

Macomb Community Action Advisory Board  
Budget Committee Meeting  
February 15, 2017

The Macomb Community Action Advisory Board Budget committee met on Wednesday, February 15, 2017, in the Training and Conference Center on Dunham Road, 21885 Dunham Road, Clinton Township, MI.

MEMBERS PRESENT:

John Bierbusse  
Michael Bruci  
Judge William Hackel  
Debi Schroeder

MEMBERS EXCUSED:

Robert Cannon  
Tom Kalkofen, Chair  
Pastor John Mack

STAFF PRESENT:

Joe Cooke  
Gary Cutler  
Karen Frasard  
Sandy Kennedy  
Kristie King  
Tonya Neuman  
Michelle Penilton  
Rhonda Powell

OTHERS PRESENT:

1. Call to Order

The meeting was called to order at 11:59 a.m. by John Bierbusse.

2. Determination of a Quorum

It was determined that a quorum was established with four members present.

3. Recommendation to approve the Agenda

Judge Hackel made a motion, supported by Michael Bruci, to approve the agenda as submitted.  
Motion carried.

4. Recommendation to approve the January 18, 2017, minutes

Michael Bruci made a motion, supported by Debi Schroeder, to approve the January 18, 2017, minutes.  
Motion carried.

5. Public Comment

John Bierbusse stated that this Committee operates under the Open Meetings Act and asked if anyone was present who wished to address the Committee. There being no one present requesting this privilege, Mr. Bierbusse proceeded with the meeting.

6. Recommendation to review and approve the January 2017 list of bills

Michael Bruci made a motion, supported by Judge Hackel, to review and approve the list of bills.

Gary Cutler presented an overview of the list of bills, highlighting a few items:

- Page 3 lists a payment in the amount of \$200 that was made to the Holocaust Museum that represented an honorarium we gave them for presenting at our Agency in-service in November
- Page 9 shows a negative amount under the Food Program due to a corrected invoice
- Page 19 represents three payments made to the Arab Community Center representing three months of the EHS partnership agreement
- Pages 25, 26, 27, and 28 reflect payments made to Meals on Wheels drivers for mileage; some are large because drivers held back on submitting
  - A letter was sent to the drivers to submit reports each month
- There were no other significant bills to discuss

Discussion ensued.

Motion carried.

#### 7. Recommendation to receive and file the Budget Summary report

Debi Schroeder made a motion, supported by Michael Bruci, to receive and file the Budget Summary report.

Gary Cutler reviewed the Budget Summary report, stating

- A significant change on the report is reflected in the removal of the SSVF program
- Budget adjustments will be submitted through the County's new system
  - All programs will be adjusted
  - Changes will be reflected in the next Budget committee report
- The Head Start Duration grant was approved
- The United Way approved us for two new grants
- Additional funds for DTE – LSP are expected

Discussion ensued.

Motion carried.

#### 8. Recommendation to receive and file the Special Assistance Grants report

Debi Schroeder made a motion, supported by Michael Bruci, to receive and file the Special Assistance Grants report.

Gary Cutler reviewed the Special Assistance Grants report.

Motion carried.

#### 9. Recommendation to receive and file the Cash Donations report

Judge Hackel made a motion, supported by Michael Bruci, to receive and file the Cash Donations report.

Gary Cutler reviewed the Cash Donations report.

Motion carried.

#### 10. Recommendation to receive and file the Financial Detail Report on the Calendar Year Programs

Michael Bruci made a motion, supported by Debi Schroeder, to receive and file the Financial Detail Report on the Calendar Year Programs.

Gary Cutler reviewed the Financial Detail Report, stating:

- These are programs that run from January 1<sup>st</sup> through December 31<sup>st</sup>
- Community Development's HUD programs are multi-year
  - Budget is spent over multiple years
  - HUD frequently sends us reminders that we are behind on drawdowns
  - Any changes to the CDBG Annual Action Plan must go through the Board of Commissioners
  - Expenditures exceeded revenues
- HOME program
  - We act as the fiduciary for these programs
- Emergency Services Grant (ESG)
  - We partnered with SSVF to provide additional emergency funds to house veterans for rapid rehousing
- Michigan Enrolls
  - Used for enrolling Medicare eligible clients
- ACCESS Centers
  - A donation for dental services for children was made
- Individual Development Account (IDA)
  - A program for first time home buyers
- FEMA – Food and Shelter
  - Funds come in “phases” but had been in calendar years

Discussion ensued.

Motion carried.

#### 11. Recommendation to receive and file the Financial Detail Report on Transportation

Judge Hackel made a motion, supported by Michael Bruci, to receive and file the Financial Detail Report on Transportation.

Gary Cutler reviewed the Financial Detail Report, stating:

- There are four programs
  - Administration
  - Busses
  - Meals on Wheels
  - Vans
- Other programs
  - Michigan Works
  - MCHAP
  - Juror transport
- SMART awarded us \$45,000 grant funds

Discussion ensued.

Motion carried.

#### 12. Recommendation to receive and file the Agency Credit Card Usage Report

Debi Schroeder made a motion, supported by Michael Bruci, to receive and file the Agency Credit Card Usage Report.

Gary Cutler reviewed the report, stating that the majority of the expenditures are for hotel accommodations.

Motion carried.

13. Other business – none noted

14. Schedule Next Meeting:           Tuesday, March 14, 2017 – Full Board  
  Training & Conference Center

15. Adjournment

Michael Bruci made a motion to adjourn at 12:42 p.m. Motion carried.

Respectfully submitted,

Karen Frasard  
Recording Secretary