

Macomb Community Action Advisory Board
Budget Committee Minutes
November 10, 2020

The Macomb Community Action Advisory Board Budget Committee held a virtual meeting by way of a conference call on Tuesday, November 10, 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:

Michael Bruci
Bob Combs
Joan Flynn
Judge Hackel (after roll call)
Tom Kalkofen
Elizabeth Vogel

MEMBERS EXCUSED:

John Bierbusse

STAFF PRESENT:

Linda Azar
Ernest Cawvey
Joe Cooke
Sheila Cote'
Karen Frasard
Tonya Neuman

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 six members present virtually.

3. Recommendation to approve the Agenda

Joan Flynn made a motion, supported by Bob Combs, to approve the agenda.

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

Aye – Michael Bruci, Bob Combs, Joan Flynn, 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 September 15, 2020, minutes.

Bob Combs made a motion, supported by Tom Kalkofen, to approve the September 15, 2020, minutes.

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

Aye – Michael Bruci, Bob Combs, Joan Flynn, Tom Kalkofen, Elizabeth Vogel

Nay – None

Abstain – None

Motion carried.

6. Recommendation to review and approve September and October 2020 list of bills

Joan Flynn made a motion with discussion, supported by Bob Combs, to review and approve the September and October 2020 list of bills.

Joan Flynn inquired about the amount of payments made to the City of Warren on page 2. Tonya Neuman responded, stating:

- Page 2 represents payments made to municipalities under the MCA-COVID-QCARES for the Water Arrearage program
 - Funds came Federally through the CARES program, through the State of Michigan who identified the need to pay for water arrearages for residents in the cities
 - Cities identified the participants who qualified
 - MCA administered the payments to the cities
- Payments made to Gleaners and Atlas are to supplement food and household items for residents affected by COVID

Tonya Neuman presented a review of the bills, stating:

- Page 3 represents \$2300 payment to Michigan Coalition for the AmeriCorp staff person working at the Community Action Center
- Page 12: payment to Med National Staffing for Meals on Wheels drivers
- Page 13: payments made to APLPD Holdco for storage PODS to hold inventory overflow of PPE equipment
- Page 13: payments made to Delivery Concepts for the purchase of a Meals on Wheels vehicle
- Page 15: payments to Learning Gizmos are for classroom supplies for remote learning
 - Payments made to Wright Way are for air purifiers
- Page 15 and 16: payments made to Verizon are for tablets for Head Start children to learn remotely
- Page 29: payments to Comerica Bank are for credit card purchases for blower door kits for Weatherization
- Page 50: payment to Shipt under COVID for shopping services for senior residents
- Page 50: payment to Department of Roads are for vehicle repair for a vehicle that was borrowed
- Page 51: payment made to BC Group Holdings are for temperature kiosks at various locations
- Page 51: payments to Delivery Concepts for four MOW vehicles for a total of five new vehicles
- Page 61: payment made to Shark Byte as an add-on to CAREeVantage for electronic routing for the MOW drivers
- Page 63: payment to HP Inc is for GPS for the MOW vehicles
- Page 70: items in TEFAP
 - Webstaurant Store and Macomb Restaurant Supplies is for refrigerator replacements at pantry locations
 - CDW Government is for laptops to pantries
- Page 71: payment made to Bell Forklift for a new forklift for the warehouse

Discussion ensued with various inquiries on expenditures.

Tom Kalkofen inquired where we stood on negotiations on the contract with Mount Clemens schools. Ernest Cawvey responded, stating:

- We are still working on it, arranging for a meeting with Mike Duvalt, superintendent of MISD, to arrange a meeting with the superintendent of Mount Clemens schools
- We are proposing an extension under our current contract

Discussion ensued.

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

Aye – Michael Bruci, Bob Combs, Joan Flynn, Tom Kalkofen, Elizabeth Vogel

Nay – None

Abstain – None

Motion carried.

7. Recommendation to receive and file the Budget Summary report

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

Tonya Neuman provided an update on the report, stating:

- There were a few changes:
 - Addition of COVID QCares of \$150,000
 - Addition of Water and Plumbing of \$345,000
 - Addition of WCares for Water Arrearages for \$2.8 m
 - To date, \$1.2 m has been spent
 - MCA MEAP / LIHEAP has increased by \$5,000 to align budget to award
 - Congregate / HDM and OSS Outreach changes were to align budget to award

Discussion ensued.

Let the record show that Judge Hackel has joined the call and the meeting.

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

Aye – Michael Bruci, Bob Combs, Joan Flynn, Judge Hackel, 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 Bob Combs, to receive and file the Special Assistance Grants report.

