



**KALAMAZOO COUNTY  
HEALTH AND COMMUNITY SERVICES DEPARTMENT**

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*Promoting Health For All*

**COMMUNITY ACTION AGENCY**

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

**February 4, 2016**

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

**Members:**

Cassandra Stewart – Board Chair  
Anthony Bradley – Vice Chair  
Colin Andrews  
Patricia Clark  
Don Cooney  
Christina Hegwood  
Michael Seals – County Commissioner  
John Taylor – County Commissioner  
Rico White

**Staff:**

Charlotte Smith, CAA Manager  
Angela Anderson  
Amber Leverette  
Lareb Nadeb  
LaShawnda Taylor - Minutes

**Guests:**

Thom Canny  
Gillian Stoltman

**Call to Order**

Meeting called to order at 11:35AM.

**Welcome & Introductions**

Cassandra Stewart, Board Chair

CATAB Member attendance:

Stephanie Moore, County Commissioner - Work related absence.

William Reeves - Work related absence.

Jessica Taylor - Under the weather.

Sherry Thomas - Cloud - Work related absence.

**Citizens' Time**

Gillian Stoltman, Health Officer/ Director of Health & Community Services:

Flu Season has arrived. Please be sure to get your flu shot.

**Review of Previous Meeting Minutes**

Motion to Adopt January 2016 CATAB meeting minutes as submitted.

Motion to Approve by John Taylor.

Seconded by Patricia Clark.

Motion Carried.

**Review of Meeting Agenda**

Motion to Adopt agenda.

Motion to Approve by Patricia Clark.

Seconded by Michael Seals.

Motion Carried.

## **Executive Committee Report**

Cassandra Stewart, Board Chair

- Individuals were voted in and appointed to board positions during the last CATAB meeting.
- CATAB's Board Chair appointed:
  - Patricia Clark – Chair of Governance Committee
  - Rico White – Member at Large to Executive Committee

## **Manager's Report**

Charlotte Smith, CAA Manager

- CSBG Carry Forward plan is in today's board packet.
- Organizational Standards were due to the State on January 29, 2016. The Organizational Standards provides proof of internal compliance with the Organizational standards.
  - Organizational Standards are based on information collected from the Community Assessment which ties to the Strategic Plan. Many items could not be completed as the Community Assessment is not completed.
- Board training information is being finalized. Apology offered for the delay.
- Income & Employment Coordinator position: applications have been received. Interviews will take place next week.
- Veteran services/ CAA Assistant position: dozens of application have been received. Mike Hoss and CAA Manager will review the applications and proceed accordingly.

## **Coordinators' Report**

Housing & Neighborhood Coordinator, Amber Leverette

- Logic Models: (see board Packet)
  - Logic models are required for every CAA program. Each program is attached to an outcome indicator and reported to the State at the end of the year to track that programs progress.
- Energy Bills are lower this year, could be attributed to milder winter.
- BCAEO: RFP was put out to bid for the entire State of Michigan. The RFP is due on February 10, 2016. This is the first time that CAA's weatherization program has had to do the entire grant.
  - There was a glitch in the login system. It was repaired by the County finance department in a timely manner.
  - Bid will not need to take place for another year.
- DoE: Currently ahead of intended goals
- LIHEAP: will spend out before the end of the grant period.
- Lead Paint: CAA does not offer lead testing to the community as it is not covered under the grant. If a home is in the process of being weatherized and lead is found, contractors follow the lead certified process.
- Weatherization is completed on rental homes very rarely. Often insulation and air sealing takes care of a home's weatherization needs.
  - In 2014 homes that were weatherized saved an average of \$331.00 per year. One home still saves up to \$100.00 per month since being weatherized.

