List of programs that will start or have started this summer.

- May is Community Action month, proclamation was read on the record.
- Brochure was updated, as well as translated into Spanish.
- The Tax Counseling Initiative Coordinator, Sherry Courier, wants to do it every Wednesday beginning in January next year. We are still the only walk in site in the county. We need to work with 211 and Goodwill about getting out the correct information regarding the program.
 - G. Stoltman- Can we make the information available in links that can be put on other web pages?
 - C. Smith- yes, she will work with Courtney on that.

S. Thomas-Cloud- Can we get some of the brochures to take with us so we have something to refer to when we talk to people.

C. Smith- Yes, of course.

Coordinator's Report

C. Smith

- The reports cover what the coordinators are currently working on.

Financial Report

R. Post- Deputy Director of Finance Administration

F. Sithiphone

- Felix knows the daily transaction of the CAA, he is here to refer certain questions to.
 - S. Thomas-Cloud- what fiscal year are we on?
 - R. Post- several because each grant is unique but the fiscal year is noted on the top of the reports.
- Starting with the housing programs: LiHeap
- There is an administrative cap for services that trickle down to the finance department.
 - Salaries/fringes
 - Central Service Costs- cost allocation plan, purpose is to show the cost associated with running these programs.
 - Very consistent across the board
 - Direct to services
- S. Thomas-Cloud- what does the county get in central service costs from all grants?
 - R. Post- Estimate of \$500,000 for a \$15 million dollar budget.
 - Central Service Cost is a board adopted policy dating back to 1978.
 - If costs were going to be waved or not charged it would need to be taken to the County Board of Commissioners.
- S. Thomas-Cloud- is rent included in the Central Service Costs?
 - R. Post- no, but the policy lumps indirect costs and rent into the same policy.
 - This is an internal service fund; we sustain operations by rent charged. There is a set rent rate and that is a board policy.
- D. Cooney- It's written into the grant you can take this much, and then you take the full amount?
 - R. Post- we get close and then look at the big picture. Max them out and then look back at what we need and then balance it out based on what makes sense so we can get more money into the direct services.
- S. Thomas-Cloud- What some people here don't understand is why the county charges other county programs rent, for example Project Connect. And when you look at how much of the grant goes to direct services you start to question as a board how much are we really doing to benefit the

community? If the county has any leeway on whether or not to charge rent, and that money go into direct services for those who are the neediest?

- G. Stoltman- it's unfortunate that the commissioners aren't here right now because this is a policy pertaining to them.
- R. Post- the thing I need to add to the budget picture are the policies I have to work in. The negative ramification of not charging an agency rent is, we sustain this building on rent, we took a very large hit when Head Start left the county. We take the cost divided by the square footage and that is what we charge for rent. If the rent costs were waved from some of these programs another renter would be covering the waved rent.
- C. Stewart- isn't this all the county?
 - G. Stoltman- yes.
- The issue I have with the county is you say you are running these programs but the county isn't paying the employees, it's coming from the grant.
 - R.Post- we do have some programs that strictly county funded,
 - C. Stewart- which programs?
 - R. Post- HCS Administration, Environmental Health
 - C. Stewart- so everyone pays rent?
 - R. Post- yes, and if one program doesn't pay rent, the rest have to pick that up.
 - C. Stewart- Shouldn't funds to pay for the salaries and benefits of county employees come from the county? Why is the grant being used?
 - S. Moore- I think the issue is why at that high of an amount? Not even a reasonable amount is going towards the funds. Are we the only agency that is set up like that?
 - R. Post- no, that is how it is set up across the board. This is a county board of commissioners approved policy. I cannot go against this policy.
 - M. Seals- all of the county policies are being reviewed and will be brought to the board by the end of the summer.
 - S. Thomas-Cloud- if we had a larger amount left over to help the community but what it seems like is indirect costs are taking up so much its taking away the impact of the program in the community.
- CSBG
 - C. Stewart- if you go over the total budget it's \$603,000
 - R.Post- there have been two carry forwards totaling about \$250,000
 - C. Stewart- but we can't depend on carry forward funds. I'm just comparing what you told us about the LiHEAP. The total salaries and fringes and also, the central service costs: which we are thankful it didn't go up.
 - C. Smith- it did but I talked Ryan out of that.
 - C. Stewart- the board has such a hard time understand why, as a county programs, would so much have to come from the program? When you add that up and subtract it out it can't be what the grant allows.
 - R. Post- Charlotte's salary is the only one that is considered administrative. Everyone but Charlotte is considered general program positions.
 - C. Smith- Cassandra do you remember that paper we went over with the explanation of why it went over the 16%?
 - R. Post- you provided that to the state.
 - C. Smith- so from the way that's written all the CSBG positions are included in that. It's everything. It's because the way the grant breaks it down, because they want to know how much administrative cost is going into each program. We reported the dollar amount that is going to the programs to the state. Which gets back to what Sherry has said- you cannot operate only on the CSBG. So that is where we are right now.

