



**KALAMAZOO COUNTY
HEALTH AND COMMUNITY SERVICES DEPARTMENT**

Promoting Health For All

COMMUNITY ACTION AGENCY

**Community Action Tripartite Advisory Board
(CATAB)
July 7, 2016
H&CS, 3299 Gull Rd, Nazareth, MI 49074**

Members Present

Cheri Bell
Anthony Bradley
Sonjalita Hulbert
Nikkea Kelley
Stephanie Moore
Michael Seals
Cassandra Stewart
Sherry Thomas-Cloud

Staff Present

Charlotte Smith
Lauren King

Call to Order

Meeting called to order at 11:40am

Welcome & Introductions

Cheri Bell introduced herself to CATAB. She is the newest private sector member.

Citizens' Time

Adoption of Previous Meeting Minutes

Motion to approve the minutes- S. Hulbert
Second- M. Seals
Motion passed

Review of meeting agenda

Motion to approve the agenda- S. Hulbert
Second- S. Moore
Motion passed

Executive Committee Report

C. Stewart

There was no executive meeting for June.

Manager's Report

C. Smith

Update on personal situations that C. Smith is currently dealing with. She wanted board members to know why meeting information has sometimes been provided to them late.

CSBG application has been received. This year they are trying to streamline the process and it is being filled out in Microsoft Access instead of a Word document. The allocation was increased to \$640,407. C. Smith is currently working with finance on final number for the funds available for programs. There is a timeline for completion of the CSBG application and we have lost 4 weeks to complete the application because it was not received until after working hours on June 30; last year, the application was received in the first week of June. Special meeting for the board to discuss CSBG programs is planned for July 14 at the Douglass Community Center from noon until 1:00pm. Send new program ideas to C. Smith before the special meeting for her to pre-qualify new programs.

The CAA does not have the data available to determine the gaps in services at this time. There will be collaboration with other agencies where data will be brought together to determine gaps in service and who is doing what in the community.

County Board presentation went well.

The CAA manager position will be posted for two weeks. It has been posted in several places.

CAA Coordinators' Reports

C. Smith

Skills to Build is still up and running. Referrals are still coming in from KVCC.

Kalamazoo Literacy Council- we have paid for the last installment of the Plato software. In return they will be giving us data from the program.

CAAPS program we are still working with. Specifically works with Promise Students at KVCC.

Community Education Coordinator has been out in the community, to make sure the programs are going well. Not every senior has to be income qualified based on the location of the Ecumenical Senior Center according to the Census Tract. The percentage of the poverty level determines the amount of the grant that can go towards the program. (Example: if 98.4% of the population in that Census Tract is in poverty then the CAA can pay for 98.4% of the particular program).

The rental program has expended all of the funds.

Angela and Amber are still working on making Evergreen and Stadium Drive Apartments completely smoke free.

Financial Report

C. Smith

Had finance list the accounts for programs separately so what is spent can be tracked.

MEAP is finished for the year. Next year there will be more for MEAP. There is a per household service fee that has been coming back to the CAA that the county had been putting into CSBG. The auditor said that the service fee from MEAP needs to go back to the MEAP program, not CSBG. That will change for this coming year.

Asking finance to do a monthly tally on what is spent. Hoping to start this for the next fiscal year.

Energy optimization: when an energy efficient appliance is installed we get a rebate for that.

Old Business

C. Smith

New Business

C. Smith

Evaluating programs has been talked about in the past. Each CAA develops their own evaluation tools. These evaluations will help determine the effectiveness of each program and whether or not it should be run again in the future. The tool has been developed and the evaluation forms are in the board packet. Programs can be evaluated on a quarterly basis. Programs would be evaluated by staff, CATAB and the partner agency/organization involved in the program. What the grant requires is what is in this newly developed evaluation tool.

The Board wants someone from the outside (perhaps WMU) to assist them with conducting an impact evaluation of the CAA.

Commissioners' Report/Update

Information pertaining to CAA

M. Seals- the board is going to implement an exit interview for when people leave county boards. CBOC is also going to start an annual evaluation that all board members will fill out. This will address sustainability for board members. Feedback from current board members that are serving is important. This will start next year.

Member Comments

No member comments.

M. Seals made motion to adjourn meeting.

Second- A. Bradley

Passed

Meeting Adjourned at 1:01pm