

ROMA Coordinator's Group Summary

November 15, 2006

Clare, MI

8:30 a.m. – 12:00 p.m.

Members Present:

Steve Cormier	Peg Davy	Tina Bilkovsky	Jessica Russell
Justin Al-Igue	Sherrie Gillespie	Judy Valentine	Judy Peterson
Susan Cervantes	Anthony Bosbous	Renee Butler	Don Riley
Bev Riley	Cherie McNelson	Greg Piazza	Omowale Smith
Tom Hazelwood	Carol Shafto	Russell Carlson	Jill Sutton (a.m.)
Billie Jo Dye	Jerry Sedick	Cynthia Carruth (p.m)	Erin

Members Present via Internet

Maureen Reeves	Robin Matlock (p.m)	Donna Brown (p.m.)	Carolynne Carlson
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DHS Staff Present:

Cathy Scarborough	Mike Rodriguez	Diane Morales	Jean Luttig
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MCAAA Staff:

Tony Alfaro

Introductions

Introductions were done with everyone present.

Agenda Review/Additions

The agenda was reviewed and the following items were added to the agenda:

Peer-toPeer Training, which will fall under agenda item 5

Housing Programs, which will be discussed under item 6C

Review of 7/12/2006 Summary

Steve Cormier asked if the summary from the 7/12/06 meeting needed to be amended. No response – summary accepted as is.

ROMA Feedback from the Bureau

Cathy Scarborough stated that FY07 Plan had a very good response to all of the minimum requirements. She stated that all of the agencies reported. Cathy also noted that the individual plans would be looked at in December. Any questions that have arisen, will be answered after December.

Future ROMA Trainings

Tony Alfaro, MCAAA, discussed the handout regarding Peer-to-Peer training. He stated that in order to have any type of training, a form must be filled out and signed by the agency's Executive Director. After the form is filled out, call MCAAA for the specified training that your agency is requesting.

Tony stated that Peer-to-Peer training covers any type of training as long as the training is being provided by someone in the network of Community Action.

As requested, MCAAA will send memo to agencies requesting that Training requests be made for 2007 by a certain date so that trainings can be combined amongst agencies. It was suggested to add to the Request for Training form a statement as to how many people would be attending the training. Tony Alfaro, MCAAA, stated that he would add this to the electronic form.

Mike Rodriguez stated that EITC training memo has been sent out as of last week. He stated that there would be a beginner's class and that the intermediate and advanced class would be held together. In regards to the EITC trainings.

Best Practices Sessions

A: Agency ROMA Reporting and Tracking Systems

Each agency was asked exactly how they are currently tracking ROMA.

The following are the responses given:

Target Trak	Access	THO
Hand Tracked	Agency's own tracking system	
Easy Trak	Different varieties – unsure of how the numbers are being tracked	

It was decided that on the next agenda that agencies will bring in examples of what they present to their Board of Directors.

B: Emergency Services

Discussion was held on unmet unmet needs and that it is requested from NASCAP. DHS will get a definition for an unmet need and send out to agencies.

C: Housing Definitions (added agenda item)

Cathy Scarborough distributed a handout. This handout was for Coordinators to write down each and every type of Housing program and submit them to Cathy Scarborough. Discussion followed regarding this form and the various types of housing programs as well. This form will allow the Bureau to be consistent with all of the programs and which National Goal they should fall under. Discussion of CHDO followed. Formerly habited homes or dilapidated homes that are rehabilitated into a new home or new stick built homes are eligible for CHDO dollars. More discussion followed as far as the amount of money spent on a project. If the home repairs are more than \$25,000, then put them in as 2.b and if less than \$25,000 was spent, then put them in under 2.c. Once all of the discussion was done, it was determined that everyone should fill out one of the forms for each housing program their agency has and submit them all to Cathy Scarborough so decisions can be made as to where all of the programs should be counted.

Next Meeting Date

The next meeting date of the ROMA Coordinators will be March 14, 2006 in Clare. The meeting will take place from 10 a.m. – 2:00 p.m. Items that will be included on the next agenda will be upcoming ROMA trainings, Board Report examples, new programs coming into agencies – how to broadcast them. If you need to add an agenda item, please e-mail your suggestion to Steve Cormier at stevec@hdc-caro.org.

Adjourn

Meeting adjourned