

Macomb Community Action Advisory Board
Budget Committee Minutes
September 21, 2021

The Macomb Community Action Advisory Board Budget Committee held a hybrid meeting by way of a conference call as well as in-person on Tuesday, September 21, 2021. Those who attended in person met in the MSUE Assembly Room of the VerKuilen Building, 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 or on the virtual meeting are indicated below.

MEMBERS PRESENT VIRTUALLY:

Denise Amenta, Royal Oak, MI
Michael Bruci, Sterling Heights, MI
Joan Flynn, Warren, MI
Tom Kalkofen, Bruce Township, MI
Matthew Micinski, Shelby Township, MI

MEMBERS EXCUSED:

Bob Combs
Judge Hackel

STAFF PRESENT VIRTUALLY:

Linda Azar, Clinton Township, MI
Ernest Cawvey, Clinton Township, MI
Joe Cooke, Clinton Township, MI
Karen Frasard, Clinton Township, MI
Tonya Neuman, Clinton Township, MI

OTHERS PRESENT:

1. Call to order

The meeting was called to order by Michael Bruci at 12:00 pm.

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. Let the record show that the meeting was offered to be held in-person as well as virtually.

3. Recommendation to approve the Agenda

Matthew Micinski made a motion, supported by Joan Flynn, to approve the agenda.

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

Aye – Denise Amenta, Michael Bruci, Joan Flynn, Tom Kalkofen, Matthew Micinski

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 would like to address the committee. There being no one else present on the call requesting this privilege, Mr. Bruci proceeded with the meeting.

5. Recommendation to approve the July 20, 2021 minutes.

Joan Flynn made a motion, supported by Denise Amenta, to approve the July 20 2021, minutes.

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

Aye – Denise Amenta, Michael Bruci, Joan Flynn, Tom Kalkofen, Matthew Micinski

Nay – None

Abstain – None

Motion carried.

6. Recommendation to review and approve July and August 2021 list of bills

Matthew Micinski made a motion, supported by Joan Flynn, to review and approve the May and June 2021 list of bills.

Tom Kalkofen inquired about several items:

- Direct assistance rent on page 17 and the process to review all of the payments for accuracy and legitimacy
 - Joe Cooke reviewed the very in-depth process how the Action Center staff and the contract agencies and staff are reviewing the documentation to verify for accuracy and eligibility before payment is made
 - Denise Amenta also inquired about payments on page 17 to United Way if this is part of the contract for their help
 - Tonya Neuman responded that this is payment for their help in reviewing
- Direct assistance, other on page 153, all payments are the same to multiple carriers
 - Joe Cooke responded stating that this is also part of the CERA program and is a \$300 stipend payment for internet connection for customers who qualify
- Page 163, furniture and equipment, payments made to M&J Technology
 - Tonya Neuman responded that these are scanners for Action Center staff
- Page 168, payment made for leased space to Wayne & Joan Webber Foundation
 - Tonya Neuman responded that this is for rental for the Head Start warehouse on Morley Drive
- Page 169, payments made to Trendset Communications
 - Tonya Neuman responded that this is for cable wiring for the Head Start advocate area
- Page 171 for postage and delivery for \$12,349
 - Tonya Neuman responded that this was a bulk mailing for a targeted demographic for Head Start to increase enrollment
- Page 176 & 177, payments to St. Luke's Hospital
 - Tonya Neuman responded that this is for Head Start Trauma Smart training and it is spread across programs
- Page 218, the revolving loan expenditure for Habitat for Humanity
 - Tonya Neuman responded that this is supports Habitat for Humanity housing in the County in which repairs are done to deter blight and dilapidation
 - When the home is sold is when the money is returned

Denise Amenta inquired about payments made to Kidquest on pages 179 & 180.

- Tonya Neuman responded that this is Morningstar and we contract with them to provide two Early Head Start classrooms and one CCP classroom in the Kennedy location
- Their staff use our programming standards

Tonya Neuman provided an overview of the list of bills, highlighting these additional items:

- Page 205 and 206
 - A new account, deferral reduction, is part of the LIHEAP program
 - LIHEAP is now allowing for reimbursement of additional health and safety items up to \$2,000 cap per home
 - This may include mold remediation and electrical work

Let the record show that Matt Micinski exited the meeting.

