

Macomb Community Action Advisory Board  
Budget Committee Minutes  
March 17, 2020

The Macomb Community Action Advisory Board Executive Committee held a virtual meeting by way of a conference call on Tuesday, March 17, 2020. Under CSPM 200 Policy Series effective April 14, 2020, during the Coronavirus Pandemic, virtual board meetings through conference calls are permitted regardless of inclusion in by-laws. Macomb Community Action, 21885 Dunham Road, Clinton Township, Michigan.

Roll call was taken. Members and staff present are indicated below.

MEMBERS PRESENT:

Denise Amenta, Chair (via phone)  
Michael Bruci (in person)  
Judge William Hackel (via phone)  
Tom Kalkofen (via phone)  
Elizabeth Vogel (via phone)  
Bob Combs (via phone)

MEMBERS EXCUSED:

John Bierbusse  
Joan Flynn

STAFF PRESENT:

Joe Cooke (in person)  
Karen Frasard (in person)  
Tonya Neuman (in person)

OTHERS PRESENT:

1. Call to order

The meeting was called to order by Michael Bruci, Committee Chair, at 11:43 a.m.

2. Determination of a Quorum

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

3. Recommendation to approve the Agenda

Corrections were made to the agenda: date of minutes to be approved should be January 21, 2020, and the list of bills to approve should not include November. Judge Hackel made a motion, supported by Denise Amenta, to approve the agenda with the corrections. Motion carried.

4. Public Comment

Michael Bruci 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. Bruci proceeded with the meeting.

5. Recommendation to approve the January 21, 2020 minutes.

Bob Combs made a motion, supported by Denise Amenta, to approve the January 21, 2020, minutes. Motion carried.

6. Public Comment

Chair Bruci 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, Chair Bruci proceeded with the meeting.

7. Recommendation to review and approve the January and February 2020 List of Bills

Denise Amenta made a motion, supported by Tom Kalkofen, to review and approve the January and February 2020 List of Bills.

Tonya Newman presented information on the list of bills, stating:

- There were not many items that seemed significant
- Page 3 and 4, payments made to Martha T Berry
  - For private pay clients and grant funded clients
- Page 42 reflects a payment to St. Luke's Hospital for \$2,912
  - This is for Smart Connection training we provide to our Head Start parents through the Trauma Smart Program
- Page 64 reflects payments made for community projects in the Community Development program
  - Care House provides funding for counseling
- Page 65 reflects payment to Harrison Township for \$57,244 and a payment to Macomb Township for \$96,276
  - Both communities have projects for sidewalk replacements

Discussion ensued.

Bob Combs asked about Evola Services on page 13.

- Tonya Neuman responded that we use them for bus repairs.

Tom Kalkofen inquired about the payment for security on page 7 under license and permits.

- Tonya Neuman responded that they provide finger printing services and background checks for the Head Start Admin staff.

Tom Kalkofen inquired about payments listed on page 20 under grounds care

- Tonya Neuman responded that this is outside care at the Family Resource Center for snow removal, etc.
- This amount represents three months' worth of bills
- Tonya stated she will look into this for more information

Tom Kalkofen inquired about payments listed on page 22 under membership dues to Comerica Bank

- We process all dues with the credit card through Comerica Bank

Tom Kalkofen inquired about payments on page 26 under furniture and equipment, asking if there is a dollar amount differentiating between supplies and furniture. Discussion ensued.

Motion carried.

8. Recommendation to receive and file the Budget Summary Report

Tom Kalkofen made a motion, supported by Judge Hackel, to receive and file the Budget Summary Report.

Tonya Neuman presented information on the report, stating:

- There was a net change decrease of \$156,820
  - Most due to changes in other funding, including contributions from other accounts

- There was a decrease in Admin fund balance use of \$435,000
  - There was also a decrease of \$35,000 for personnel services
  - This was half the salary for the Communications Manager position
    - Health Department paid the other half
    - The position is not being filled so help from the Health Department is no longer needed
- There was a decrease in fund contributions from OSS Admin in the amount of \$234,620
- There was an increase to Early Head Start for the new Health & Safety \$9,330 grant
- There was an increase of \$170,520 to Great Start change in the budget
- General Community Programing had a decrease of \$175,000 contributions from other funds
- SSVF had an increase of \$233,166 due to an award from OLHSA
  - The award was for \$291,000 but there was already \$58,000 budgeted in there
  - We expect that OLHSA will decrease our funding due to the late start of administering the program on the Federal level
- TEFAP and Trade Mitigation had funds moved between the two programs, reflecting a net change of zero
- OSS Outreach decreased by \$29,000
  - This was our Resource Advocacy and has been renamed
- A new org number was created for Adult Day private pay services
  - Budget was increased by \$340,000
  - Org was created to track private pay clients separate from grant funded clients
- Minimal changes to both Home Injury Control and Vans due to changes in other funding

Discussion ensued.

