

Macomb Community Action Advisory Board  
Budget Committee Meeting  
January 21, 2020

The Macomb Community Action Advisory Board Budget committee met on Tuesday, January 21, 2020, in the Conference & Training Center, 21885 Dunham Road, Clinton Township, MI.

MEMBERS PRESENT:

Denise Amenta  
John Bierbusse  
Bob Combs  
Elizabeth Vogel

MEMBERS EXCUSED:

Michael Bruci  
Judge William Hackel  
Tom Kalkofen

STAFF PRESENT:

Ernest Cawvey  
Joe Cooke  
Gary Cutler  
Karen Frasard

OTHERS PRESENT:

1. Call to Order

The meeting was called to order at 11:47 a.m. by Denise Amenta, who chaired the meeting in the absence of Michael Bruci.

2. Determination of a Quorum

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

3. Recommendation to approve the Agenda

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

4. Public Comment

Denise Amenta stated that this Committee operates under the Open Meetings Act and asked if anyone present wished to address the Committee. With no one present requesting this privilege, Ms. Amenta proceeded with the meeting.

5. Recommendation to approve the November 12, 2019, minutes

John Bierbusse made a motion, supported by Elizabeth Vogel, to approve the November 12, 2019, minutes. Motion carried.

6. Recommendation to review and approve the November and December 2019 list of bills

Bob Combs made a motion, supported by Elizabeth Vogel, to review and approve the November and December 2019 list of bills.

Gary Cutler reviewed the list of bills, stating:

- Packet represents 67 pages of bills, representing \$1.99 million worth of bills

- Page 18 represents a payment to Pearl Vision Solutions for surveillance equipment on eight buses (from the Health & Safety grant)
- In the Calendar Year 344 fund, payment to White Pine Development and other companies doing Rehab work
- Payment for \$25,000 made to McRest for the CDBG and ESG program
- More payments for office supplies than normal due to the County closing operations for the holidays

Discussion ensued.

Denise Amenta inquired about:

- Page 26, a \$95,000 payment made to the Judson Center
  - Gary Cutler responded that we have a contract with them for home visitors for the Early Head Start program, providing up to a certain amount of hours of care per month
  - It is mandated in the Head Start standards how many times they are required to meet with the families
- How many visits/units of service are required
  - Ernest Cawvey stated that we would follow-up on this, as well as why we use contractor vs. staff for this service, and will provide information to the members
- Page 48, what are Delivery Concepts?
  - Mr. Cutler said these are the “Hot Shots,”
    - Two vehicles purchased and needed to have the hot boxes installed for MOW
    - Costs increased \$5,000 per unit
    - Mr. Cutler further explained that we are still waiting on a vehicle purchased last June
- Page 58, in furniture and equipment non capital for Home Injury Control, what are the fund totals
  - The 303 is our fiscal year fund
  - Report runs subtotals by department and fund

Discussion ensued regarding the Family Resource Center. Ernest Cawvey stated that they are requesting negotiating meetings with Mount Clemens schools. Corporation Counsel drafted a new lease; it is being submitted to the Superintendent’s office, asking that the Board of Education review it. It is hoped that this will result in a meeting. Mr. Cawvey stated that the draft lease will be shared with the board as soon as he is able and that the lease assures that we will not lose money.

- Page 17, janitorial, \$4,600 – how often is this payment made?
  - Mr. Cutler responded that we pay monthly based on the invoice from the school district
  - Hours of operation in the FRC have been reduced to 7 pm
- Ms. Amenta inquired about the commercial kitchen in the FRC
  - Mr. Cutler responded with concerns regarding the unit on top of the building that was blown off
  - The kitchen would need to be professionally cleaned before using it
  - Mr. Cawvey responded that negotiations continue with Mount Clemens Schools on repairing the roof

Elizabeth Vogel inquired about reimbursement to volunteers for mileage.

- Mr. Cutler responded that some do get reimbursed but most do not
- The rate of reimbursement is not the State rate
  - There is discussion about allowing reimbursements from those who decline it to go back to the program
- Ms. Vogel also inquired at what kitchen volunteers in Clinton Township would pick up
- Ernest Cawvey responded that we would look into that and report back

Bob Combs inquired about the multiple payments for lease space on page 22.

- Mr. Cutler responded that the \$10,000 per month rent is allocated by programs that use it
- Remaining amount is billed to the building
- Each program pays a portion of the lease directly to Mount Clemens Schools

Motion carried.

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

Elizabeth Vogel made a motion, supported by John Bierbusse, to receive and file the Budget Summary report.

Gary Cutler presented information on the budget summary, stating:

- Changes are in bold and only net out to \$13,000
- Most programs have changes because the budget is developed with projections and then adjusted accordingly

Motion carried.

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

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

Gary Cutler presented information on the report, stating:

- The amount shown on Walk for Warmth is incorrect and should be \$15,000
- CSBG – only 14 clients are being served
- MEAP had a reduction so there are less funds at the Action Centers to provide direct assistance
- There have been changes at the Action Centers
  - Received grant through OLHSA for the SSVF program
  - The budget has increased to provide assistance to community
- WRAP – CSBG supports this program due to limited funding

Discussion ensued. Elizabeth Vogel inquired about WRAP in Clinton Township. Ernest Cawvey stated he would follow-up on what communities are not participating in WRAP or which has an administrative barrier as to why they would not participate.

