



**KALAMAZOO COUNTY
HEALTH AND COMMUNITY SERVICES DEPARTMENT**

Promoting Health For All

COMMUNITY ACTION AGENCY

**Community Action Tripartite Advisory Board
(CATAB)
March 3, 2016
H&CS, 3299 Gull Rd, Nazareth, MI 49074**

Members:

Cassandra Stewart – Board Chair
Anthony Bradley – Vice Chair
Colin Andrews
Don Cooney - County Commissioner
Christina Hegwood
Melrose Hensley
Stephanie Moore - County Commissioner
Michael Seals - County Commissioner
Sherry Thomas-Clark
Rico White

Staff:

Charlotte Smith, CAA Manager
LaShawnda Taylor - Minutes

Guests:

Thom Canny

Call to Order

Meeting called to order at 11:40AM.

Welcome & Introductions

Citizens' Time

Review of Previous Meeting Minutes

Motion to Adopt February 2016 CATAB meeting minutes as submitted.
Motion to Approve by Sherry Thomas-Clark.
Seconded by Michael Seals.
Motion Carried.

Review of Meeting Agenda

Motion to Adopt agenda.
Motion to Approve by Michael Seals.
Seconded by Don Cooney.
Motion Carried.

Executive Committee Report

Cassandra Stewart, Board Chair

- Board Training; new board training took place on Tuesday, February 23, 2016. If you did not attend, there are training binders available at today's meeting.
- Conferences 2016: A sign-up sheet is going around the room. If you are interested in attending a conference please sign up on the sheet.
- Focus Groups for Community Assessment: Looking for CATAB volunteers to host the focus groups.

- During the last CATAB meeting John Taylor offered to send an email to the Board of Commissioner to get their suggestions on where focus groups should be held.
 - CAA Manager will send an email to Dena Sutton, Office Manager of Administrative Services in regards to forwarding an email to the Board of Commissioners about their suggestions on where focus groups should be held.
- Michael Seals offered the Eastside Neighborhood Association building as a host site.
- Sherry Thomas-Cloud offered the Douglas Community Association as a host site.

Manager's Report

Charlotte Smith, CAA Manager

- CSBG Carry Forward: CAA is still waiting to hear from the State on the modified grant application.
- Organizational Standards: CAA Manager had a meeting with the grant manager in regards to what was submitted.
 - 30 Organizational Standards were not completed
 - 20 were not filled out with the thought that the current Community Assessment has not been completed.
 - CAA will resubmit Organizational Standards and answer the 10 additional questions based on the previous Community Assessment.
- Community Assessment: (See Community Needs Survey for Residents in board packet)
 - Community Needs survey is from the state and is the focus of the CAA. The top five responses from completed survey will determine what topics will be discussed at the focus groups. The state is looking to have the Community Assessment completed as soon as possible.
 - CATAB members have offered to take surveys and place them in the community. Members should let CAA Manager know where they have taken the surveys, so that a date can be established for their pick up.
 - The CAA intern will pick up the surveys in a few weeks. There is no target of where the surveys should go. The idea is to get surveys completed by as many people as possible; ideally 200 surveys will be completed. Electronic versions of the survey will be sent to CATAB members from CAA Manager. CAA Intern will place the survey on Survey Monkey.
- Income & Employment Coordinator: LaShawnda Taylor is the new Income & Employment Coordinator.
- Administrative Assistant: currently in the process of reviewing applications that were received.
- Program Assistant-FT: CAA Manager hopes to fill the vacant full-time Program Assistant position.

Coordinators' Report

Housing & Neighborhood Coordinator, Amber Leverette

- Weatherization: Please see attached report.
- MEAP: The minimum number of households have been served 135, as required by the grantor. Funds may be depleted by June 2016.

Community Education Coordinator, Angela Anderson

- Financial Class – The class is a success. Angela Anderson and CAA Manager met with MSU Extension offers a financial class. CAA is hoping to partner with MSU to offer a more extensive financial class for clients.
- YADC – Financial assistance will be dissolved due to lack of use by participants. Funds will be moved to CAA advertising.
 - CAA Manager will find out the needs of participants.
 - What is the history of CAA involvement with YADC.
 - CAA Manager will report back to CATAB at next meeting regarding the previously listed items.
 - Stephanie Moore: There seems to be a breakdown of services for YADC. Perhaps an evaluation can be given to the participants of YADC to determine what their needs are?

- 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.
 - Stephanie Moore: the majority of students suspended end up at the Douglas. There is a waiting list for alternative schooling through KPS. CAPS (Mrs. Young) tends to get a lot of the suspended students. How will this/ or can this turn into a project for CAA?
 - Sherry Cloud-White: Based on the Battle Creek model where parents are engaged. The Douglas would be interested in participating if opportunities to expand into their community occur.
 - CAA Manager: Angela is sent into the community and returns to CAA with information.
 - Sherry Cloud-White and Stephanie Moore: Suggests that a conversation is started with Dr. Lachara at WMU about data and other community partners that are involved.

Financial Report

Charlotte Smith, CAA Manager

Please see Financial Report in Board Packet.

- CSBG Composite: is a combination of Administrative, program costs etc. there are no changes to report. When the carry forward funds arrive you will be able to track how much is being spent from each program.
- Process: Vouchers are submitted to finance, finance keeps track, finance sends reports to CAA Manager, CAA Manager gives a presentation to CATAB each month. The CAA Manager is required to give a financial report at CATAB meetings. CAA Manager will check with Ryan Post to see if he can give a presentation at the next CATAB meeting to explain how CAA works with Finance.
 - Sherry Cloud –White: Perhaps a budget narrative may be helpful in explain any unusual circumstances as needed in specific areas.

Old Business

Anthony Bradley, Vice Chair

- Board Member Terms: John Taylor and Anthony Bradley met to discuss fluctuations in board member terms. Adjusted term dates are not official until approved by Board of Commissioners. Terms will not change and will be dated April 1st through March 31st. Terms are 3 years in length. See handout. Public sector is limited due to longer terms and election process. There will never be two people terming out in the same year. Due to inconsistency in term dates, end-term dates were used to determine term dates. Each CATAB member was put into the term they most likely would have been in previously. Appointment dates will no longer affect term dates (see Three Term document).
 - Anthony will work on revising term dates for the Public sector next.
 - There will be two vacancies at the end of March 2016; Clisha Graves and Christina Hegwood will need to reapply if they are interested in serving on CATAB again.
 - Thom Canny will notify Terrence Neuzil and John Fall in regards to what Anthony Bradley is doing with the terms. Wants to make sure that CAA is in on the conversation of updating terms.
 - CAA Manager will communicate to the State in regards to the term changes taking place.

New Business

Charlotte Smith, CAA Manager

- Conferences: Early bird registration deadline is May 12th.
 - A sign-up sheet was passed around during the meeting for those interested in attending.
 - CAA Manager will send out an email to CATAB containing conference information.

- Expenses for attending a conference is paid for with CSBG funds. Attendee will need to provide receipts to get reimbursed. The County no longer provides per diem. Covered costs include: meals, lodging and travel.
- Consumers that do not have a credit card should contact CAA Manager.

Commissioner Report

- H&CS Alcott Move: Another round of environmental testing will take place.
- Board of Commissioners: A change in board chair for the Board of Commissioners may take place soon.

Member Comments

Anthony Bradley: If you have school age children. Consider using the mobile dental clinic.

Cassandra Stewart, Board Chair: Be sure to take copies of the survey with you.

Meeting Adjourn

Motion to adjourn meeting at 1:05PM by Cassandra Stewart.

Seconded by Anthony Bradley.

Motion Passed.