

Washtenaw County
Community Action Board
Meeting Minutes

Meeting Date: Monday, September 26, 2005 **Time:** 6:00 pm

Members Present: Cyril Berry, Elette Collins, Shoshana DeMaria, Joseph Dulin, Brenda McKinney, Hurley Myers, Suzanne Shaw and Donn Wolf.

Members Absent: Michael DuRussel (excused), Robert Brackenbury, Juanita House, Cynthia Maritato (excused), Christina Montague (excused) and Rolland Sizemore Jr.

Staff Present: Trenda Rusher, Jenny Bivens, Susan Sweet Scott and Rana Al-Igoe

1. Call to Order

Berry called the meeting to order at 6:04 pm. DuRussel was unable to attend today's meeting due to another commitment.

2. Approval of the Agenda

Wolf moved to approve the meeting agenda. Myers supported. Meeting agenda approved.

3. Approval of the Minutes

Wolf moved to approve the minutes from the 05/06/05 meeting. McKinney supported. Meeting minutes approved.

4. Report of the Chair

A. Announcements

- Rusher announced that DuRussel Farms has been working to provide food for the victims of Hurricane Katrina that have been displaced here in Michigan.

B. Swearing in of Board members

- Joseph Dulin took the Oath of Office performed by Al-Igoe.

C. Appointment of the Nominating Committee

- The Chair of the Board selected the following members to serve on the Nominating Committee:
 - i. Cyril Berry
 - ii. Shoshana DeMaria
 - iii. Joseph Dulin

McKinney moved to accept the Nominating Committee members. Collins supported. Motion passes.

- Members of the Nominating Committee will meet to develop a slate. Elections will be made at the next full board meeting scheduled on November 28, 2005.

D. NAACP Freedom Fund Banquet

- The NAACP Ypsilanti / Willow Run Branch is having its Annual Freedom Fund Banquet on October 15, 2005 at 6:00 pm. This year's theme is "Time of Thanks," which supports the NAACP's desire to give recognition to the individuals and organizations that assist in them in their mission.
- As part of a sponsorship package, organizations have the choice of packages. Staff recommended the purchase of the bronze package. The bronze package includes a ¼ page advertisement in the Souvenir Booklet, eight memberships, eight dinner tickets to the banquet, recognition at the banquet and a plaque.

Shaw moved to accept staff's recommendation to purchase a bronze package. DeMaria supported. Motion passes.

- Collins, McKinney, DeMaria, Dulin, Shaw and Myers would like to attend. Berry is unable to attend but would like to have a membership.

E. MCAAA Updates

- There will a Joint Meeting of the Michigan Community Action Agency Association (MCAAA) and the Michigan Head Start Association (MHSA) in October in Marquette. Any interested board members who wish to attend should let staff know.
- Elections took place for the MCAAA officers at their annual meeting. Berry was reelected to another term.

5. Report of the Board of Commissioners

None

6. Report of the Executive Director

A. Announcements

i. Katrina Relief Efforts

- Staff has been working with local partners, including the University of Michigan and Eastern Michigan University (EMU) to help the victims of Hurricane Katrina. ETCS has been collecting durable goods along with monetary donations.
- Storage USA has donated a storage unit for ETCS to hold all of the collected items until they are ready to be disbursed.
- A great story was shared regarding of Dickens School. Students there collected coins (totaling almost \$1300) by placing a big coffee can in every classroom for Hurricane Katrina victims. At least four families also made lemonade stands to gather extra money. The PTO board members decided it would be an extra-valuable lesson in community charity if the students were to spend their funds on household items for the families who will be finding temporary homes in Michigan. Each classroom got a voting sheet with six items listed, and every child got three votes. The votes were tallied up and items were purchased proportionately; 12 baskets were created for 12 families, each with 2 pillows, 4-5 blankets of various sizes, 2 toothbrushes, toothpaste, soap, shampoo, baby bottles, baby toys, diapers, wipes, socks, underwear, and a stuffed animal. Pictures and the full story were included in the meeting packet along with a full report on what ETCS has collected so far.

ii. ETCS Move

- ETCS is looking for a new home. There is a plan to convert Towner into a Health Services Center for the County.
- ETCS will either relocate to the Harriet Street Center or will find separate space for the Administrative and Community Action Services currently housed at Towner.

iii. Federal / State / Local Updates

Federal

- David Bradley is working with Congress to ask for additional LIHEAP money. Hurricanes Katrina and Rita are having huge impacts on the community action system and service delivery, particularly those services for the disabled and the elderly.
- Financial and durable goods contributions are being collected through our local Community Action Agency (CAA) for both the federal network and those hurricane victims relocated to the state.

State

- Representative Bill Caul will have a “Blueback” on the House Floor next week for co-signers. This is the bill that will amend Public Act 123 and eliminate the rule section that allows the Bureau to interpret that term limits still exist for Board members. MCAAA is asking all CAAs to contact their State Representatives to co-sign the bill. Handouts were distributed to Board members with contact information for local representatives.
- ETCS completed State monitoring last month, which covered periods from 2003, 2004, and 2005. Staff only had about three minor corrections to make. One highlight included the monitoring of board members. They loved our orientation system and decided to use our binders as a state model.