Discussion ensued regarding WRAP.

- Outreach to municipalities of WRAP was discussed
- Municipalities notifying residents of the WRAP program who may be behind in their water bill can be done to educate customers of options

Motion carried

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

Elizabeth Vogel made a motion, supported by Bob Combs, to receive and file the Cash Donations report.

Gary Cutler presented information on the report, stating:

- ADHS is going before the BOC today
  - Program transitioned over, new venture, now taking responsibility for providing services, new program for us
- Home Delivered Meals is at 26%, which is very good

- Contributions come after the service has been provided

Discussion ensued. Denise Amenta inquired about the status of taking payment with a credit card. Mr. Cutler stated the Treasurer's office did a pilot in the fall. Ernest Cawvey will follow-up with them and keep the committee informed.

Motion carried.

Julie Hintz joined the meeting and shared about the WRAP program. Discussion ensued.

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

Elizabeth Vogel made a motion, supported by Bob Combs, to receive and file the Financial Detail Report on the Macomb Food Program.

Gary Cutler presented information about the reports, stating:

- The first line item with the amount of \$3,036,000
  - \$36,000 is the value of the warehouse space
  - \$3,000,000 is budgeted for the value of the food we get donated
    - Donated food is weighed; the value amount is established by Gleaner's Community Food Bank
- We have a partnership with the 501c3, the Macomb Food Board
  - They are a major contributor to the Food Program
  - We have requested that the Food Board make our staffing payments at \$80,000
  - Admin funds pay for everything other than food
  - TEFAP funds and FEMA help with food
- Page 4 and 5 are the warehouse as a separate cost center for items such as shrink wrap, etc.
  - Space utilized by other programs are charged back to those programs
- Page 6 is for the Commodities program
  - We do not always know how much funds we will get from them
    - It is based on the number of households we serve
    - We build the budget based on historical data
  - These funds are restricted; we are not able to purchase food
    - Freezer has been upgraded, purchased a new truck, new forklift, etc.
  - Payments are made to the pantries as a stipends for those who distribute commodities based on the number of households they serve
- Page 10 is the Trade Mitigation
  - We are now ordering food directly and not going through Gleaner's to purchase food
- Page 12 and 13 is the Feeding America grant
  - Many food items get recalled
  - Food is tracked via inventory
- Page 1 is FEMA
  - A portion is used for food

Discussion ensued. Bob Combs stated that he (the Food Board) is looking for ways to pay for the request for support of \$80,000 and also a system for tracking donors.

Motion carried.

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

Bob Combs made a motion, supported by Elizabeth Vogel, to receive and file the Financial Detail Report on Administration.

Gary Cutler presented information about the report, stating:

- Budget is \$3.4 million
  - Out of that, \$1.4 is billed by the County for the indirect costs such as the Treasurer's, Finance, Board of Commissioners, etc.
  - The remaining is contributions to other programs
- Salary and fringe shows a negative \$15,600
  - The County did a class and comp study last year
  - Non-union employees were not addressed
  - The County notified departments of employees who would be upgraded
  - Those not being upgraded would receive a 1% increase in their salary
  - Calculating the amount of everyone, 75% of that amount was accrued
- Fringe benefits is over budget in retiree medical and pension
  - We were billed for those charges but they have not yet been billed out to the programs
- Meeting expenses is 50% expended
  - That is due to the Annual Meeting in December, which is our largest meeting
- MCA Discretionary, non-CSBG
  - A reserve of \$20,000 to be used at the discretion of the Director
- Family Resource Center
  - It appears as if our rent is double our expenditures but not all payments have been made yet
- Office of Senior Services
  - Not funded by a grant, the largest part of the administrative cost
    - Admin staff charge programs for their time
- Access Centers
  - These funds are not tied to a grant and are discretionary; administratively run
- Transportation
  - This is for the administrative area of Transportation

Discussion ensued.

Denise Amenta inquired about the \$35,000 Special Projects amount. Gary Cutler responded that it is to be used at the discretion of the Director: community needs assessment, etc.

John Bierbusse inquired if there was a provision for carrying grant funds from one year to the next, such as up to 10% of the funds. Gary Cutler responded that we do not because we generally expend our funds.

Motion carried.

12. Recommendation to receive and file the Agency Credit card Usage Report for October and November 2019

Bob Combs made a motion, supported by Elizabeth Vogel, to receive and file the Agency Credit Card Usage Report for October and November 2019.

Gary Cutler presented information on the report, stating:

- Most of the expenses are conferences and travel
- Meals of meetings
- We have also used it for social media expenses

Motion carried.

13. Other business

Chair Amenta reminded members of these events:

- Walk for Warmth February 29, 2020
- Elimination Raffle March 12, 2020
- Census
  - Public Service Announcements are done
  - Reaching out to communities
  - A picnic will be held
  - Bob Cannon's State of the Township is January 31, 2020

Chair Amenta informed the members that Susan Burkhardt resigned

14. Schedule next meeting: February 11, 2020, Full Board  
Full Board & Annual Meeting  
Conference & Training Center, VerKuilen Building

15. Adjournment

John Bierbusse made a motion, supported by Elizabeth, to adjourn the meeting. Motion carried.  
Meeting adjourned at 1:32 p.m.

Respectfully submitted,

Karen Frasard  
Recording Secretary