



**KALAMAZOO COUNTY
HEALTH AND COMMUNITY SERVICES DEPARTMENT**

Promoting Health For All

COMMUNITY ACTION AGENCY

**Community Action Tripartite Advisory Board
(CATAB)
September 8, 2016
H&CS, 3299 Gull Rd, Nazareth, MI 49074**

Members Present

Cheri Bell
Anthony Bradley
Michael Seals
Cassandra Stewart

Staff Present

Amber Leverette
Charlotte Smith
Lauren King

Call to Order

Meeting called to order at 11:40am

Welcome & Introductions

Citizens' Time

Adoption of Previous Meeting Minutes

No quorum at this meeting.

Review of meeting agenda

No quorum at this meeting.

Deputy Director Report

C. Smith
Expressed how much she has enjoyed being CAA Manager. She will continue to be part of the agency, and is happy to pass the torch onto A. Leverette who will continue the goals for CAA.

Executive Committee Report

C. Stewart

Manager's Report

A. Leverette
Expressed her thanks for all the congratulations. Let the board know that she will continue the shared vision with C. Smith for the CAA.

C. Stewart wanted to point out the reports that were created by A. Leverette are a direct response of requests from the board and to thank her for following through. A. Leverette let the board know that those reports are something that she would like to do quarterly, which coincides with ROMA Next Gen.

Kids Connect

Was a huge success. It provided families in need with clothing and shoes for back to school. The response from the families that participated were extremely thankful. C. Stewart suggested having CATAB participate in programs like this one in the future. C. Bell suggested creating a press release for this event if it is held again. M. Seals suggested still doing a press release to let the county know what the CAA is doing for the community.

Risk Assessment

The CAA is in good standing, up from moderate risk last year. The Weatherization program went from high risk last year to low risk this year. It's the second time this assessment has been done, which is a useful tool to continue taking the CAA in the direction it needs to go.

CAA Coordinators' Reports

A. Leverette

Financial Report

A. Leverette

Not much has changed. Most programs are out of funds for the FY. The financial analyst assigned to the CAA is leaving. R. Post will be interviewing to fill that position.

Old Business

Community Needs Assessment

This is the main focus of A. Leverette at the moment. The survey went out again and is currently being compiled. Next week the CAA will be looking at the format and getting the assessment together.

New Business

DHHS Monitoring Report (MVID 1097)

There was an audit in June. Over all the audit went well. The county will have to pay back some funds from an incomplete 2015 file from a previous employee. The repayment will be close to \$4000. When the file was found, the current employee tried to rectify the situation which was documented step by step. The documentation process was appreciated, but the funds that went to the program that the client participated in were disallowed. The monitoring process of the staff has been updated to avoid a similar situation from happening again.

New Meeting Time

It is obviously a problem getting people here at this time of the day. When there is a quorum present this issue needs to be resolved. It also needs to be stressed to future members the importance of attending the meetings. Extra meetings have been suggested just in order to get enough members present to get things done.

New Member Training

C. Stewart will contact the new members that need to go through training.

Mission Statement

A. Leverette

The agency and board mission statements need to be reviewed every two years to fulfill organizational standards. The board was asked to review the mission statement and submit updates or suggestions to improve the wording. This needs to be done before January.

Quarterly Reporting

A. Leverette asked for questions, comments and feedback on the newly developed form of reporting raw numbers.

Commissioners' Report/Update

Information pertaining to CAA

M. Seals stated that bus service hours and days have been extended. Late nights and Sundays have been added.

Member Comments

C. Bell expressed her appreciation on getting the packet out seven days in advance. A. Leverette stated that that is our goal going forward. C. Bell also expressed her interest in fund raising as well as having a board social.

C. Stewart made motion to adjourn meeting.

Meeting Adjourned at 1:11pm