Community Education Coordinator, Angela Anderson

- Education Committee – Members will be sent an email to arrange a time to meet. Members are urged to respond.
- Conducting education and program presentations in the community.
- Financial Class – The class is a success. Since January 2016 over 35 individuals have attended. 1-on-1 appointments are available to customers as needed.
- YADC – Financial assistance will be dissolved due to lack of use by participants.
- Smoking Cessation – Starts next Thursday. The training will be offered at H&CS on March 31, 2016.
- School Suspension Program – Kalamazoo Public Schools has one of the highest expulsion rates in Michigan. The purpose of the program is to offer students that have been suspended an opportunity to stay engaged and cut down on their suspension time. Not yet able to partner with KPS, but

Parchment school district is interested in partnering. A site will be available at Western Michigan University.

- The site will be run like an actual institution.
- Counseling will be offered to students and their guardians.
- Participation in the program is voluntary. There are no incentives offered to the participants of the program.
- Bus tokens will be provided to participants of the program.

### **Financial Report**

Charlotte Smith, CAA Manager

- Carry Forward Funds: funds must be spent by September 30, 2016. Staff were charged with coming up with possible community partners. Available funds after fixed cost adjustments: \$205,422.
  - Programs are divided into categories: Education, Income Management, Housing, Emergency Services, and Nutrition. See page 1 of CAA Carry Forward document in board packet for a list of programs.
  - Income Qualifying: Participants in CSBG funded programs can either be income qualified individually or participants can be deemed automatically income qualified if it can be proved using data (such as Census data) that the service is being provided in a low income community/ area. Scott Jannsen created a map that shows low income areas in Kalamazoo.
  - The grant is due tomorrow. Approval information may come back by the end of March 2016.
  - Some of the programs may become permanent programs, but funded on a much smaller scale.
- Skills to Build: program was great in theory, however it has proven to be difficult to roll out. The program will be phased out.

### **Old Business**

Charlotte Smith, CAA Manager

- Schedule Board Member Training: The meeting will take place on February 23, 2016, at 5:15PM in the Georgian room of Health & Community Services. The training will last no more than one hour.
- Community Assessment Update: CAA Manager will contact the Adhoc Committee to start the conversation on setting up focus groups. Lareb Nadeb, CAA Intern will start off her work on the community assessment where the last intern left off.
  - Focus Groups: John Taylor will send out an email to Board of Commissioners for their input on areas they would recommend for the focus groups. Will mention at the Commissioners meeting and tell them to contact CAA Manager with their ideas. The next Board of Commissioners meeting is February 16, 2016. John Taylor would like to hear from Commissioners by February 19, 2016.

### **New Business**

Charlotte Smith, CAA Manager

- Change Meeting Dates (May, Sept) – CATAB meeting dates in May and September will need to be changed due to conferences. Reminders of changed meeting dates will be sent out to CATAB members.
  - CSBG Conference in Mt. Pleasant is scheduled for May 5<sup>th</sup> and 6<sup>th</sup>. CATAB meeting rescheduled for May 12, 2016
  - CAAP Conference in Texas scheduled for August 30<sup>th</sup> –September 2, 2016. CATAB meeting rescheduled for September 8, 2016.

Motion to change CATAB meetings dates:

May 5, 2016 rescheduled to May 12, 2016 and September 1, 2016 rescheduled to September 8, 2016.

Motion to Accept by John Taylor.

Seconded by Patricia Clark.

Motion Passed.

- Conference Attendees: See finance budget (located in CATAB packet) for the number of individuals that can attend the conference. CAA Manager will create a spreadsheet of early bird dates. Those interested in attending will need to email the CAA Manager. The final decision on attendees will be made at the next CATAB meeting.
  - Board Member Terms: All terms will end in March not in December. To establish term dates, the current term letters will be referenced. Changes will be made then given to CATAB. Most terms will be extended by one month.
  - Board Chair spoke with Clisha Graves, she is still interested in participating on CATAB.
  - There are 5 seats available on CATAB for elected officials. John Taylor will speak to Commissioner Moore about serving a new term.
- Customer Experience Survey: Results of the survey are located in the CATAB board packet.

### **Member Comments**

Cassandra Stewart, Board Chair: Thank you to everyone that contributed. She is excited about the future. CATAB has really turned around.

### **Meeting Adjourn**

Motion to adjourn meeting at 1:15PM.

Seconded by John Taylor.

Motion Passed.