

St. Clair County Community Action Agency

ADVISORY COUNCIL MEETING MINUTES

DATE: Friday, December 10, 2021

TIME: 9:00 A.M.

PLACE: Conference Call

BOARD MEMBERS: Margaret Simmons, Janice Floyd, Barbara Cempura, Dorothy Meyer, Norman Geolat, Vanessa Chapman, Mary Miller, Tracy Williams

EXCUSED ABSENCES: Eugene Verdu, Dennis Korte, Gerard Hasenstab, Dr. Dr. Sulbrena Day, Mercedes Collado, Terry Beach, Toni Muhammad

UNEXCUSED ABSENCES: None

ALTERNATES: None

STAFF: Jennifer Little, Jennifer Johnson, Nancy Wilson, Tracey Hall

QUORUM: Yes

PROCEDURAL ITEMS

Meeting called to order at 9:00 a.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
Dorothy Meyer – yes
Norman Geolat – yes
Vanessa Chapman – yes
Mary Miller – yes
Tracy Williams – 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 June 11, 2021. A motion was made and seconded (Dorothy Meyer/Barbara Cempura). Motion carried.

A motion was called to approve the CAA Advisory Council Meeting Minutes from August 13, 2021. A motion was made and seconded (Norman Geolat/Janice Floyd). Motion carried.

FISCAL REPORT

Jennifer Johnson presented the Fiscal Report. She noted the financials included the newest LIHEAP grants as well as the BRP grant. Tracey Williams asked about BRP. Ms. Johnson responded it was the Barrier Reduction Program; the funds were used to provide rental assistance.

There were no further comments or questions.

DISCUSSION ITEMS

A. LIHEAP/PIPP REPORT

Tracey Hall presented the LIHEAP report. She added LIHEAP continues to accept applications as there are plenty of funds remaining. Ms. Hall noted there has been a big response to the furnace program this year with clients requesting furnace assistance on their applications.

Ms. Hall informed members St. Clair County's Low Income Home Water Program, LIHWAP, is slated to begin January 1st, 2022. LIHWAP will be included on the LIHEAP application.

There were no comments or questions.

B. WEATHERIZATION REPORT

Lial Field was unable to attend due to a conflict. Jennifer Little presented the Weatherization Report.

There were no comments or questions.

C. CSBG REPORT

Nancy Wilson presented the CSBG report. She noted the 2022 Community Action Plan was included in member's packets. Mrs. Wilson explained the state is considering designing a format for future CAP plans for all CAA's to utilize. At this time, CAP plan formats can vary from agency to agency.

There were no comments or questions.

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

OLD BUSINESS

None

NEW BUSINESS

- A. Jennifer Little presented the Program Year 2022 Community Action Plan. There were no questions or comments. A motion was called to approve the Program Year 2022 Community Action Plan. A motion was made and seconded (Norm Geolat/Mary Miller). Motion carried.
- B. Jennifer Little presented the 2022 CAA Meeting Schedule. There were no questions or comments. A motion was called to approve the 2022 CAA Meeting Schedule. A motion was made and seconded (Janice Floyd/Barbara Cempura). Motion carried.
- C. Jennifer Little discussed the draft CAA Self-Assessment Survey that was included in member's packets. She explained the survey was required by the state as part of agency monitoring. Ms. Little stated each member will receive the survey in the mail with a self-addressed, postage-paid return envelope. She noted survey responses are anonymous. She will confirm member's mailing addresses prior to sending out the surveys. There were no comments or questions.

EXECUTIVE DIRECTOR'S COMMENTS

Rick Stubblefield was unable to attend due to a conflict. His report was held to the February meeting.

ANNOUNCEMENTS

The next meeting is tentatively scheduled for Friday February 11, 2022 at 12:00 p.m.

ADJOURNMENT

Margaret Simmons was called away from the meeting a few minutes early due to an emergency. In her absence, Janice Floyd entertained a motion to adjourn. A motion was made and seconded (Dorothy Meyer/Tracy Williams) for adjournment. Motion carried. The meeting was adjourned at 9:14 a.m.