

Macomb Community Action Advisory Board
Budget Committee Minutes
September 15, 2020

The Macomb Community Action Advisory Board Budget Committee held a virtual meeting by way of a conference call on Tuesday, September 15, 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
Michael Bruci
Bob Combs
Tom Kalkofen
Elizabeth Vogel

MEMBERS EXCUSED:

John Bierbusse
Joan Flynn
Judge Hackel

STAFF PRESENT:

Linda Azar
Ernest Cawvey
Joe Cooke
Gary Cutler
Karen Frasard

OTHERS PRESENT:

1. Call to order

The meeting was called to order by Michael Bruci at 11:32 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 five members present virtually.

3. Recommendation to approve the Agenda

Bob Combs made a motion, supported by Denise Amenta, to approve the agenda. Tom Kalkofen inquired if Item #11 should be the 2021 Budget rather than 2019. Gary Cutler confirmed. Bob Combs amended the motion to include the change of Item #11 as the 2021 MCA Budget on the agenda, Denise Amenta supported the change to the agenda.

Summary of the vote on the motion: (5 – 0 – 0)

Aye – Denise Amenta, Michael Bruci, Bob Combs, Tom Kalkofen, Elizabeth Vogel

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 July 21, 2020, minutes.

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

Summary of the vote on the motion: (5 – 0 – 0)

Aye – Denise Amenta, Michael Bruci, Bob Combs, Tom Kalkofen, Elizabeth Vogel

Nay – None

Abstain – None

Motion carried.

6. Recommendation to review and approve July and August 2020 list of bills

Tom Kalkofen made a motion, supported by Bob Combs, to review and approve the July and August 2020 list of bills.

Gary Cutler presented a review of the bills, stating:

- This represents 59 pages of over \$2.3 million
 - Page 19 begins our COVID funds
 - In two months most of the \$342,000 was spent on food through Gleaners for County residents
 - Approximately \$40,000 was spent on supplies to address COVID related items
 - Cleaning, air purifiers, etc.
 - Page 21 represents payments made to Med Staffing for Meals on Wheels drivers
 - Approximately half of the budgeted COVID funds are for direct assistance to customers
 - Additional programs that are starting
 - COVID reports will be put on next the Budget Committee agenda
 - Activities represent standard operations with exception of COVID spending

Discussion ensued.

Bob Combs inquired about who UTJ Holding is under pre-paid expenses.

- Gary Cutler responded that it is for Head Start cloud space.

Tom Kalkofen, inquired about

- In reference to page 3, inquired if we categorize capital equipment
 - Gary Cutler responded that, yes, we do; we have a threshold of \$5,000 for capital equipment
- On page 21, what does the Department of Roads repair for us
 - Gary Cutler responded that we have the larger repairs done by the Department of Roads' mechanic's shop
- Page 27, is the Van Dykes Schools for \$5,000 for additional school space
 - Gary Cutler responded this is for a fence at the EHS program Kennedy Early Learning Center
 - This was paid for out of the Health & Safety grant we received
- Page 30, who is Close to Home LLC
 - Gary Cutler responded that they are an Early Head Start partner
 - We lease space classroom space from them
- Page 31, non-capital expenditures for \$96,000
 - Gary Cutler responded that this is for
 - These are for 30 air circulation units from Right Way Industries that are approximately \$900 each

- Cleaning spray was also purchased without chemicals that is safe for children
- 93 computer laptops were purchased for the classrooms for \$662 each

Denise Amenta inquired about

- Payments under SSVF made to Kathy Koths
 - Gary Cutler responded that this is for a former staff member who is now a contract employee
- Payments on page 17 to Vans Auto Service
 - Gary Cutler responded that this is for vehicle maintenance that is provided as assistance to customers in the SSVF programs
- Page 20 \$51,000 payment to Meals on Wheels Association of America
 - Gary Cutler responded that this is paid out of the CARES funding for pre-boxed meals to senior high rises
- Page 28 medical supplies for \$43,500
 - Gary Cutler responded that the bulk of this was an order for touchless thermometers for Head Start families
- Page 57 payment made to Todd Wenzel Chevrolet for \$28,000
 - Gary Cutler responded that this is for a new vehicle for Community Development staff to go on appointments

Tom Kalkofen inquired about the process for large purchases, if they are bid out or is there a contract with the medical supply company.

- Gary Cutler responded that due to COVID and the lack of vendors specializing in PPE products, approvals were given by the County Purchasing department to make these purchases
 - Purchases were done during the County's declared State of Emergency

Summary of the vote on the motion: (5 – 0 – 0)

Aye – Denise Amenta, Michael Bruci, Bob Combs, Tom Kalkofen, Elizabeth Vogel

Nay – None

Abstain – None

Motion carried.

7. Recommendation to receive and file the Budget Summary report

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

Gary Cutler provided an update on the report, stating:

- Items bolded are new items, mostly COVID
 - Three new items are going to the Board of Commissioners
 - Two more will be sent today
 - Two pages are now needed for the budget summary

Discussion ensued.

