

Washtenaw County  
**Community Action Board**  
**Full Board Meeting Minutes**

**Meeting Date:** Monday, March 22, 2004                      **Time:** 6:00 pm

**Members Present:** Michael DuRussel, Robert Brackenbury, Brenda McKinney, Christina Montague, Cyril Berry, Hurley Myers, Donn Wolf, Jim Beougher, Elette Collins, Juanita House, Harold (Pat) Patterson and Suzanne Shaw.

**Members Absent:** Joseph Dulin, Rolland Sizemore Jr. and Ron Brooks.

**WDB Liaison Present:**     Steven Gulick

**Staff Present:**            Trenda Rusher, Jenny Bivens and Rana Alzoubi

**1. Call to Order**

Chair DuRussel called the meeting to order at 6:00 pm. DuRussel welcomed everyone to the meeting and asked everyone to introduced him or herself.

**2. Approval of the Agenda**

The Report of the WDB Liaison was moved to the beginning of the agenda because Gulick had another meeting to go to. **Wolf moved to approve the agenda with the noted change. Berry supported. Meeting agenda approved.**

**3. Report of the Officers**

A. Workforce Development Board

i. Governing Agreement – (Gulick)

- Gulick reminded board members about the Governing Agreement between the ETCS Group and all of the boards. The agreement was included in the meeting packet of the last meeting for members to review.

**Wolf moved to approve the Governing Agreement between the ETCS Group and the Boards. Brackenbury supported. Motion passes.**

ii. Business and Community Awareness Initiative – (Wolf)

- One of the initiatives outlined by Wolf at the joint annual meeting is increasing business and community awareness. Wolf would like to hire a consulting firm to help do this through a joint venture funded by both the WDB and the CAB.
- The company will be chosen through an open bid. This competitive process would be open to anyone and the ETCS Group staff and the WDB Marketing Committee would rate the proposals to determine who is most qualified.

**Shaw moved to approve hiring a company for this business and community awareness initiative jointly with the WDB; with the CAB providing up to \$15,000 (half of the estimated contract amount). Berry supported. Motion to jointly fund the business and community awareness initiative passes.**

#### **4. Consent Agenda Items**

##### A. Approval of the 12/17/03 Minutes

Berry move to approve the meeting minutes. Shaw supported. Minutes approved.

##### B. Resolutions

- i. Resolution ratifying the Chair of the Board's signature on the ETCS Group's application to the Michigan Community Action Agency Association (MCAAA) in the amount of \$37,693.47 for the 2004 MPSC/Weatherization Client Education Program.
- ii. Resolution ratifying the County Administrator's signature on the U.S. Department of Energy/Michigan Family Independence Agency's Fiscal Year (FY) 2004 Weatherization Program Plan in the amount of \$287,365.
- iii. Resolution ratifying the County Administrator's signature on the U.S. Department of Energy/Michigan Family Independence Agency's Fiscal Year (FY) 2003 Weatherization Program Plan Modification in the amount of \$376,638.

**Berry moved to approve the three resolutions. Montague supported. Resolutions pass.**

#### **5. Report of the Chair – (DuRussel)**

##### A. Announcements

- DuRussel welcomed the new members to the board and apologized for being unable to attend the Joint Annual Meeting..
- The ETCS Group has hired Deryl Beasley on a part time basis who also works with the Ypsilanti Gateway Community and Economic Development Corporation (YGCEDC). Beasley will be attending the next meeting and will give a tour of the house on Hamilton after it adjourns. The house is up for sale to qualifying families who are income eligible.

##### B. (Michigan Community Action Agency Association) MCAAA Updates – (Berry)

- The MCAAA Quarterly meeting is coming up. Members will be using the meeting as an opportunity to try to get support from our elected officials.

##### C. Report out on the NACo Conference – (Berry / Montague)

- Berry noted that some residents in our County may qualify for funds through the federal government for various affordable housing programs.
- Wolf added that this money is totally outside of CSBG dollars but pointed out that there is money out there that people do not know about – including the Earned Income Tax Credit (EITC).
- Getting the word out is one of the goals of the business and community awareness initiative. Rusher explained the EITC and Beasley's role in it. Rusher expressed the importance of getting the word out to the public.
- Michigan heads the nation in unclaimed EITC at around \$20 million. Collins pointed out that if one does not want to file for the EITC, they do not have to, but checking to see if they qualified for the credit was a good idea. Credits up to \$12,000 can be earned depending on earnings and family size.

#### **6. Report of the Executive Director – (Rusher)**

##### A. Local / State / Federal Updates

###### *Local*

- We had a successful Joint Annual Meeting on February 9, 2004. We acknowledged successful customers of both our workforce development and community action

programs. We also acknowledged the work of our board members. Senator Liz Brater and Representative Chris Kolb attended. Certificates and acknowledgments from Governor Granholm and Congressman Mike Roger were received.

