

ROMA Coordinator's Group
July 11, 2007
Clare, MI
10:00 a.m. – 2:00 p.m.

Members Present:

Steve Cormier	Peg Davy	Tina Bilkovsky	Jessica Russell
Erin Zimmer	Andrea Polk	Susan Bowen	Carol Shafto
Bev Riley			

Members Present via Internet

Carolynne Carlson	Billie Jo Dye	Jeanette Riley	Connie Jones
Susan Cervantes	Sherrie Gillespie	Karen Tolan	

DHS Staff Present

Cathy Scarborough

MCAAA Staff:

Tony Alfaro

Introductions

Introductions were done with everyone present and via internet

Agenda Review/Additions

None

Review of the March 14, 2007 Meeting Summary

There are two name corrections that need to be changed on the March 14, 2007 Meeting Summary. They are Sherrie Eddy should be Sherrie Gillespie and Erin Zimmerman should be Erin Zimmer.

ROMA Updates/Feedback from the Bureau

A. ROMA 2008 Plan Submission

Cathy stated that has of right now there are no changes for the upcoming year for the plan from the National Office for the Performance Indicators.

Cathy stated that utilizing e-grants for planned submissions is still undetermined. The Electronic format ROMA Plan will not be incorporated into the e-grants process. Cathy stated that if the state does decide to do e-grants, then web plan trainings would have to be set up as well as regional trainings that would deal with hands on training to submit the plans electronically.

Cathy stated that the plan submission date will be September 1, 2007 and that all of the CAA's should receive their plan document by August 1, 2007. Cathy further noted that forms are accessible on the MCAAA website.

ROMA Updates/Feedback (cont)

Cathy went over the At-A-Glance Reporting Requirements for the National Performance Indicators package. She noted that for Goal 1 there are no new changes. Under Goal 2, Cathy added letter I, which currently says Other-A, which will be for on-going projects in the community. Under Column Number of Projects/Initiatives will be for the number of buildings, whereas column 2 Number of Opportunities will be for the number of units in each building. Under Goal 6.2.A Food, this will include TEFAP, Food Pantries and Soup Kitchens. Under 6.3.D, a new Outcome Measure has been added. This will be number 4 and is titled ***Family Self-Sufficiency or Case Management*** – Number of households participating in structured counseling or case management activities who maintain a stable family, and/or stable housing (example: TANF Housing Eviction Prevention case management), environment.

Cathy then went over the handout Housing Program Summary. There are two items that she has added. The first is under 6.2.B Homeless Prevention Program – Emergency vendor payments to keep people in their homes. The second is under 6.3.D.4 TANF Housing – Housing Eviction Prevention – case management.

Susan Cervantes, via internet from Ottawa County, stated that a new program has been started and it is called TBRA – Tenant Based Rental Assistance. She asked where it should be reported. After some discussion it was decided to be placed under 6.3.D.3 and this program will be added to the Housing Program Summary list. Another new program that both NEMSCA and Ottawa will be receiving is the Prison Re-Entry Program. This program will be placed under 1.2.H.

After much discussion, it was decided that Transitional Housing, which on the summary sheet shows reporting in 1.2.H, will be put under 6.3.D.3. Also after some discussion, it was decided that any Continuum of Care will be placed under 4.1.

B. ROMA CSBG-IS Report for 2006 – Review and Areas for Discussion

Cathy Scarborough went over more handouts regarding the CSBG IS report from 2006. The first sheet she discussed was the Client Characteristics sheet. Though remote access participants did not have a copy of this form, it will be on the MCAA website for them to download. She stated that Ethnicity/Race is now broke into two different categories and need to be separated into those categories. Cathy then went over some of the information that she had compiled. Discussion of Volunteer Time and the dollar amount allotted to non-professionals followed. It was decided that Cathy Scarborough would set up an overall volunteer hours format and then break those hours down between professional and non-professional. For reporting purposes to the Federal level, we will have to report using the federal minimum wage. For local reporting purposes, Cathy will do a breakout that will state the Michigan minimum wage. Under 6.3.D, Cathy discussed the compilation for the state for indicators 1-3 as to what agencies reported what. After looking at this handout, it was discussed that many agencies had not turned things in, therefore the agencies will be given a chance to look at their reports for Sheet 2, pages 1-4, which is National Goal 6 and report back to Cathy Scarborough by July 17 for the State Interim report. Cathy only wants responses if there are changes.