Denise Amenta inquired about the \$1.40 million in General Community Programming if it is used for administration or direct assistance.

- Gary Cutler responded that this is under the CSBG grant
 - We are able to take up to 16 1/2 % for Admin
 - Most of what is on the report is for direct assistance

Tom Kalkofen encouraged the members to take a moment and recognize what is required to generate, track, and spend all these funds in the required timeline, thanking Ernest and the staff for all their work.

Summary of the vote on the motion: (5 – 0 – 0)

Aye – Denise Amenta, Michael Bruci, Bob Combs, Tom Kalkofen, Elizabeth Vogel

Nay – None

Abstain – None

Motion carried.

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

Tom Kalkofen 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 12th item, SSVF, is overspent
 - This is the rapid rehousing, putting customers into housing, customers in hotels
 - Additional funds in the amount of \$75,000 are coming from OLHSA, waiting on paperwork

Discussion ensued.

Bob Combs inquired about the \$1.2M CSBG Cares funds if a portion can be used to cover the SSVF shortfall.

- Gary Cutler responded that we fully expect OLHSA to send the amendment with the additional funds
 - We can move funds if we need to
 - We want to provide services without breaking any rules

Denise Amenta inquired about why the WRAP program was not listed on the Special Assistance Grants report, giving credit to the staff for their efforts in bringing the City of Warren on the WRAP program.

- Ernest Cawvey responded that we may be a little slower in meeting our goals for WRAP due to COVID and the additional funds we received to assist customers with water arrearage bills

Summary of the vote on the motion: (5 – 0 – 0)

Aye – Denise Amenta, Michael Bruci, Bob Combs, Tom Kalkofen, Elizabeth Vogel

Nay – None

Abstain – None

Motion carried.

9. Recommendation to receive and file the Cash Donations report

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

Gary Cutler presented information on the report, highlighting the following areas:

- Numbers in the Food Program appeal are increased due to COVID
 - Donors have been generous
- Cost share in Congregate is behind because sites have been shut down
 - Customers not paying what they had previously been paying
- Overall, we are in line with projections

Summary of the vote on the motion: (5 – 0 – 0)

Aye – Denise Amenta, Michael Bruci, Bob Combs, Tom Kalkofen, Elizabeth Vogel

Nay – None

Abstain – None

Motion carried.

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

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

Gary Cutler provided information on the report, stating:

- These funds are from the Department of Energy
 - The fiscal year that starts July 1st
- We have not been able to conduct inspections due to COVID
- Funds not spent in the year carries over to next year
- Pages 5-6 are Administration
- Pages 7-8 are for the Energy Optimization rebate program
- Pages 9-10 are the Sterling Heights repair program for CDBG
 - A contract with Sterling Heights for us to provide services to Sterling Heights residents
- The County has not yet done the budgets for the 301 funds for the new fiscal year
- LIHEAP has a September 30th year end

Discussion ensued.

Tom Kalkofen inquired about the fund balance on page 7 if it is being brought forward.

- Gary Cutler responded that we have to report our revenue as a prior year revenue
- Those funds came in after the fact

Summary of the vote on the motion: (5 – 0 – 0)

Aye – Denise Amenta, Michael Bruci, Bob Combs, Tom Kalkofen, Elizabeth Vogel

Nay – None

Abstain – None

Motion carried.

11. Recommendation to receive and file the 2021 MCA Budget

Denise Amenta made a motion, supported by Tom Kalkofen, to receive and file the 2021 MCA Budget.

Gary Cutler provided an overview of the 2021 budget that was submitted to the County; budget is pending approval by the Office of the County Executive and the Board of Commissioners. Programs are consistent to prior years.

Discussion ensued.

Tom Kalkofen inquired if OSS Admin is 100% County funded, will that stay or will changes be made.

- Gary Cutler responded that the County does give some funds for Admin
- The administration of OSS is funded through County funds and not through grants

Summary of the vote on the motion: (5 – 0 – 0)

Aye – Denise Amenta, Michael Bruci, Bob Combs, Tom Kalkofen, Elizabeth Vogel

Nay – None

Abstain – None

Motion carried.

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

Tom Kalkofen 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 (303-89130) program for hotels for clients
 - Costs are extremely high and we have large credit card bills
 - The ceiling on the credit card was raised to \$35,000
- Many of the vendors do not take county checks

Summary of the vote on the motion: (5 – 0 – 0)

Aye – Denise Amenta, Michael Bruci, Bob Combs, Tom Kalkofen, Elizabeth Vogel

Nay – None

Abstain – None

Motion carried.

13. Other Business

None.

14. Schedule Next Meeting

Full Board: October 13, 2020

Virtual meeting

15. Adjournment

Denise Amenta made a motion, supported by Bob Combs, to adjourn the meeting at 12:47.

Summary of the vote on the motion: (5 – 0 – 0)

Aye – Denise Amenta, Michael Bruci, Bob Combs, Tom Kalkofen, Elizabeth Vogel

Nay – None

Abstain – None

Motion carried.

Respectfully submitted,

Karen Frasard