

Macomb Community Action Advisory Board  
Budget Committee Meeting  
January 18, 2017

The Macomb Community Action Advisory Board Budget committee met on Wednesday, January 18, 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  
Tom Kalkofen, Chair  
Debi Schroeder

MEMBERS EXCUSED:

Robert Cannon  
Pastor John Mack

STAFF PRESENT:

Joe Cooke  
Gary Cutler  
Karen Frasard  
Michelle Penilton

OTHERS PRESENT:

1. Call to Order

The meeting was called to order at 11:59 a.m. by Tom Kalkofen.

2. Determination of a Quorum

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

3. Recommendation to approve the Agenda

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

4. Recommendation to approve the November 9, 2016, minutes

Michael Bruci made a motion, supported by John Bierbusse, to approve the November 9, 2016 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 November and December 2016 list of bills

Debi Schroeder made a motion, supported by John Bierbusse, to review and approve the list of bills.

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

- On both page 38 of November and page 38 of December, payment was made in the amount of \$130,886 to Community Housing Network
  - Payment was not made twice; the first payment was voided but the voided check does not appear on this report
- There were over one million expenditures in November
- There were over 1.5 million expenditures in December
- 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

- The budget was adopted as submitted
- There will be numerous changes in funding going before the BOC for approval as budget adjustments
  - The next budget committee meeting will include a comprehensive report on those adjustments

Discussion ensued.

Mr. Cutler updated the members on:

- Supportive Services for Veteran Families (SSVF) was eliminated; funds were removed from report
- We received a grant from United Way in the amount of \$100,000
- Adjustments were made to the Office of Senior Services (OSS) budget reflecting a decrease in funds
  - We requested \$200,000 in contributions from the County but will only receive half
  - Two positions in OSS have remained vacant to offset lack of funding
  - OSS is over-serving in Meals on Wheels and Congregate Dining; Area Agency on Aging funding has not kept up with cost increments
  - A food catering contract was terminated due to the cost per meal not being competitive
  - This year's volunteer breakfast will look different in an effort to offset costs
  - A change in the delivery model for MOW may occur

Discussion ensued.

Motion carried.

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

John Bierbusse made a motion, supported by Judge Hackel, to receive and file the Special Assistance Grants report.

Gary Cutler reviewed the Special Assistance Grants report, stating:

- Notification was just received that the non-compliance issue in the EFSP program from last year has been cleared
- Phase 33 started October 2016 and will end March 31, 2017
  - \$35,000 has been spent

- Unspent funds are being used in 2017
- We are not expecting funds in 2017 for Phase 34, so we are using the carry forward (\$89,186) from Phase 33
- Funds for utilities were not granted through the EFSP program this Phase

Discussion ensued.

Motion carried.

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

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

Gary Cutler reviewed the Cash Donations report, stating:

- We are 25% through the year
- Amounts received are in line with projections
  - Chore is at 45% due to cost share first going to Chore Area Agency on Aging before they go to Chore cities

Motion carried.

#### 10. Recommendation to receive and file the Financial Detail Report on the Macomb Food Program

Judge Hackel made a motion, supported by Debi Schroeder, to receive and file the Financial Detail Report on the Macomb Food Program.

Gary Cutler reviewed the Financial Detail Report, stating:

- A grant in the amount of \$75,000 was received for a mobile food pantry
  - Mobile food pantry will be used for events and will get out into the community in pockets of poverty
- A site supervisor has been added to the staff at the warehouse
- Funds for the Commodity program must all go to administration of the program; none are for food
  - A percentage is used to pay a stipend to the pantries
- A new freezer unit is being installed
  - The County is paying a portion
  - Air conditioning is being installed in the warehouse
- A software system through Feeding America tracks food distribution
- Unspent funds in Phase 33 are being carried forward

Discussion ensued.

Motion carried.

#### 11. Recommendation to receive and file the Financial Detail Report on Head Start 0 - 5

Judge Hackel made a motion, supported by Michael Bruci, to receive and file the Financial Detail Report on Head Start 0 – 5.

Gary Cutler reviewed the Financial Detail Report, stating:

- Effective September 1<sup>st</sup>, the program is 33% done
  - Salary is at 47% due to the County paying a lump sum and an hourly rate increase that was greater than what was projected

- Head Start Admin represents a smaller budget; maximum administrative costs for Head Start is 15% of award
  - Time from various admin staff is charged here
- T&TA funds must be spent for training and not transferred or used elsewhere
- The Federal government pays 80% of cost
  - The remaining 20% must come from non-federal funds such as in-kind
- Early Head Start goes year round
- The program is 33% complete and is at 30% expended; program is on track
- Early Head Start – Child Care Partnership is the newest program
  - There have been challenges getting partners on board
  - We are at 25%
  - The program started 21 months ago
  - We are looking for other partners
  - There are carry over funds in T&TA
  - There is a 20% in-kind requirement
    - This is a challenge, as we pay the childcare sites
    - We have sought help and advice from the regional office on coming up with non-federal share
    - Waivers have been requested
    - We are required to have a match that we will not achieve
- The CACFP food program is reimbursed from another funding service for lunches

Discussion ensued pertaining to potential risk to funding for all programs in light of the new federal government administration.

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 approximately 90% of the expenditures are for hotel accommodations.

Motion carried.

#### 13. Recommendation to approve the updates to the Financial Policies & Procedures manual

Judge Hackel made a motion, supported by Debi Schroeder, to approve the updates to the Financial Policies & Procedures manual that were bullet points on the agenda.

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| • Introduction                      | • Administrative Accounting Group |
| • Billing and Invoicing             | • Contributions Received          |
| • Audits                            | • Insurance                       |
| • Political Activities and Lobbying | • Petty Cash                      |
| • Journal Entries                   | • Revenues and Cash Receipts      |
| • Administration of Federal Awards  | • Cash Disbursements              |

Discussion ensued.

Motion carried.

#### 14. Other business

- Joe Cooke reminded the members about two upcoming events:
  - Walk for Warmth, Saturday, February 18

- Elimination Raffle, Thursday, March 9

15. Schedule Next Meeting:           Wednesday, February 15, 2017  
  Training & Conference Center

16. Adjournment

John Bierbusse made a motion, supported by Debi Schroeder, to adjourn at 1:04 p.m. Motion carried.

Respectfully submitted,

Karen Frasard  
Recording Secretary