The next handout Cathy discussed was **Example of Common Errors**. Under 1.3.1, agencies are only to report participants expected to get a tax credit and the value of that credit. If anything was entered under 1.3.5, then in the box provided below, you must state what the program was. The next error was common in many of the National Indicators: Planning to achieve versus Actual. The planning to achieve number cannot be higher than the actual amount number of participants in program. Under 2.1.C, if you are reporting here make sure that each

of the programs are being counted. 6.1.B & C – the barriers are not being written down in the narrative. Under 6.2.A Food – Do not count CSFP under here. CSFP belongs under 6.3. Again in many of the indicators the percentages were off. The calculations must be the actual number achieving divided by the number expected to achieve. Under National Performance Indicator 6.3, program titles need to be entered where information is asterisked.

The next handout Cathy Scarborough discussed was **the DRAFT Outcomes Reporting form**. Under Goal 2, another item will be added. It will be item I.: Other Safe and affordable housing units are maintained in the community for low-income people, the disabled and/or seniors, through direct management of a housing project/complex. Under National Goal 5, Cathy will add the State minimum wage for volunteer hours. Under National Performance Indicator 6.3.D. – added another outcome measure, which will be 4 – Family Self Sufficiency or Case Management. Under 6.3.D.2, examples were added as to what programs should be counted here. Home Delivered Meals and Congregate meals will also be added here, for example. Under 6.2.A, soup kitchens will also be added as a program example. Discussion followed as to where to put Food Prep Counseling. It will be put on the table for discussion at DHS and Cathy Scarborough will get back with the agencies and tell us where it should belong. This will also include the Community Garden Project and the Solar Garden project as well.

Review of the Monitoring Process

Kalamazoo has gone part way through the process. Frank Pattinson will be returning to do the remainder. HDC has also had their monitoring visit completed. The ROMA component went well. Steve Cormier commented that the Bureau stated what they were going to go over with the ROMA Component, and in turn, HDC staff were told that they would be called upon to discuss how they verified their information. Cathy Scarborough stated that six agencies have gone through the monitoring process and stated that if data was computerized, the information seemed to be easier to locate and explain rather than not having computerized data.

Training

Steve Cormier asked the members present what kind of training is needed for next year going forward. Susan Cervantes expressed the need for a ROMA 101 training at her office. She stated that she currently has four people that need to be trained. Susan also noted that she would check with surrounding agencies to see if there were people in their agencies that need a 101 training as well. Andrea Polk stated that Wayne-Metro is also interested in 101 training. Steve then asked what type of training do the ROMA Coordinators need, such as hand over hand and interactive learning. Is there a need to have either electronic or face-to-face training for the completion of the plan and secondly to have a pre-submission meeting for the CSBG-IS report that will be due in January. The report forms will come out in November. It was the concurrence of the group that the last two years' pre- CSBG-IS submission trainings/TTA Sessions were very helpful, and should be offered again this year, possibly in concert with the next ROMA Coordinator's Meeting in November.

New Programs/Services being tracked through ROMA

Steve Cormier stated that this is a new agenda item and it will be an on-going item. Two new programs were identified for this meeting, being the TBRA (Tenant Based Rental Assistance) and the not yet implemented Prison Re-Entry Program.

Annual Calendar/Upcoming Coordinators Meetings

The next meeting date will be November 28, 2007, at Mid-Michigan Community College in Harrison from 10 a.m. – 2:00 p.m. The main topic of discussion will be the CSBG-IS submission. Future meetings, trainings and agenda items for 2008 will be established at that time. If you have any other agenda items you wish to discuss, please e-mail your suggestion(s) to Steve Cormier at stevec@hdc-caro.org.

Adjourn

Meeting adjourned