

St. Clair County Community Action Agency

ADVISORY COUNCIL MEETING MINUTES

DATE: Friday, April 9, 2021

TIME: 12:00 P.M.

PLACE: Conference Call

BOARD MEMBERS: Margaret Simmons, Janice Floyd, Barbara Cempura, Gerard Hasenstab, Dorothy Meyer, Norm Geolat, Vanessa Chapman, Tracy Williams, Mercedes Callado, Toni Muhammad, Terry Beach

EXCUSED ABSENCES: Eugene Verdu, Dennis Korte, Dr. Sulbrena Day, Mary Miller,

UNEXCUSED ABSENCES: None

ALTERNATES: None

STAFF: Jennifer Little, Jennifer Johnson, Nancy Wilson, Lial Field

QUORUM: Yes

PROCEDURAL ITEMS

Meeting called to order at 12:02 p.m. by Margaret Simmons.

Jennifer Little took roll call.

Jennifer Little asked in the event there are items that require signature if passed: "Do we have your authorization to sign your name electronically on items that are approved?"

Response:

Margaret Simmons – yes
Janice Floyd – yes
Barbara Cempura – yes
Gerard Hasenstab – yes
Dorothy Meyer – yes
Norm Geolat – yes
Vanessa Chapman – yes
Tracy Williams – yes
Mercedes Collado – yes
Toni Muhammad – yes
Terry Beach – yes

Mrs. Simmons asked if there were comments from the public on the agenda. There were no public comments.

A motion was called to approve the CAA Advisory Council Meeting Minutes from February 12, 2021. A motion was made and seconded (Dorothy Meyer/Tracy Williams). Motion carried.

FISCAL REPORT

Jennifer Johnson presented the Fiscal Report. She noted she has been working on the applications for the PY2022 LIHEAP and Weatherization grants. The applications were submitted this morning; the grants should go into effect on July 1st.

There were no comments or questions.

DISCUSSION ITEMS

A. LIHEAP/PIPP REPORT

Jennifer Little presented the LIHEAP report in Tracey Hall's absence. She noted there were no updates. LIHEAP remains very busy and ample funding remains.

There were no comments or questions.

B. WEATHERIZATION REPORT

Lial Field presented the Weatherization report. He stated both energy auditors, Josiah May and Keith Caldieraro, completed BPI training, passed their exams, and are fully certified through BPI giving St. Clair County three BPI certified assessors. He noted there are few agencies in the state that have three certified assessors. Mr. Field provided updated program numbers: Weatherization has completed 58 households; BCMW has 7 contracts worth \$90,000 they are working on; 3 additional assessments have been completed and will be distributed. Mr. Field stated the 2022 Implementation Plan has been completed and will be submitted to OCA today.

There were no comments or questions.

C. CSBG REPORT

Nancy Wilson presented the CSBG report. She added the numbers for the annual report are finished; the report will be submitted to the state next week. Mrs. Wilson continues to work on quarterly reports; program assistants continue to process applications for rent, mortgage, water, sewer, trash, dental, and food cards.

There were no comments or questions.

A motion was called to approve the reports as presented. A motion was made and seconded (Barbara Cempura/Norm Geolat) Motion carried.

OLD BUSINESS

None

NEW BUSINESS

- A. Jennifer Little presented the Conflict of Interest form. She explained members have completed the form in the past however it is required every two years. Ms. Little explained the purpose is for members to disclose any conflict of interest they may have as well as be familiar with the policy and procedures. She noted hard copies will be mailed to each member with a return envelope.
- B. Jennifer Little presented the Community Action Technical Assistance "*Category 5 Board Governance for Public CAA's*" form. She explained the Organizational Standards require members be provided training and refreshers on the duties as well as role and responsibilities of being a CAA member every two years. Ms. Little reminded members they underwent in-person training a couple years ago however due to the COVID-19 pandemic training is currently limited. The technical assistance information being provided to them is from the Community Action Partnership and explains Organizational Standard 5.8 as well as CAA member duties and responsibilities. She asked members to review the information and reach out to her if they had any questions. Ms. Little stated in-person training will be planned in the future. She asked members return the signature sheet included with the information with their Conflict of Interest form.

There were no questions or comments.

EXECUTIVE DIRECTOR'S COMMENTS

Due to a conflict Rick Stubblefield was not able to attend. Executive Director comments held to next meeting.

ANNOUNCEMENTS

The next meeting is tentatively scheduled for Friday June 11, 2021 at 12:00 p.m.

ADJOURNMENT

Margaret Simmons entertained a motion to adjourn. A motion was made and seconded (Dorothy Meyer/Janice Floyd) for adjournment. Motion carried. The meeting was adjourned at 12:13 p.m.