Tom Kalkofen inquired about the vacant Communications Manager position and if it would be filled.

- Karen Frasard responded on behalf of Administration, stating that many positions are being evaluated at this time.

Denise Amenta asked for clarification on the bolded section of transportation.

- Tonya Neuman explained that this was due to the decrease of contribution from other funding by \$2,266.

Motion carried.

#### 9. Recommendation to receive and file the Special Assistance Grants Report

Denise Amenta made a motion, supported by Bob Combs, to receive and file the Special Assistance Grants Report.

Tonya Neuman presented information on the report, stating:

- Two lines were added for SSVF
  - One for Homeless Prevention
  - One for Rapid Rehousing
  - Started spending late December; only four families have been serviced through February

- Household supplies are being ordered but having current issues with the online Meijer system

Motion carried.

#### 10. Recommendation to receive and file the Cash Donations Report

Tom Kalkofen made a motion, supported by Judge Hackel, to receive and file the Cash Donations Report.

Tonya Neuman presented information on the report, stating:

- There were some changes to the budgeted items in this report, mostly to align the budget with the award from AAA1B
  - Adult Day is at 41.7% spent
  - Adult Day private pay is at 9%
    - With the transition of this to MCA from Martha T Berry, the billings were late in getting up and running and are on a lag
- All donations are being monitored due to the current coronavirus situation
- The Elimination Raffle has been postponed

Motion carried.

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

Judge Hackel made a motion, supported by Denise Amenta, to receive and file the Financial Detail Report on Calendar Year.

Tonya Neuman presented information on the report, stating:

- Page 1 is our Census outreach that crosses over two years
  - \$17,188 shows unspent but we can spend it through 2020
- Page 2 is the MCA Access Centers
  - A mix of funding, or non-federal funding
  - \$8,800 will go into fund balance
- Page 4 is the IDA program
  - This provides a \$3,000 match to those who have met the requirements for purchasing a home
  - Funding has discontinued so fund balance that has built up will be used to fund this program
- Page 6, FEMA funding
  - Funds must be spent by March 31
  - Food has been ordered so there is not a concern that the funds won't be spent

Discussion ensued.

Tom Kalkofen inquired whether we carry fund balances by the program or by the Agency.

- Tonya Neuman responded that we keep track of fund balances in a spreadsheet by program

Motion carried.

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

Tom Kalkofen made a motion, supported by Bob Combs, to receive and file the Financial Detail Report on Community Development.

Tonya Neuman presented information on the report, stating:

- There is not much to report regarding Community Development
- They are still closing out the calendar year programs
- There are always timing issues between how Finance and the way HUD accounts are different
- These are waiting on Finance to process their year-end entries

Motion carried.

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

Denise Amenta made a motion, supported by Judge Hackel, to receive and file the Agency Credit Card Report.

Tonya Neuman presented information on the report, stating:

- Most of the charges are for travel, hotels, registration fees, and some food charges

Motion carried.

### 14. Recommendation to receive and file the Macomb County Single Audit

Tom Kalkofen made a motion, supported by Judge Hackel, to receive and file the Macomb County Single Audit.

Tonya Neuman presented information on the report, stating:

- On Page 22 there is a finding on the CDBG program
  - A finding was noted on timesheets when transferring to an Excel spreadsheet
  - A typo that equaled one hour
  - An action plan has been submitted and is being implemented

Motion carried.

### 15. Other Business

Tom Kalkofen inquired about future meetings and if they would be conference calls.

- Karen Frasad responded that based on conversations and the current situation, that is the direction we are going in

Judge Hackel inquired about the status of Head Start and Meals on Wheels as to their operations.

- Karen Frasad responded that Head Start is shut down
- Meals on Wheels is still operating, but the program is not utilizing the regular volunteers
  - The staff are working with HRLR and are relying on staff and other County employees to deliver the meals to the seniors
- Food pantries are still operating, although many have changed their mode of operation by doing curb side service

Denise Amenta inquired about Early Head Start. Tonya Neuman responded that those sites have been given the option of closing, as well.

Denise Amenta stated her concerns for our staff and our senior population. Discussion ensued regarding operations.

16. Schedule Next Meeting

April 14, 2020

Full Board, Conference & Training Center, VerKuilen

17. Adjournment

Judge Hackel made a motion, supported by Liz Vogel, to adjourn at 12:34. Motion carried.

Respectfully submitted,

Karen Frasard

Recording Secretary