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NORTHEAST MICHIGAN COMMUNITY SERVICE AGENCY, INC.  
CLIENT SERVICES  
POLICY ADVISORY COMMITTEE MINUTES  
January 12, 2016

Members present were Carrie Badgero, Greg Bock, Jennifer Alsup, Dorothy Pintar, Wendy Kotzian, Deb Suszek and Kelcey Lilley.

Staff members present were Robert Cain, Theresa Toth, Michelle Smith, Tammy Dean and Debbie Wilds

Members absent were Linda Zielinski, Larry Marchlewski, Christina Skiba, Char Keune, Leo Marciniak, Sue Flewelling and Carrie Badgero.

Meeting called to order at 11:00 am by Robert C.

We are still in need of PAC members. If you know of someone that can come to the meetings please pass on our meeting information.

TEFAP: Presenter Tammy Dean

- TEFAP is "The Emergency Food Assistance Program". Food is distributed quarterly (February, May, August, November) in each county. Eligibility is determined by income, 200% of federal poverty level or below.
- Food items distributed each month varies. This is a government surplus program, so it depends on what foods are surplus.
- Food items arrive at the distribution site and are packed before being distributed by volunteers. Food is not delivered; it must be picked up by the client.
- Clients must bring proof that they live in the county (driver's license, utility bill, etc.). Income is self-declared.
- Number of slots has decreased. Anything not distributed is turned over to local food pantries for distribution.

CSFP: Presenter Debbie Wilds

- CSFP is "Commodity Supplemental Food Program". It is only for those that are 60 years or older and they must meet the income guidelines (130% of federal poverty level).
- Distribution is monthly. Again, clients must pick up the food, we do not deliver. However they can have someone else pick up for them.
- There are always the same types of food in these boxes. Juice, UHT milk, cereal or oats, canned fruit, canned vegetables, cheese, rice or pasta, some kind of meat (beef stew, salmon, chicken, etc.), and peanut butter.
- The number of slots available for this program is also down a bit. The distribution is down as well because of winter. It usually picks back up in the spring and summer months.

Weatherization: Presenter Theresa Toth

- The Weatherization program year runs from July 1, 2015 – June 30, 2016. Two different grants are used to fund weatherization activities.
- On the report, demographics are shown of the completed jobs. They are broken down by month and county. Jobs that are "In Process" can be anywhere in the process from pre-inspection to post-inspection.
- We currently have 28 completed jobs, 22 jobs in process and 39 approved applications. We expect to complete an additional 31 jobs before the end of the program year.
- We currently have 496 clients on the waitlist. At this time we are not accepting any applications for the weatherization program. We don't expect to start accepting applications until at least the end of the year, possibly longer.
- Typical Weatherization measures include attic, wall, crawlspace insulation, caulking, weather-stripping, furnace clean & tune or replacement (if needed).

Homeless Prevention: Presenter Michelle Smith

- Homeless prevention programs assist those that are homeless or facing homelessness. We currently have 2 programs that can potentially assist eligible clients. Eligible clients can receive case management services as well as financial assistance.

- The Homeless Prevention Program report shows a breakdown of the 2 programs. The number and amount of payments made for each type of service and the number of payments made in each county.
- Some families receive more than one payment, so number of payments is not equal to number of families served.

Crisis Prevention Program: Presenter Theresa Toth

- The Energy Assistance program is used to assist with utilities and deliverable fuel. The Deliverable Fuel Assistance program only allows help with deliverable fuels.
- The programs are broken down by number and amount of payments made for each type of assistance and the number of payments made in each county.
- Some families receive more than one payment, so number of payments is not equal to number of families served.
- Multiple agencies offer the same types of service. Once a client starts with one agency they must remain with that agency for the entire grant year.

Included with the minutes is the February distribution schedule for the TEFAP program, the income guidelines for the TEFAP and CSFP program, the distribution schedule for the CSFP program and the site directory for both programs.

Meeting adjourned at 12:30 pm

The next PAC meeting is scheduled for Tuesday May 10, 2016.

If you have questions you can contact Theresa at:

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