- S. Moore- it's going to be difficult to get funds when the administrative costs outweigh the assistance.
- C. Stewart- so what we are saying is rent should be included in administrative costs because it is not associated with a program.
- R. Post- when we submit a budget to the state we follow the county guidelines.
- M. Seals- Ryan and Charlotte should get together and review the policy and make sure it follows the process and submit it to HR who is already reviewing everybody else's policies. Now would be a good time to get that in.
- C. Smith- regardless of policies you cannot run a CAA on state funding alone. So I have asked the grant manager to come to the meeting in June. I asked the grant manager how far over 16%? There is no number, and the state could reject the application. So to get back to the 16% you would have to make cuts and that would be to the staff which would then cut programs. I don't want to get to the point that we are submitting an application that could be rejected.
- S. Thomas-Cloud- It's the board policy that is the issue for me. What I'm hearing is the board policy is cutting so much into the direct programming piece it is deflating our purpose. We are a county of 250,000 people and we have \$55,000 to do programs. DHS touched 40,000 people in the community in 2011 and it has to be worse than that now. So tell me how we are going to be able to fulfill our mission and vision for this community. So, commissioners, I'm asking you to look at the policy. When Head Start left we are left with the situation we have now. Charlotte and Gillian should get together to say what we need to fulfill our promise to the community and give that to them and work together.
- D. Cooney- the money that we have provides wonderful services but it is a pittance to do what we need. Are we going to get help to reduce poverty or are we going to become a different kind of CAA? Otherwise you have an impossible job.
- C. Smith- we still run into the issue that is we are getting CSBG funds we have to follow their guidelines. If we want to continue to receive CSBG funds then we have to address the administrative costs. You cannot call yourself a CAA without CSBG funds. You can get grant funds from all over but it doesn't address CSBG funds.
- M. Seals- there used to be money coming in from municipalities but they can no longer help. To look at one government to be able to save this program is unfair because there's a lot more involved than just the county. We need governmental cooperation throughout the county if we are going to maintain this program. We can ask the county to contribute a percentage to offset the impact to the grant.
- S. Moore- that's not realistic, your own chair said if you push this issue to the county you are risking losing the CAA.
- S. Thomas-Cloud- So then should the CAA continue under the county?
- S. Moore- I don't think it should. There is no commitment from the county to ensure that the CAA stays here. What is the county's plan, vision, what does it look like. To this day I haven't gotten an answer. The county who is serving the largest amount of people isn't contributing.
- M. Seals- Charlotte, tell them what the consequences would be.
- C. Smith- if the county decided they don't want a CAA anymore the state then decided where they put their money. They can help start a brand new non-profit (our program is grandfathered in as to be a county program) - they are not going to do that. Or, they could look at a current non-profit that could take the funds, most likely they wouldn't do this. What they would most likely do is look to a neighboring CAA and ask them to take on Kalamazoo and become a multi county CAA.

