

Macomb Community Action Advisory Board
Budget Committee Minutes
July 21, 2020

The Macomb Community Action Advisory Board Executive Committee held a virtual meeting by way of a conference call on Tuesday, July 21, 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.

In accordance with the Open Meetings Act, virtual board meeting information is posted on the County website as well as displayed on the exterior Macomb Community Action office door

Roll call was taken. Members and staff present on the virtual meeting are indicated below.

MEMBERS PRESENT:

Denise Amenta
John Bierbusse
Michael Bruci
Bob Combs
Joan Flynn
Tom Kalkofen
Elizabeth Vogel (after roll call)

MEMBERS EXCUSED:

Judge Hackel

STAFF PRESENT:

Linda Azar
Joe Cooke
Gary Cutler
Karen Frasard

OTHERS PRESENT:

1. Call to order

The meeting was called to order by Michael Bruci at 11:33 am.

2. Determination of a Quorum

A roll call of members was taken by Karen Frasard. It was determined that a quorum was established with six members present virtually.

3. Recommendation to approve the Agenda

John Bierbusse made a motion, supported by Bob Combs, to approve the agenda.

Summary of the vote on the motion: (6 – 0 – 0)

Aye – Denise Amenta, John Bierbusse, Michael Bruci, Bob Combs, Joan Flynn, Tom Kalkofen

Nay – None

Abstain – None

Motion carried.

4. Public Comment

Michael Bruci stated that this committee operates under the Open Meetings Act and asked if anyone was present on the call who wished to address the committee. There being no one present on the call requesting this privilege, Mr. Bruci proceeded with the meeting.

5. Recommendation to approve the May 12, 2020, minutes.

Joan Flynn made a motion, supported by Denise Amenta, to approve the May 12, 2020, minutes.

Summary of the vote on the motion: (6 – 0 – 0)

Aye – Denise Amenta, John Bierbusse, Michael Bruci, Bob Combs, Joan Flynn, Tom Kalkofen

Nay – None

Abstain – None

Motion carried.

For the record, Elizabeth Vogel is now on the call for a total of seven members present.

6. Recommendation to review and approve May and June 2020 list of bills

Tom Kalkofen made a motion, supported by John Bierbusse, to review and approve the May and June 2020 list of bills.

Gary Cutler presented a review of the bills, stating:

- This represents 61 pages of bills, totaling \$1,554,000
- The area requiring the most attention is rental assistance and food assistance
 - Pages 6-9 represent \$87,000 out of CSBG for rental assistance
 - Page 14 is Supportive Services for Veteran Families
 - We are a subrecipient of Oakland Livingston Human Services Agency providing support in Macomb County
 - Many expenses through Comerica Bank are household supplies for basic essentials to get the recipients in their place
 - Page 21 represents COVID awards
 - Page 54 & 56 are for the Census

Discussion ensued. Michael Bruci inquired about page 58, Colonial Title.

- Mr. Cutler responded, stating this is for a title search / lien on homes that we are doing rehab on

Tom Kalkofen inquired about the following:

- Page 20, “other” on Mount Clemens Schools for \$2,778
 - Mr. Cutler responded he will pull that invoice and respond to the members with more information
 - It is likely for various items such as filters, cleaning supplies, toilet paper, etc.
- Page 28, Special needs, “Meijer” for \$9,900
 - Mr. Cutler responded that this is from one of the COVID grants that we bought gift cards with for families
 - It is the AT&T grant funds for discretionary purposes
 - Linda Azar added this was for food only, and recipients met the income threshold through staff at the Action Centers
- Page 29, asset consultant
 - Mr. Cutler responded this is “Property Economics” the outside appraiser for Head Start locations to be an independent third party to determine value and count it as in-kind
- Page 32, UTJ Holding Company
 - Mr. Cutler responded that he will pull that invoice and respond to the members with more information
 - It is likely that it is air filters
- Page 34, “other” under VanDyke Public Schools
 - Mr. Cutler responded that he will pull that invoice and respond to the members with more information
 - It is likely a contract service that did not fit the normal category
- Page 54, ARP card transactions for \$(-44,284)

