



**KALAMAZOO COUNTY
HEALTH AND COMMUNITY SERVICES DEPARTMENT**

Promoting Health For All

COMMUNITY ACTION AGENCY

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

Members

Anthony Bradley
Patricia Clark
Cassandra Stewart
Sherry Thomas-Cloud
Christina Hegwood
Michael Seals – County Commissioner
John Taylor – County Commissioner
Colin Andrews
Don Cooney

Staff

Charlotte Smith, CAA Manager
LaShawnda Taylor
Lauren King

Call to Order

Meeting called to order at 11:35AM

Welcome & Introductions

Lauren King- new administrative assistant
Everyone attending meeting introduced themselves

Review of Previous Meeting Minutes

Motion to accept March 2016 CATAB meeting minutes as submitted
Sherry called for a correction to her last name in the minutes.
Cooney called for a correction to his title.
Motion to approve with corrections M. Seals
Seconded by J. Taylor
Motion Carried

Review of meeting agenda

Motion by C. Stewart to adopt agenda with addition to new business, resignation of board members.
Motion by C. Smith to add to Managers report.
Motion to Approve by J. Taylor
Seconded by M. Seals
Motion Carried

Executive Committee Report

C. Stewart

- Board in need of members from the consumer sector. There has been attendance issues, they were sent a letter about interest on continuing to be board members.

S. Thomas-Cloud- has anyone asked why they are leaving the board? What is the feed back?

Manager's Report

C. Smith

Received a thank you letter from Colleges International regarding Turkish Delegation. It was a last minute event but it turned out really well. Five members present.

CSBG Carry Forward

- Grant Manager from DHHS said NFA is ready to go. Have not heard anything since.
- Federal liaison- respond to a list of eight questions. National Office of Community Services is looking more closely at oversight. This took a couple of weeks. Questions needed to be answered for each new program, of which KCCAA added 13.
- DHHS contacted KCCAA adding more funds for programs. Money needs to be accounted somehow, looking to add additional funds to existing programs.

CAA Financial Future-

- Decisions need to be made how the CAA is going to be funded moving forward.
- CSBG grant is how the CAA is funded.
- IS report shows information missing per DHHS, September Ward- what are the other funding sources besides CSBG? C. Smith responded that we don't have any. S. Wards response was "no other CAA in Michigan is financed like this."
- A CAA cannot be sustained on the State grants alone. As administrative costs go up the amount of funding available for programs is reduced.
- Made some suggestions on reducing administrative costs.

J. Taylor- how are other CAAs funded? What are the funding sources?

Cassandra- Grants, that's why going to the conferences is so beneficial, we learn how to increase funding.

- Talked to Ryan Post, Finance Director for HCS, he will be at the May CATAB meeting.

M. Seals- How many public CAAs are funded through the general fund?

J. Taylor- if you push for the county's general fund to contribute to the KCCAA you might be looking at losing the CAA.

- The benefit of being a public CAA is we can continue our programs because the county will pay for the programs knowing that money will be coming in.
- Michigan CAAs should be our bench mark, how are CAAs in Michigan getting their funding?

P. Clark- look up information that is public through an ad hoc committee. Getting public information should not fall on C. Smith.

- Grant application will be received in July and is still due in August. Programs will be planned on that.

M. Seals- put additional money towards existing programs.
Cloud- will the additional money carry forward if it is not used?

- Yes, if the funds were not spent there would need to be an explanation why.

Community Needs Assessment -

- After attending a conference at Michigan Community Action, even more confident that we are on track to completing the CNA in house. Have learned of several resources to assist in completing assessment.
- 2013 CNA not done in compliance. Now we know what not to do for the 2016 CNA.
- The qualitative and quantitative data needs to work together.

Strategic Plan-

- We will need a consultant for the Strategic Plan.
- This will be done after the CNA and it is recommended that it waits until after October 1, because there needs to be money in the budget that is planned for this.
- Will need an ad hoc committee.
- Federal standards that must be complied with (ROMA).

S. Thomas-Cloud – Does the Fed provide training for ROMA? Will the board be involved with the Strategic Plan?

- Yes, A. Leverette (CAA Housing Coordinator) is trained in ROMA and participates in the ROMA webinars.
- Absolutely, the board will be very involved.

Coordinator's Report

C. Smith

- YADC- A. Anderson responsible for this, she is the Education Coordinator. Discussing cutting funding for this program. The program is not being utilized because the current needs do not fit the terms of the grant.
 - Sherry- youth has lots of needs, those needs have changed over time. We should have a survey so we could have a program that better fits the needs of low income youth.
- 212 households with MEAP, smaller bills this year.
- New MEAP intake

Financial Report

C. Smith

- DOE carry forward funds in a different fiscal year that can be used with the Weatherization Program. Taking \$60,000 of the \$100,000 offered. Do not want to take more than you can use because there is a penalty for unused funds.
- Anticipate that we will run out of MEAP funds before September 30. DHS stops paying bills at the end of May. Things may pick up for use when DHS stops payments.

There was a long discussion amongst the board about community involvement and education on funding issues that affect local governments and agencies.

Old Business

C. Smith, C. Stewart

Community Assessment Update

- Discussed under Managers Report

Carry Forward Update

- Discussed under Managers Report

New Business

C. Stewart

New Board Members

- Need new board members for the consumer sector.
- Jessica sent in her resignation.
- The application process covers the commitment necessary for members, but it needs to be stressed more.
- Bill Reeves sent an e-mail resignation because his employment situation changed. If the time of the meeting was changed and it fit in his schedule he would still like to be a board member.
- Clisha Graves was dismissed due to a lack of attendance.
- By laws say if you miss three consecutive meetings the board member needs to be contacted. All three were contacted by phone and/or e-mail.
- Rico White resigned through a voicemail, he moved out of state.
- Scout for new members for the consumer sector.

J. Taylor- The interview committee will be conducting exit interviews when members leave to get an idea of reasons why people are leaving.

S. Thomas-Cloud- There needs to be a balance between advising and having something to do as a board.

C. Smith- When we get to the CNA the board will be very involved. The board can raise money, the CAA cannot. There are opportunities where you have to be more involved. You won't know that if you are not at the meetings.

M. Seals- The questions that are asked by the interview committee can be changed so if there are suggestions for changes please let the committee know.

-We need to reach out to the Hispanic American Council for another representative for the Hispanic community to the CAA.

CAA Financial Stability

- Talked about previously during meeting.

Commissioner' Report/Update

J. Taylor

Information Pertaining to CAA

- Will be doing CAA board interviews in about a month. Encourage people to get their applications in by the end of April.

Member Comments

No member comments.

C. Stewart made motion to adjourn meeting.

Meeting Adjourned at 1:02PM