

Macomb Community Action Advisory Board
Budget Committee Meeting
April 19, 2017

The Macomb Community Action Advisory Board Budget committee met on Wednesday, April 19, 2017, in the Training and Conference Center on Dunham Road, 21885 Dunham Road, Clinton Township, MI.

MEMBERS PRESENT:

Denise Amenta
Michael Bruci
Robert Cannon
Tom Kalkofen, Chair
Debi Schroeder

MEMBERS EXCUSED:

John Bierbusse
Judge William Hackel
Pastor John Mack

STAFF PRESENT:

Gary Cutler
Karen Frasard
Michelle Penilton

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 five members present.

3. Recommendation to approve the Agenda

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

4. Recommendation to approve the February 15, 2017, minutes

Michael Bruci made a motion, supported by Debi Schroeder, to approve the February 15, 2017, minutes. Motion carried.

5. Public Comment

Tom Kalkofen 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. Kalkofen proceeded with the meeting.

6. Recommendation to review and approve the February and March list of bills

Deb Schroeder made a motion, supported by Robert Cannon, to review and approve the list of bills.

Gary Cutler presented an overview of the list of bills, stating:

- The bills were reviewed with Division Director, Linda Azar
- Page 43 of February represents projects under Community Development
 - Marvin Senior Center

- City of Centerline – bringing a restroom in a park to ADA compliance

Mr. Kalkofen inquired about the bill for Ranco Security on page 6. Mr. Cutler responded:

- This is to provide security at the Action Centers during the tax season for Saturday hours
- A portion of the bill is split with MSUE and the Health Department to provide daily security at the South Action Center

Mr. Cutler presented the list of bills for March, stating:

- Page 42 represents a capital expenditure for the Food Warehouse to pay for a portion of the new freezer and to cover a portion of the A/C in the warehouse
- There were no other significant bills to discuss

Discussion ensued.

Motion carried.

7. Recommendation to receive and file the Budget Summary report

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

Gary Cutler reviewed the Budget Summary report, stating

- Office of Senior Services in bold, reflects a reduction to the AAA1B budget
- Head Start reflects a continuation of funding
- A new system for submitting resolutions to the Board of Commissioners is required
 - Resolutions have been submitted requesting County support for the recent lump sum payment and 1% increase to all employees
 - This is not reflected on this budget summary report

Discussion ensued.

Motion carried.

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

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

Gary Cutler reviewed the Special Assistance Grants report, stating:

- EFSP and MEAP are close to being completely expended
- LIHEAP / Deliverable Fuels funds are not fully expended
 - Approximately \$19,000 may be returned

Discussion ensued:

- Denise Amenta inquired about the potential for a PSA in the northern communities regarding deliverable fuels
- Tom Kalkofen inquired if the Clinton Township offices are aware
- It was recommended that arrangements be made with Ken Verkest, Harrison Township Supervisor, to attend the monthly Township luncheon for the purpose of informing Township supervisors

Motion carried.

9. Recommendation to receive and file the Cash Donations report

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

Gary Cutler reviewed the Cash Donations report, stating:

- We are approximately 50% through the year
- Everything is in line
- Evidence Based is at 9% but services are about to start, which will generate cost share
- HDM Additional Resources includes Holiday meals, T-Shirt fund raiser
 - These are funds not directly tied to traditional services
- Chore Cities is at 0%
 - Chore AAA1B Program cost share is credited first
 - Chore Cities revenue begins after cost shares for AAA1B have been met

Discussion ensued.

Motion carried.

10. Recommendation to receive and file the Financial Detail Report on Community Development

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

Gary Cutler reviewed the Financial Detail Report, stating:

- Page 1, CDBG funds are administered to the entitlement communities
 - Communities have 18 months to expend funds
- Housing Rehab
 - Completed projects are expended to this budget
 - There are caps on the amount that may be provided
- Home Program is a consortium of communities
 - Communities have two years to commit, four years to expend funds
- ESG grant
 - This is a newer grant from 2013-14
 - Focus is on the homeless to provide funds for emergency shelter assistance
- NSP (Neighborhood Stabilization Program)
 - Program has been discontinued but funds from the sale of houses in the program are invested back into the program

Discussion ensued.

Motion carried.

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

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

Gary Cutler reviewed the report, stating

- The majority of the expenditures are for hotel accommodations
- \$3,000 represents the purchase of prepaid phones for teachers to use for home visits
- Next month's report will reflect a large payment to Mr. Cutler
 - Reflects payment made for the Agency credit card that was denied for multiple staff while in Chicago for a Head Start conference; credit card charges had exceeded the daily credit card limit

Motion carried.

12. Other business

Rhonda Powell informed the members that Steve Gold is retiring May 5th and that Mark Hackel has appointed Rhonda to fill the vacated position.

Denise Amenta updated the members on the AdHoc committee she is convening for the purpose of recruiting new board members.

13. Schedule Next Meeting: Wednesday, May 17, 2017
 Training & Conference Center

14. Adjournment

Denise Amenta made a motion to adjourn at 12:51 p.m. Motion carried.

Respectfully submitted,

Karen Frasard
Recording Secretary