- The ETCS Group has been asked by Ypsilanti Police Chief George Basar to assist with officer recruitment and assist the City with a career advancement plan. Staff has had one meeting and is planning a law enforcement career and job fair.
- On February 19, 2004, we packaged grocery bags for over 600 residents in Washtenaw County. The next food distribution is on Thursday, May 20, 2004 and volunteers are welcome to come as early as 7:00 am to help package items for distribution at 555 Towner in room 107.
- Rusher gave kudos to Stephanie Gordon, Aaron Kraft and Sharon Henderson who worked together to bring our Weatherization production to exceed plan. As a result, the State granted us an additional \$90,000 to do additional home weatherization projects.
- Pfizer has asked the ETCS Group to join them in assisting seniors to get discount prescriptions. Susan Sweet Scott is our liaison to this project.
- The ETCS Group and the WDB hosted ten officials from the China Ministry of Personnel (our equivalent to the US Department of Labor). They visited the One Stop Service Center for two days, observed our weekly job fair, had a working lunch with the WDB Employers Committee and participated in the March 18 General Session of the WDB. Their primary interest is how we enable access to our services to the rural and poor in our community. We also shared everything that the WDB and the ETCS Group does with the CAB. The visitors were particularly interested in our Foster Grandparent Program and the Weatherization Program. This activity fits in well with a new national initiative of exchanging ideas with foreign government entities. Wolf added that he would like to get something in the press regarding this.

#### *State*

- There appears to be some confusion over funds earmarked for TANF and our heating assistance funds covered under the Public Service Commission statewide. MCAAA, our state association has asked that locals contact their legislatures about heating assistance help that was provided to CAAs last year (actually the current year). They should ask them to be sure that an amendment like the one Representative Sandy Caul placed in the CIS bill last year be inserted into the budget bill for the Department of Labor and Economic Growth for the coming fiscal year.

**Shaw move to approve a letter on behalf of the chair and vice-chairs of the CAB to our legislatures. Berry supported. Motion passes.**

- Rusher sits on a special appointed Work First Reform Advisory Group for the State to look at a new design for Work First. The preliminary discussion is the development of a model that awards and gives incentives for education first as apposed to Work First. They are looking at focusing on an “Education First” model where appropriate.
- The Governor has released the final work of what she wants Michigan’s Workforce Development System to look like. It includes a stronger role in community leadership for Workforce Boards and greater ties to economic and community development.

#### *Federal*

- 2004 represents the 40-year anniversary on America’s War on Poverty.

## B. Program Updates

### i. Emergency Services – (Bivens)

- The last two food distributions were very successful. Not only was the service great, but the ETCS Group has been able to distribute some good food – including chicken, ham, instant milk, salmon, vegetable oil and tomato sauce.
- We need help spending the deliverable funds money so we would like board members to spread the word. The deadline to spend that money has been extended to the end of September.
- The County has given the ETCS Group money to assist low-income households with emergency move-in, eviction, utilities, tax foreclosure and other miscellaneous costs. The dates for this program are from January 1, 2004 to December 31, 2004. ETCS has been able to serve 72 households so far with County funds.

### ii. Senior Services – (Rusher)

- Scott attended a meeting on Friday at Pfizer regarding a new swipe card system that reduces the cost of medicine. More information can be found on the Pfizer website. Qualifying individuals cannot be on Medicaid, must be a senior and be income eligible.
- There is an article about the Foster Grandparent Program (FGP) from the Ann Arbor News on March 1, 2004 in the meeting packet.
- The Michigan Enrolls Program gets people enrolled in the various health programs. The current contract with MCAAA for this service continues through March 31, 2004.
- The FGP Volunteer recognition will be on Friday, May 21, 2004 at the Ann Arbor Crowne Plaza and the theme is the “Tower of Strength.”

### iii. Weatherization and Energy – (Gordon)

- The ETCS Group received an additional \$90,000 which we had no problem spending. An outline of the units that were completed is included in the meeting packet.

## 7. Report of the County Commissioners – (Brackenbury)

- The County Board of Commissioners (BOC) is waiting for the word back from the state on issues including an increase in the cigarette tax.
- The BOC is still dealing with cuts in County positions. The commissioners just received word of ten position cuts in the Support Services department noting that some of those were vacant positions.

## 8. Other Business/Announcements

### A. Report of Head Start – (Collins)

- Head Start children will be going to the Washtenaw Community College where they will see a performance of Wild Swan at the theater there in April.
- The Head Start National Conference is coming up April 20 – 25, 2004 in Anaheim. Rusher suggested Collins talk with Pat Horne McGee about attending. Chair DuRussel suggested that the CAB send Collins on their behalf.

**Myers moved to send Collins to the Head Start national Conference using CSBG funds. Berry supported. Motion carries.**

Rusher will talk with Board of Commissioners Chair Leah Gunn about sending Collins to the Head Start National Conference.

B. Other

- Shaw passed around a flyer from the Center of Independent Living. They will be hosting a fundraiser on April 17<sup>th</sup> from 10:00 am to 2:00 pm at the Field House. The fundraiser is to help improve the quality of life for children with disabilities.

9. **Next Meeting Date**

The next full board meeting will be on May 14, 2004 instead of May 24, 2004; this meeting will be the annual retreat and working session for the CAB.

10. **Adjourn**

Chair DuRussel adjourned the meeting at 7:30 pm.