- Mr. Cutler responded that this is a balance sheet account that is used for credit card purchases, as a clearing account, it's a way to keep track of payments made to the credit card; not a true expense
- Discussion ensued.
- Mr. Kalkofen continued inquiring about Comerica Bank on page 54, printing and reproduction
 - Mr. Cutler responded that this is Census materials through the Planning Department, who use their credit card to place orders

Bob Combs inquired about the check dates that are shown as 01/01/1000. Mr. Cutler responded that the Finance Department processes check requests in this manner.

Denise Amenta inquired about the following:

- Page 4, Peabody through the United Way
 - Mr. Cutler responded that this is a property management company and this is for rental assistance
- Page 5, CEDAM for \$7,000
 - Linda Azar responded that CEDAM is Community Economic Development Association of Michigan
 - This represents payment for AmeriCorps staff that supports homeless initiative and our financial empowerment
 - This payment is funded by Veteran's Administration
- Page 10, vehicle repairs for Meals on Wheels, seems an unusual number of repairs
 - Mr. Cutler responded that this is due to the vehicles being used for so many consecutive days for Meals on Wheels and require regular maintenance
- Page 20, janitorial for \$4,400 for the Family Resource Center
 - Mr. Cutler responded that this is for supplies and that he will pull that invoice and respond to the members with more information
- Are we still paying rent in the Head Start classrooms even though we are not using the space?
 - Mr. Cutler responded that, yes, we are maintaining our relationship with the school districts and continuing with payments

Summary of the vote on the motion: (7 – 0 – 0)

Aye – Denise Amenta, John Bierbusse, Michael Bruci, Bob Combs, Joan Flynn, Tom Kalkofen, Elizabeth Vogel

Nay – None

Abstain – None

Motion carried.

Tom Kalkofen inquired about where we stand with negotiations with Mount Clemens schools and the lease agreement for the Family Resource Center. Gary Cutler responded that Ernest Cawvey has had conversations with the new superintendent, and the current lease has been extended until December at this time.

7. Recommendation to receive and file the Budget Summary report

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

Gary Cutler provided an update on the report, stating:

- There are 12 new programs from COVID CARES
- Two items are over \$1.6 million:
 - CSBG over \$1.6 million will supplement regular CSBG funds
 - CDBG, ESG over \$1.6 million
 - Meals on Wheels is \$112,000 for additional meals to seniors
 - TEFAP for additional food boxes
 - Other partners: AT&T, Fiat Chrysler, DTE, Consumers, Ballmer Group, United Way of Southeastern Michigan
- Total budget is now in excess of \$45 million

Discussion ensued. John Bierbusse inquired if the additional funds necessitated an increase in staff. Mr. Cutler responded that, yes, it has, but hours for current staff have been reduced due to participating in the workshare program. Not only do we not have additional staff, but all staff hours have been reduced to 80%. Discussion continued. Mr. Bierbusse congratulated the staff on all the work they are doing during this difficult time.

Summary of the vote on the motion: (7 – 0 – 0)

Aye – Denise Amenta, John Bierbusse, Michael Bruci, Bob Combs, Joan Flynn, Tom Kalkofen, Elizabeth Vogel

Nay – None

Abstain – None

Motion carried.

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

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

Gary Cutler presented information on the report, stating:

- Bolded items in the second column represent changes in the budgeted amount
- CSBG Cares represents \$1.3 million in direct assistance into the community
 - The Action Center staff, under Linda Azar and Julie Hintz, screen and distribute these funds

Michael Bruci inquired if there were concerns with being able to spend the funds.

- Mr. Cutler responded that with all the combined funds due to COVID, he expects some grants that have short turn around may not get fully spent out
- In addition to these funds, the County also received \$152 million of CARES Act funds, a portion of which has been allocated to vulnerable citizens
 - These funds must be spent by December 31, 2020
- It has been challenging spending funds when vendors and suppliers are at limited capacity
- We are spending funds that expire first

Discussion ensued regarding the workshare and MCA staff time.

