

**ROMA Coordinator's Group**  
**March 14, 2007**  
**Clare, MI**  
**10:00 a.m. – 2:00 p.m.**

**Members Present:**

Steve Cormier	Peg Davy	Tina Bilkovsky	Jessica Russell
Justin Al-Igue	Kristen Brady	Jill Sutton	Karen Falor
Barb Zumsteg			

**Members Present via Internet**

Sheila Washington-Bond	Cherie Eddy	Karen Tolan
3 Staff from DHS		

**DHS Staff Present via Internet**

Cathy Scarborough

**MCAAA Staff:**

Tony Alfaro

**Introductions**

Introductions were done with everyone present and via internet

**Agenda Review/Additions**

The agenda was altered so that Cathy Scarborough, via internet access, could discuss the ROMA updates/feedback from the Bureau and also to discuss the Housing Program Reporting Update.

**ROMA Updates/Feedback from the Bureau**

Cathy Scarborough, via internet, discussed the FY07 ROMA Plan. She indicated that all agencies have submitted their plan. The Bureau will be having Roundtable discussions on the plans and will identify common areas, make sure that the submissions are under the correct national goals and performance indicators, and performance target language. Cathy noted that grant managers have not reported to individual Agencies and that follow-up would be done in the next few months.

Cathy stated that 28 CAA's completed the CSBG-IS. One agency completed it partially and one agency did not report at all. She stated that 16 survey's have been completely reviewed. Cathy noted that all of the narratives have been reviewed and will be placed in a "pool" to determine which ones will be included in the federal report.

**ROMA Updates/Feedback (cont)**

Cathy stated that 22 ROMA outcomes have been reviewed and all but one of them are good. She discussed some of the common errors occurring and noted the following: MPSC WX is not all being reported. She stated that she does not think that all ROMA coordinators are clear with this section of the report. She noted that extra columns may have to be added onto this sheet. Cathy also noted that under 6.1 A & B the "Type of Barriers" are not being included in the Goal Narrative, under 6.3.D 1-C,2 & 3, the numbers are being reported, but the program name and funding sources are not being included in this section. She also noted that for Goal Narratives, several agencies did not attach this to the report.

After much discussion, it was decided that Cathy will send out an e-mail regarding what items are needed at the Bureau. Cathy indicated that all narratives are not required, but at the same time, some narratives are not optional and need to be reported.

Discussion of next year's reporting was discussed. Cathy stated that usually changes in reporting requirements happen in even years. At this time, she is not aware of any additional reporting indicators. She noted that she would check with NACSAP on any upcoming changes and that a revised guide should come out in September 2007.

Cathy Scarborough defined "unmet need". The definition is as follows: *Any service/need requested in which dollars have been exhausted. Also, any funding where the number projected/planned/expected number was furnished, then no funding occurred, then it would also be considered an unmet need.* Information of an unmet need should be placed in the activity narrative as to where it fell in the report. Beginning with the 2007 Report, a narrative will be required for any deviations of 20% (+ or -).

### **Housing Program Reporting Update**

As of December 5, 2006, 17 agencies responded to the housing survey. Cathy, Susan and Peg reviewed/discussed the summaries and a draft Housing Program Summary was distributed on indicators by program. The group reviewed and revised the draft document and requested that the state add a couple additional indicators under "Family Maintenance" (i.e., Case Management and Housing Other (rentals). Peg Davy will make the changes on the Housing Program list and forward to Cathy Scarborough for final approval and distribution. This list will assist all agencies in reporting housing programs under the same indicator.

By June 13, 2007, DHS will be ready to give an overview of the upcoming plan IS reporting.

Corrections were made to the November 15, 2006 ROMA Coordinators Meeting Summary as follows:

- Karen Falor and Barb Zumsteg were missed as persons attending .
- Erin's last name from Mid-Michigan CAA is Zimmerman.

### **Training**

The first scheduled ROMA 101 training has been scheduled. It will be held in Detroit on March 26 and March 27. There will be between 45-50 participants for the two day training. Steve Cormier commented that training surveys completed indicate that 3-4 additional 101 Regional Trainings are needed. The group decided that Mid-Michigan would host a 101 regional training at Mid-Michigan Community College during the week of May 7<sup>th</sup>, 2007, another 101 regional training would be held in Lansing May 14/15, 2007, location to be determined (possibly at DHS training center). The Upper Peninsula Regional Training date and location will be determined/scheduled after discussions with those agencies needing training.

ROMA 201 Regional trainings will be scheduled in June, 2007. It is anticipated at this time 2 training sessions will be held.

### **Board Reporting Examples**

Discussion on what formats were being used for Board Reports followed with Barb Zumsteg, Capital Area Community Services, distributing copies of their monthly and yearly Board of Director Reports. Kristen Brady, Northern Michigan Human Services Agency, explained what their report consists of. Those participants via Internet requested that those that could, send electronically. Tony agreed to distribute through his list serve.

### **Additional Discussions**

The group discussed and came to consensus that an on-going item on the agendas would be added for sharing comments/ideas/concerns as to what is happening with new Programs/Services.

The group indicated that the following items should be on the next agenda:

- Migrant Services
- When a 301 ROMA training will occur
- Review of the monitoring process

### **Next Meeting Date**

The next meeting date will be June 13, 2007, at Mid-Michigan Community College, Harrison, 10 a.m. – 2:00 p.m. Anyone wishing to add an agenda item, please e-mail your suggestion(s) to Steve Cormier at [stevec@hdc-caro.org](mailto:stevec@hdc-caro.org).

### **Adjourn**

Meeting adjourned