



**KALAMAZOO COUNTY
HEALTH AND COMMUNITY SERVICES DEPARTMENT**

Promoting Health For All

COMMUNITY ACTION AGENCY

**Community Action Tripartite Advisory Board
(CATAB)
June 2, 2016
3299 Gull Rd, Nazareth, MI 49048**

Members Present

Colin Andrews
Anthony Bradley
Pat Clark
Don Cooney
Sonjalita Hulbert
Nikkea Kelley
Stephanie Moore
Michael Seals
Cassandra Stewart
Sherry Thomas-Cloud

Staff Present

Charlotte Smith
Lauren King
Amber Leverette

Call to Order

Meeting called to order at 11:38am

Welcome & Introductions

Everyone present introduced themselves and told their involvement with the CAA

Citizens' Time

Adoption of Previous Meeting Minutes

Motion to approve the minutes- P. Clark
Second- M. Seals
Motion passed

Review of meeting agenda

Motion to approve the agenda- P. Clark
Second- A. Bradley
Motion passed

Executive Committee Report

C. Stewart

- Discussed the community needs assessment as well as the presentation to the BOC. Everyone will get an e-mail about the presentation.

Manager's Report

C. Smith

- John Faul requested that a presentation to the Board of Commissioners take place on June 7. C. Smith and R. Post, along with some members of CATAB, will participate in the presentation.
- September Ward said to expect about the same amount for the 2016-2017 CSBG grant as the 2015-2016 grant.

CAA Coordinators' Reports

C. Smith

- Everyone has the coordinators' reports in their packets.
- MEAP is now down to \$18 dollars.
- Working with different departments within KVCC has proven difficult, getting the CAPS program up and running is taking longer than expected.
- Kalamazoo Metro is going to provide qualified students with bus cards for school purposes.
- Angela has been putting time into drumming up information for the community needs assessment.
- The Evergreen apartments contacted CAA to cooperate in making the apartment complex smoke free. CAA is providing resources and assistance.
- Amber and Angela will be at the E-bus (??) event.

Financial Report

C. Smith

- The reports are always a month behind, so the ones in the packets are from April.
- MEAP will be different next year. We get an earned service fee, in previous years the County was putting that money towards the CSBG grant which is not allowed. Starting October 1 that money will stay within the MEAP program.
- CSBG composite- we had to wait for downtown to assign account numbers to the report, next meeting each of the programs will be listed on the budget.
- LiHEAP- we received extra funds.

Old Business

Community Assessment Update

- Still compiling all the data. HCS will also be doing an assessment that we will be taking part of while also still completing our own.
- Will send out an e-mail detailing where we can host focus groups.

New Board Member Recruitment

C. Stewart, A. Bradley

- Still in the process of trying to recruit new board members.
- A. Bradley suggested CATAB needs to present what the board is and what CAA is in a recruitment packet, that would layout exactly what the responsibilities and expectations are of a CATAB member.
- C. Smith will ask Tina if we could set up pre-interview meetings with board applicants.

Board Member Terms

A. Bradley

- The board of Commissioners accepted the new suggested terms for CATAB members. A document has been provided for the attendees of the meeting.
- Need guidelines regarding where to place a member when there are more than one term available.
 - P. Clark: add this issue to executive meeting agenda.

New Business

CSBG Program Evaluation Tool

- One does not exist. Each CAA is supposed to create their own. There are existing general suggestions. The tools should be created specifically for their own programs. The evaluation tools need to work for each individual CAA.
- C. Smith- we know what to put in there we just need to pull it all together.

ROMA Training (Results Oriented Management and Accountability)

- Necessary documents distributed to board members.

Commissioners' Report/Update

Information pertaining to CAA

Member Comments

No member comments.

C. Stewart made motion to adjourn meeting.

Meeting Adjourned at 1:02pm