Summary of the vote on the motion: (7 – 0 – 0)

Aye – Denise Amenta, John Bierbusse, Michael Bruci, Bob Combs, Joan Flynn, Tom Kalkofen, Elizabeth Vogel

Nay – None

Abstain – None

Motion carried.

9. Recommendation to receive and file the Cash Donations report

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

Gary Cutler presented information on the report, stating:

- Senior nutrition congregate is at 42% received even though we are at ¾ of the way through the year
 - We submitted a revised budget request to AAA1B
 - The model for congregate dining has changed and we are doing meals out of a truck
 - Many seniors not giving the cost share
- Adult Day services received under 50%
 - Families not comfortable to send participants to center so are not paying
 - Our payments to Martha T Berry have been reduced
- Because our business model has changed, we requested to lower our cost share amounts

Discussion ensued.

Summary of the vote on the motion: (7 – 0 – 0)

Aye – Denise Amenta, John Bierbusse, Michael Bruci, Bob Combs, Joan Flynn, Tom Kalkofen, Elizabeth Vogel
Nay – None

Abstain – None

Motion carried.

10. Recommendation to receive and file the Financial Detail Report on Family Services

John Bierbusse made a motion, supported by Joan Flynn, to receive and file the Financial Detail Report on Family Services.

Gary Cutler provided information on the report, stating:

- There are two main categories in Family Services:
 - Action Centers
 - Based around the CSBG program, which supplements other programs like MEAP, WRAP
 - United Way also provides grants funds
 - Food Program
- Pages 12-13 represent funds spent on medial transportation, which was suspended due to COVID
 - This is starting back up
- Pages 14-15 is WRAP
- Pages 16-17 is for Action Center improvements
- Pages 18-19 is Walk 4 Warmth
- Pages 20-21 is partnership with Oakland Livingston Human Services Agency where we provide services to Veterans
- Donations to the Food Program are coming in well
 - Due to the extra funds, we have not had to use our own funds to purchase food
 - With the rise in need, we may have to dig into the fund balance
- Pages 32-33 represent expenses taken in at the VicWertz warehouse and charged back to TEFAP and to the Food Program
- Pages 41-42 represent the Feeding America grant to run a database and inventory tracking system
- Food Program is in good shape to provide food

Discussion ensued. Tom Kalkofen inquired about the deficit on page 8, why so much Federal revenue budgeted there. Gary Cutler responded that is a matter of timing on being reimbursed by the Bureau.

Summary of the vote on the motion: (7 – 0 – 0)

Aye – Denise Amenta, John Bierbusse, Michael Bruci, Bob Combs, Joan Flynn, Tom Kalkofen, Elizabeth Vogel
Nay – None

Abstain – None

Motion carried.

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

Joan Flynn made a motion, supported by Bob Combs, to receive and file the Agency Credit Card Usage report.

Gary Cutler presented information on the report, stating

- Most of the charges are for SSVF program
 - Payments to Motel 6
 - Target for supplies
- Some expenses are for hand sanitizer

Summary of the vote on the motion: (7 – 0 – 0)

Aye – Denise Amenta, John Bierbusse, Michael Bruci, Bob Combs, Joan Flynn, Tom Kalkofen, Elizabeth Vogel

Nay – None
Abstain – None

Motion carried.

12. Other Business

Denise Amenta inquired on the status of where the Agency is on automatic withdrawals from donors for the Food Program or Meals on Wheels. Linda Azar responded that they are moving in that direction with the Food Program and have something set up that must be done manually each month. The County has not yet arranged to allow staff the option of donating out of their paycheck each month.

13. Schedule Next Meeting

Full Board: August 11, 2020

Pending: Conference & Training Center, VerKuilen

14. Adjournment

John Bierbusse made a motion, supported by Joan Flynn, to adjourn the meeting at 12:35.

Motion carried.

Respectfully submitted,

Karen Frasard