Summary of the vote on the motion: (4 – 0 – 0)

Aye – Denise Amenta, Michael Bruci, Joan Flynn, Tom Kalkofen

Nay – None

Abstain – None

Motion carried.

7. Recommendation to receive and approve Vendor Payment report

Denise Amenta made a motion, supported by Joan Flynn, to receive and file the Vendor Payment report.

Tonya Neuman provided an overview of the report, stating:

- This report details a list of vendors we paid \$35,000 or more since January through August 31, 2021
 - Miranda Barconey is also known as Miranda's Magical Childcare, reflecting differences in her W9

Discussion ensued. Tom Kalkofen inquired about the report. Ernest Cawvey responded that the intention of this report is informational since we go to the Board of Commissioners on expenditures greater than \$35,000. Mr. Kalkofen suggested that a statement on the bottom of the report state that these items were reviewed at the monthly budget committee meetings.

Summary of the vote on the motion: (4 – 0 – 0)

Aye – Denise Amenta, Michael Bruci, Joan Flynn, Tom Kalkofen

Nay – None

Abstain – None

Motion carried.

8. Recommendation to receive and file the Budget Summary reports

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

Tonya Neuman provided an overview of the reports, highlighting the following areas:

- This reflects an increase of \$2M
 - The Finance Department uploaded our budget for the Head Start American Rescue spending of an increase of \$1.2M
 - Funds must be spent out by March 31, 2023
- Changes to MEAP / LIHEAP increased by \$40,000 to award amount
- Changes to HDM for an increase to the fund balance of \$34,000

Discussion ensued. Tom Kalkofen acknowledged those who are administering, delivering, and accounting for all these funds and thanked them for the good job they are doing.

Summary of the vote on the motion: (4 – 0 – 0)

Aye – Denise Amenta, Michael Bruci, Joan Flynn, Tom Kalkofen

Nay – None

Abstain – None

Motion carried.

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

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

Tonya Neuman provided an overview of the report, stating:

- The budgeted amount and the expended amount of Basic Needs, ESG line item, shows \$14,968
 - This is a cross-over period for Basic Needs through July 30, 2021
 - Program runs 7/1/20 through 6/30/21; amount was for food
 - For FY2022, 7/1/21 through 6/30/22, funding has been dedicated to additional wheelchair ramps
- CSBG Specific Assistance, Transportation, \$23,000 is budgeted with no expenditures
 - Due to COVID, some services were suspended
 - The SMART grant covered those expenditures year to date
- CSBG Specific Assistance \$138,574 budgeted with no expenditures
 - Most of the support came from the CERA funding rather than the CSBG funding
 - CSBG funds won't be lost, they can be carried-over after 9/30 and use in FY2022

Summary of the vote on the motion: (4 – 0 – 0)

Aye – Denise Amenta, Michael Bruci, Joan Flynn, Tom Kalkofen

Nay – None

Abstain – None

Motion carried.

10. Recommendation to receive and file the Cash Donations report

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

Tonya Neuman provided an overview of the report, stating:

- The public donations in the Food Program is at 225%
 - A change was made mid-year to the way donations are recorded
 - All donations are now recorded as public donation line item
- Senior Nutrition, congregate, is at 28%
 - We are still waiting on the Veteran's payment
 - Low attendance due to the pandemic
- Home Delivered Meals, additional resources, reflects a lag in donations
- Grass and Snow is no longer being billed to the clients
- The budget in Handy Helpers reflects \$30,000, pending a budget adjustment to bring it to \$3,000

Summary of the vote on the motion: (4 – 0 – 0)

Aye – Denise Amenta, Michael Bruci, Joan Flynn, Tom Kalkofen

Nay – None

Abstain – None

Motion carried.