Local

- ETCS is revising its CAA side of the organization and will be looking at different ways of doing things.
- Increased gas rates, utility rates, Katrina evacuees and increased unemployment means more work for ETCS. Along with this comes an increase in work from the County in the HOME and Rehab Programs, an increase in poverty rates and people needing more self-sufficiency services. Additional staff and tools are needed to meet community needs. ETCS needs to increase its capacity to meet these needs and staff is working with County Administration to make necessary changes.
- Board members agreed that there is a growing need for community services in the County.

B. Resolutions

- i. Ratification of the County Administrator’s Signature on the Fiscal Year (FY) 2006 Foster Grandparent Program State Grant Application to the Michigan Office of Services to the Aging (OSA)

- ii. Ratification of the County Administrator's signature on the 2005 Michigan Public Service Commission (MPSC) / Michigan Community Action Agency Association (MCAAA) Weatherization Client Education Program Application.
- iii. Ratification of the County Administrator's signature on the United States Department of Agriculture (USDA) application by Employment Training Community Services (ETCS) for funds in support of the Fiscal Year (FY) 2005 Summer Food Services Program (SFSP) for Children.
- iv. Ratification of the County Administrator's signature on the grant application to the Area Agency on Aging 1-B for the Nutrition Program for the Elderly (also known as the Senior Nutrition Program) for the period of October 1, 2005 through September 30, 2006.
- v. Ratification of the submission of the Emergency Food Assistance Program (TEFAP) electronic application to the Michigan Department of Education.

Dulin moved to approve all five of the resolutions. Shaw supported. Motion passes.

C. Program Updates

Copies of all reports were included in the meeting packets.

- i. Emergency Services – Bivens
 - o Emergency Services
 - The last food distribution was on August 18 where 641 households were served. Items distributed included apple juice, applesauce, beef stew, canned chicken, peanut butter, and vegetable oil. The next distribution is scheduled for November 17 at Towner.
 - 240 families have been assisted thus far with their electricity and gas bills.
 - 224 low-income households have been assisted with emergency move-in, eviction, utilities, tax foreclosure, and other misc. bills.
 - o Summer Food Service Program
 - State monitors will not be conducting a review of the Summer Food Service Program because they thought ETCS did such a great job. The State did monitor a number of the sites throughout the summer including Dulin's site.
 - Dulin provided some feedback regarding how the students felt about the food served. One thing they liked was the pizza. Bivens noted that was one of the new things ETCS implemented this year.
 - Bivens also noted that one of the requirements is to meet nutritional standards and not all of the children liked the healthy food.
 - Dulin commented that the program ran very smoothly and that his school will participate next year in the program.
- ii. Housing and Energy – Scott
 - o Housing Rehab
 - o Six homes have been rehabilitated and six more are in progress. ETCS expects to meet all deadlines with this program, which ends at the end of the year.
 - o Weatherization
 - o 31 homes have been weatherized thus far and 65 are in progress. The production goal is 113 homes by the end of March 2006.

- The Client Education Classes have been very successful. Ten classes were given and a total of 278 attendees received an energy kit and a \$50 utility voucher. Staff has been offering the class at Towner, but in an effort to ensure that everyone is served, staff has gone to some of the local senior centers to give classes on site.

iii. Senior Services

○ Senior Nutrition

- Area Agency on Aging 1B staff completed the Fiscal and Programmatic monitoring during this quarter. The visits were positive and no compliance issues were noted.
- Over 124,150 meals have been served to date with over 800 customers served through the Meals on Wheels program.
- 1,362 customers have been served a total of 47,897 meals to date at 19 congregate sites throughout the County.
- Washtenaw staff has been pleased to participate in the region-wide Area Agency Nutrition Workgroup, exploring the homebound assessment process.
- 2,560 shelf-stable Emergency Meals, including fresh water, were distributed to homebound meals recipients to help sustain them in the rare times when hot meal deliveries cannot reach them.

○ Foster Grandparent Program

- 36,805 hours have been recorded in the fiscal year ending August 2005 to 30 different locations.
- The Foster Grandparent Community Advisory Council has been redeveloped and is positioned to thrive.

○ MI Enrolls

- ETCS enrollment rates and numbers continue to be among the highest in the State.

7. Report of the Officers, Committees & Liaisons

A. Workforce Development Board (WDB)

- Wolf announced that he would not be running for Chair of the WDB in the next year. The WDB Nominating Committee will be meeting soon to develop a slate of officers.

B. Head Start

- Parents have been asked to contact their elected officials regarding reauthorization.
- There is a new site director at the Washenaw County site.

8. Other Business / Announcements

The Michigan Works! Catalog of Services was distributed for Board members to review.

9. Next Meeting Date

The next meeting is scheduled for Monday, November 28, 2005 at 6:00 pm (dinner at 5:30 pm) at 304 Harriet Street.

10. Adjourn

Berry adjourned the meeting at 7:40 pm.