

St. Clair County Community Action Agency

COUNCIL MEETING MINUTES

DATE: Friday, April 10, 2015

TIME: 12:00 p.m.

PLACE: St. Clair County Intergovernmental Grants Department

COUNCIL MEMBERS: Janice Floyd, Dorothy Meyer, Mary Miller, Dr. Sulbrena Day, Dennis Korte, Warren Fahrenz, Jennifer Childerson, Margaret Simmons, Norman Geolat, Tracy Williams, Eugene Verdu, Gerry Hasenstab

EXCUSED ABSENCES: Luther Smith

UNEXCUSED ABSENCES: None

ALTERNATES: Ora McNair (Barbara Cempura), Alfreda Johnson (Vanessa Chapman),

STAFF: Cassandra Williams, Mary Pulliam, Latosha Johnson, Monique York

GUESTS: None

QUORUM: Yes

Call To Order
Vice Chair Janice Floyd called the meeting to order at 12:00 p.m.

Public Comment on the Agenda
No Comment

Fiscal Report
Mrs. Cassandra Williams presented the Fiscal Expense Report.

CSBG Loan Report
None

Consent Items
A motion was called to approve the February 6, 2015 CAA Board Council Meeting Minutes. A motion was made and seconded (Dorothy Meyer/Eugene Verdu). Motion carried.

Reports were provided for the Low Income Household Energy Assistance Program (LIHEAP) and Percentage of Income Payment Plan (PIPP), Community Services Block Grant (CSBG) program, Weatherization (WTX) program and Housing Resource Center (HRC). See attached reports.

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Reports Approval
A motion was called to approve the CAA and HRC Program Reports as presented. A motion was made and seconded (Eugene Verdu/Gerry Hasenstab). Motion carried.

Action Items

- a. A motion was called to approve the CAA Council Training on June 12, 2015.
A motion was made and seconded (Margaret Simmons/Mary Miller). Motion carried.
- b. A motion was called to approve the revised Community Action Agency Bylaws with minor

changes. A motion was made and seconded (Margaret Simmons/Mary Miller). Motion carried.

- c. A motion was called to approve the Conflict of Interest Policy and Procedures with minor changes. A motion was made and seconded (Dorothy Meyer/Tracy Williams). Motioned carried.

Discussion Items:

A. CAA Council Elections

Elections will be held every other year during the December council meeting. Council members seeking office shall submit his/her name in writing to the Secretary Dorothy Meyer by the October council meeting, with a copy sent to the CAA Office. Ballots will be prepared and members will vote to elect new officers by majority vote of the members/alternates present at the December Council meeting. Officers shall begin their term of office the first board meeting following the election.

Upon a vacancy by an officer, the Council Members shall fill the unexpired term of office, from the current council members, by majority vote, at the regularly scheduled board meeting. The election shall take place within a reasonable timeframe following the resignation or termination of an officer.

Council members shall elect officers for a term of two years. The St. Clair County Intergovernmental Grants Department (IGD) shall provide secretarial and administrative support to the CAA Council Members.

The CAA Ad Hoc Membership Committee shall seek persons and/or agencies to become CAA Council Members to fill vacancies in the categories of Client, Private and Non-Profit Sectors only.

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New Business

A. CAA Membership

The CAA Council Members shall serve as an advisory council and consist of not more than fifteen (15) members to represent three categories of membership. Membership categories are: elected public officials; low-income client representatives; and individuals from private and non-profit sectors. Membership for each category shall consist of the following:

A. A maximum of five (5) members shall be elected public officials appointed by the St. Clair County Board Chairman.

B. A maximum of ten (10) members shall be representatives on either the client, private and non-profit sectors.

a. Low-income client sector, herein defined as including any entity that represents the low-income population.

b. Private and non-profit sectors herein defined as including but not limited to: business, industry, labor, social service organizations, community-based organizations, educational, and/or religious institutions.

The Council will consider petitions of other groups provided the representative group of low-

income and/or community agencies voice themselves as being inadequately represented. Upon receipt of a petition bearing a minimum of sixty (60) signatures, the Council will conduct a fair hearing within sixty (60) days to determine representation on the CAA Council. In the event that such petition is approved by the Council, expansion or revision of the Council will be made as written in accordance with these bylaws in order to maintain the proper percentage of representation.

B. Attendance

If a council member misses two (2) consecutive unexcused meetings or four (4) consecutive excused absences he/she will be notified by mail that if an additional meeting is missed, the Council will recommend to the appointing power that the member be terminated and replaced.

C. Appointments/Vacancies

The CAA Ad Hoc Membership committee shall seek persons and/or agencies to become CAA Council Members and to fill vacancies in the categories of client, private and non-profit sectors only. The St. Clair County Board Chairman shall select an elected public official to fill a vacancy in the public sector category. The Ad Hoc Membership Committee shall recommend names, excluding names for the elected public official category, for appointments to the Council members. The Council members shall vote to approve or disapprove membership, excluding members selected for the elected public official category.

Council members shall be appointed to a two-year term renewable upon expiration of said term at the discretion of the approving body and/or official for the applicable membership category.

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Each Board member shall designate an alternate to represent him/her at board meetings, if they are unable to attend.

D. Tripartite Boards

The Tripartite Memorandum addresses a number of policy questions that have arisen in recent years concerning the composition, role, and responsibilities of local community action agency tripartite boards. In addition, the Memorandum describes steps that may be taken by State CSBG lead agencies and State Community Action Associations to promote the continued viability and effectiveness of eligible entities through appropriately constituted and well-functioning tripartite boards.

Handouts:

- IM #82 Tripartite Boards
- CSBG Program Procedure Manual
- Summer School Tuition Flyer
- Scholarship Program Flyer
- Youth Employment Program Flyer

Adjournment

Vice Chair Janice Floyd called for a motion to adjourn the meeting. A motion was made and seconded (Margaret Simmons/Dorothy Meyer) for adjournment. Motion carried. The meeting was adjourned.

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