Tonya Neuman presented information on the report, stating:

- A carry over of funding for SSVF was provided
 - It was scheduled to end September 30, 2020
 - An extension was given through December 31, 2020
 - We are awaiting BOC approval of a \$75,000 increase
 - Majority will be for services to our veterans and families who are homeless

Discussion ensued regarding Walk for Warmth from 2020 and upcoming 2021.

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

Aye – Michael Bruci, Bob Combs, Joan Flynn, Judge Hackel, Tom Kalkofen, Elizabeth Vogel

Nay – None

Abstain – None

Motion carried.

9. Recommendation to receive and file the Cash Donations report

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

Tonya Neuman presented information on the report, highlighting the following areas:

- Four items in the OSS program did not meet projections
 - Due to the pandemic
 - Many clients did not participate in congregate programs and Adult Day was closed

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

Aye – Michael Bruci, Bob Combs, Joan Flynn, Judge Hackel, Tom Kalkofen, Elizabeth Vogel

Nay – None

Abstain – None

Motion carried.

10. Recommendation to receive and file the CARES/COVID Funding report

Joan Flynn made a motion, supported by Judge Hackel, to receive and file the CARES/COVID Funding report.

Tonya Neuman provided information on the report, stating:

- This a new report requested by the members at last meeting
- Report summarizes all of the CARES funding MCA has been awarded since September 30, 2020
- Report includes funding steam, allowable costs, and period of performance

Discussion ensued.

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

Aye – Michael Bruci, Bob Combs, Joan Flynn, Judge Hackel, Tom Kalkofen, Elizabeth Vogel

Nay – None

Abstain – None

Motion carried.

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

Bob Combs made a motion, supported by Joan Flynn, to receive and file the Financial Detail Report on OSS.

Tonya Neuman provided information on the Financial Detail report, stating:

- Page 2 – We are still waiting on final payment from AAA1B
- Page 3 – Senior Nutrition grant goals was exceeded but still awaiting final payment from AAA1B
- Page 7 – Senior Nutrition County funds of \$163,000 are fully expect for all meals served
 - Home Delivered Meals grant goals exceeded and awaiting on final payment from AAA1B
- Page 12 – County Home Delivered Meals – fully expect all contributions from County
- Page 22 – VA payment problems on their end but fully expected
- Chore service program not expended the complete grant due to inability to get into homes due to COVID

Discussion ensued.

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

Aye – Michael Bruci, Bob Combs, Joan Flynn, Judge Hackel, Tom Kalkofen, Elizabeth Vogel

Nay – None

Abstain – None

Motion carried.

12. Recommendation to receive and file the Financial Detail Report on Head Start

Tom Kalkofen made a motion, supported by Joan Flynn, to receive and file the Financial Detail Report on Head Start.

Tonya Neuman presented information on the report, stating

- Pages 10, 17, and 25 - T&TA not fully spent due to not being able to travel since March
- Page 20 reflects CCP COVID funding
 - Grant was awarded in June but had to be spent by August
 - Requested to carry-over \$26,443.05 to continue spending in FY2021
- Non-federal match for Head Start was met
 - An additional waiver with CCP was requested bringing match down to 10% rather than 20%
- Page 29 – Non-federal programming
 - \$83,000 is contributed by the County
 - \$46,000 is unspent and was to be used to offset transportation charges
 - Due to the pandemic, we have not provided transportation
 - It was determined that we would not request the \$46,000 from the County
- Page 31- CACFP had limited funding due to shut down of classrooms
- Page 33 – Trauma Smart – funding was spenddown was extended until December 31, 2020

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

Aye – Michael Bruci, Bob Combs, Joan Flynn, Judge Hackel, Tom Kalkofen, Elizabeth Vogel

Nay – None

Abstain – None

Motion carried.

13. Recommendation to receive and file the Agency Credit Card Usage Report for August and September 2020

Tonya Neuman presented the Agency Credit Card Usage Report, stating:

- The credit card has typically been used for traveling
- Currently being used for hotel charges for Veterans who are homeless
 - The SSVF program pays for the hotel stay
- Additional charges are for various home supplies for Veterans getting into a home

Discussion ensued.

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

Aye – Michael Bruci, Bob Combs, Joan Flynn, Judge Hackel, Tom Kalkofen, Elizabeth Vogel

Nay – None

Abstain – None

Motion carried.

14. Other Business

Joan Flynn stated that Warren City Hall is closed for the week due to COVID.

15. Schedule Next Meeting

Full Board: December 8, 2020
Virtual meeting

16. Adjournment

Joan Flynn made a motion, supported by Judge Hackel, to adjourn the meeting at 12:24.

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

Aye – Michael Bruci, Bob Combs, Joan Flynn, Judge Hackel, Tom Kalkofen, Elizabeth Vogel

Nay – None

Abstain – None

Motion carried.

Respectfully submitted,

Karen Frasard