11. Recommendation to receive and file the CARES/COVID Funding

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

Tonya Neuman provided an update on the CARES/COVID report, highlighting:

- HUD ESG COVID
 - The budgeted amount shows \$541,000
 - Expended funds are \$676,000
 - Pending an approval from the BOC to increase the budgeted amount to over \$1.3M
- CERA Federal
 - 66% must be spent by 9/30/2021
 - We are currently at 44% spent

- Head Start / EHS COVID \$820,000
 - We will be underspent due to the amount of funds received
 - We were made aware by Human Resources that we will not be charged for any unemployment for the last two years – a substantial amount
 - We will be requesting a carry forward for Head Start

Summary of the vote on the motion: (4 – 0 – 0)

Aye – Denise Amenta, Michael Bruci, Joan Flynn, Tom Kalkofen

Nay – None

Abstain – None

Motion carried.

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

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

Tonya Neuman provided an overview of the report.

Summary of the vote on the motion: (4 – 0 – 0)

Aye – Denise Amenta, Michael Bruci, Joan Flynn, Tom Kalkofen

Nay – None

Abstain – None

Motion carried.

13. Recommendation to receive and file the 2022 Budget

Joan Flynn made a motion, supported by Denise Amenta, to receive and file the 2022 Budget.

Tonya Neuman presented an overview of the 2022 Budget, stating this was submitted for MCA and the Office of Senior Services. Another \$26M is anticipated to continue administering the CERA program.

Summary of the vote on the motion: (4 – 0 – 0)

Aye – Denise Amenta, Michael Bruci, Joan Flynn, Tom Kalkofen

Nay – None

Abstain – None

Motion carried.

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

Tom Kalkofen made a motion, supported by Joan Flynn, to receive and file the Agency Credit Card Usage Report.

Tonya Neuman provided information on the report, stating most charges are for travel and highlighted Target charges, which are

- Water bottles purchased for the Zoo Through Head Start event
- Storage containers for Head Start families to keep their items during shut-down

Summary of the vote on the motion: (4 – 0 – 0)

Aye – Denise Amenta, Michael Bruci, Joan Flynn, Tom Kalkofen

Nay – None

Abstain – None

Motion carried.

15. Recommendation to receive and approve: MCA Fiscal Policies

Denise Ament made a motion, supported by Tom Kalkofen, to receive and approve the fiscal policies.

- Introduction
- Administrative Accounting Group Overview
- Business Conduct Ethics Ordinance
- Business Conduct
- Misconduct
- Security
- Technology and Security
- Technology Security Policy – Macomb County
- General ledger and Chart of Accounts
- Political Activities and lobbying
- Cash Receipts
- Revenue Recognition
- Cost Sharing Matching in Kind
- Contributions Accounting
- Billing Invoicing and Reimbursements
- Grants Receivable
- Macomb County Contracting and Purchasing Policy
- Purchasing
- Charging of Costs to Federal awards
- Accounts Payable
- Conference Seminar
- Purchasing of Food
- Mileage Reimbursement
- Credit Cards
- Payroll
- PTO Part Time EE
- Petty Cash
- Audits
- Insurance
- Financial Records – General Schedule
- Human Resources – Approved Record Retention Schedule
- Record Retention

Discussion ensued. Denise Amenta thanked the staff for their thoroughness and time on the policies.

Tonya Neuman stated:

- We do belong to Wipfli, a governmental training and auditing agency, and we rely on Wipfli for content and guidance
- This is not all the policies; some are still being modified

Summary of the vote on the motion: (4 – 0 – 0)

Aye – Denise Amenta, Michael Bruci, Joan Flynn, Tom Kalkofen

Nay – None

Abstain – None

Motion carried.

16. Other business

Discussion ensued about the Elimination Raffle; Linda Azar stated that it has been postponed.

17. Schedule Next Meeting

Full Board: October 12, 2021
Virtual meeting

18. Adjournment

Denise Amenta made a motion, supported by Tom Kalkofen, to adjourn the meeting.

Summary of the vote on the motion: (4 – 0 – 0)

Aye – Denise Amenta, Michael Bruci, Joan Flynn, Tom Kalkofen

Nay – None

Abstain – None

Motion carried.

The meeting adjourned at 1:07 p.m.

Respectfully submitted,

Karen Frasard