



**KALAMAZOO COUNTY
HEALTH AND COMMUNITY SERVICES DEPARTMENT**

Promoting Health For All

COMMUNITY ACTION AGENCY

**Community Action Tripartite Advisory Board
(CATAB)
August 4, 2016
H&CS, 3299 Gull Rd, Nazareth, MI 49074**

Members Present

Cheri Bell
Anthony Bradley
Pat Clark
Sonjalita Hulbert
Cassandra Stewart
Sherry Thomas-Cloud

Staff Present

Charlotte Smith
Lauren King

Call to Order

Meeting called to order at 11:37am

Welcome & Introductions

Viran Parag: DHHS Grant Manager to the Kalamazoo County CAA.

Citizens' Time

Adoption of Previous Meeting Minutes

Quorum not met.

Review of meeting agenda

Quorum not met.

Executive Committee Report

C. Stewart

The time of the meeting needs to be addressed. It isn't the most convenient time for a meeting for the members of the consumer sector. It is difficult for them to get to the meeting without taking time of off work. This has been talked about before but it has become an issue that needs to be voted on. The meeting may need to be in the evening.

C. Smith

Where ever the meeting is held it needs to stay consistent due to county posting policy.

Manager's Report

C. Smith

Received 40 applications for the CAA Manager position. Currently working to narrow the field, goal is to interview six applicants. If everything works out, hoping to have the position filled and started by mid-September.

MEAP- changing the way things are done. They are combining consumers and deliverable fuel into the same program. They are also now requiring that the agency works on a household budget with each client and then track their progress. There is also a faster turnaround for paying the bill. It is going from 10 days to two days. Staff is going to "Financial Empowerment" training for the new household budget requirement.

CAA Coordinators' Reports

C. Smith

Financial Report

C. Smith

Details provided in packet.

Carry forward funds are being spent.

Old Business

Nothing at this time.

New Business

C. Smith

2017 CSBG Application Discussion and Approval

Went over the finalized CSBG application. We will continue C.A.A.P.S., Skills to Build, Rental Assistance, Senior Meals Program and Transportation Assistance. The top three needs in Kalamazoo County are: affordable housing, rental assistance and employment opportunity assistance.

There are CSBG discretionary funds that can be allocated for special initiatives or special initiatives if a proposal is put together.

The KCCAA is unique in that it is part of the county health department so the move towards "bundled services" has already been incorporated and will continue to move further towards that goal. C. Smith wants to move the CAA towards being the hub for information and bundling services.

The CAA is currently at 19% for administrative costs. This is due to the creation of the CAA Manager position that is being paid out of CSBG which put it over the 16% limit.

Transportation has been moved into its own item to allow for easier use for those utilizing CSBG programs.

There was a legal notice in the Gazette regarding proposed programs from the 17th to the 30th. No one contacted us regarding the posting.

There is no quorum to vote to approve the application. A special meeting is scheduled for August 9 for 12pm at the Douglass Community Association. The meeting will involve no discussion, it will be solely for voting.

Commissioners' Report/Update

Information pertaining to CAA

None present.

Member Comments

No member comments.

C. Stewart made motion to adjourn meeting.

Meeting Adjourned at 1:08pm