- S. Moore- we are already outsourcing our programs.
- C. Smith- that is how the housing program works.
- S. Moore- all I am saying is alternatives can't be any worse than what we are doing.
- S. Thomas-Cloud- a lot of the reason things are outsourced is a lack of staffing. Which gets back to our funding issue.
- G. Stoltman- this is a problem we see in all of our programs. There are mandates that we have to follow that are in state law. The state was supposed to fund 50% and the county was supposed to fund 50%. The state never funds 50% so the county has to back fill that. The State is only paying about 25% for mandated services. It's an issue not coming through with the requirements that they push on us. When we look at what the health of our community is about it's not just a question of putting a clinic in place and immunizations for children. It's about supplying those basic needs which is the base of being able to say we have a healthy community. If we really want to improve the quality of life in the community then we need to support the basics. Having the community services is recognition that the HCS needs these services. The county should get involved. You can't separate these services.
- S. Moore- this board needs to consider updating the vision and mission so that we are accomplishing what we say to the people we are supposed to be serving. We want to serve people but in a meaningful way. How is what we are doing in lining up with what we say we are doing?
- C. Stewart- that is something as a board we can do.
- S. Thomas-Cloud- maybe a subcommittee needs to look at a short term business impact that we could bring to the commissioners. We need to at least try. We need to clearly define who we are and what we want to do in the next one to three years and what that impact will be and bring it to the commissioners. I don't want to take the assistance we are currently giving to those in need away. Our options need to be talked about.
- M. Seals- if we are going to do this then we should look at a financial model that we can show to the county and to the city and say look- see what works.
- C. Smith- it's not that easy because everybody is funded differently.
- M. Seals- if we are going to reinvent ourselves we should take the best pieces of others.
- C. Smith- if we are going to continue to get CSBG funding then we have to follow those guidelines. We can do a strategic plan for commissioners but there is also one we have to do for the state.
- M. Seals- if you are going to bring before me a new plan and want to explain why it should be invested in- I need to know that. What exactly do you need and why?
- C. Smith- we are in the budget process right now so it has to be done soon.
- M. Seals- if you want financial help we need to feel it and see it.
- C. Hegwood- I just think there needs to be a redesign. There are changes, it's moving towards integrated services. That's all in the middle of development now, so if we could start that on our own we would be more prepared for when that rolls out. We need to jump on board with that.
- C. Smith- The governor is just doing what the feds are requiring. ROMA next generation is rolling out completely and required by 2018. The staff is learning about ROMA, and it's all about integrated services. It's all about outcome. So what they want to see is working with a family and getting them from \$20,000 to \$25,000 in a certain amount of time. This will mean changes to computer systems, to the CSGB application, more reporting. More quarterly reports will be required.

That will be talked about over the next year and a half and there will be very specific requirements.

- C. Hegwood- I can't advocate for our agency if we have nothing to present to them to pull them here.
- A. Bradley- How does the carry forward get spread?
- R. Post-Part of it does go to Central Services, but the salaries part went down. You got \$250,000 and \$240,000 went towards programs.
- A. Bradley- it just happened to be a wash. Any new money that comes in you are applying the same formula to and I don't think it should be that way.
- C. Smith- that's a finance thing,
- A. Bradley- that's what we need to address.
- R. Post- when we get that carry forward we have to take it to the board for approval. With this grant we could charge \$130,000 according to the county policy.
- C. Stewart- this carry forward money has already had your percentages taken out, why are you putting it through the county process again?
- M. Seals- you're double dipping.
- R. Post- the states book has closed. When the carry forward comes back, it becomes completely new funding.
- M. Seals- maybe you should get rid of the term "carry over".
- R. Post- at the end of the day we are not taking as much for central services as we could so if we are double dipping, when everything is said and done, we are not taking the max we could.
- C. Hegwood- We keep arguing about the budget but as a board we should be doing something like a fund raiser to support the CAA. Something annual, at least two times a year.
- C. Smith- The state does ask "What are ALL of your sources of funding?" because the number of sources you have looks really good no matter where it's coming from. Any source of funding we can put into the report looks good.
- S. Thomas-Cloud- doing fund raising long term will not result in enough verses the effort. We need a plan to take to the commissioners. We need a more sustainable solution.
- C. Smith- the money from fund raising could go toward the co-pay for those who can't pay it. Walk for Warmth money could go towards that even if we only raise \$5000.
- C. Hegwood- sometimes it not about the amount you raise, it's showing the community that we are willing to do something for the money.
- C. Stewart- so do we create an ad hoc committee for this? The ideas are out there now let's do something.
- C. Smith- when do we need to have this, when do we need to put in a request for general funds.
- R. Post- June 1.
- S. Thomas-Cloud- would I concept paper be enough or do you need a full budget in detail?
- M. Seals- full budget, it's the way the rules are written.

C. Stewart- We need to table the rest of what is on the agenda until the next meeting.

A. Bradley- Motion to table.

C. Hegwood- seconded.

Motion approved.

Discussion about an ad hoc committee meeting to address what was discussed during the meeting.

Old Business

Tabled until June meeting.

New Business

Tabled until June meeting.

Commissioner' Report/Update

Tabled until June meeting.

Member Comments

No member comments.

C. Stewart made motion to adjourn meeting.

Meeting Adjourned at 1:16pm