

Macomb Community Action Advisory Board
Budget Committee Minutes
January 19, 2021

The Macomb Community Action Advisory Board Budget Committee held a virtual meeting by way of a conference call on Tuesday, January 19, 2021. 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, Sterling Heights, MI
Bob Combs, Macomb Township, MI
Joan Flynn, Warren, MI
Tom Kalkofen, Bruce Township, MI
Elizabeth Vogel, Clinton Township, MI

Members who logged in after roll call:
Judge William Hackel

MEMBERS EXCUSED:

John Bierbusse

STAFF PRESENT:

Linda Azar, Clinton Township, MI
Ernest Cawvey, Clinton Township, MI
Joe Cooke, Clinton Township, MI
Gary Cutler, Clinton Township, MI
Karen Frasard, Clinton Township, MI

OTHERS PRESENT:

Commissioner Barbara Zinner, Harrison Twp., MI

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 five members present virtually.

3. Recommendation to approve the Agenda

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

Summary of the vote on the motion: (5 – 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 November 10, 2020, minutes.

Joan Flynn made a motion, supported by Bob Combs, to approve the November 10, 2020, minutes.

Summary of the vote on the motion: (5 – 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 November and December 2020 list of bills

Tom Kalkofen made a motion, supported by Joan Flynn, to review and approve the November and December 2020 list of bills.

Gary Cutler presented a review of the bills that represent expenditures just under \$4.4 million for that period and focused on COVID related items, such as:

- The Micro Enterprise Grant through the CDBG program that assisted businesses with expenses related to COVID; it wasn't fully spent. Unspent funds are being reallocated for mortgage assistance and will be going to the BOC as a substantial amendment. We have up to six years to spend these funds.
- The Water and Plumbing grant that assisted with repairs for residents
- WCARE that assisted payments made directly to municipalities to assist qualified residents with water arrearages
- The ESG program / CARES funds and our partnership with the Treasurer's office to assist residents facing tax foreclosures
- Two payments of \$5,834 were made for our Community Needs Assessment
- Pages 12-17 reflect payments made for the water assistance program for delinquent water bills
- COUNTY CARES funding
 - Payments made in the amount of \$573,000 to Gleaners is for boxes of pre-sorted food
 - Total payments for contract services in the amount of \$478,000 cover three programs:
 - Transportation for outside services to deliver meals
 - Two catering companies providing meals to senior complexes
 - Purchase of 2,800 Shipt memberships for seniors to have groceries delivered
- PODS were rented due to lack of storage at warehouse
- Additional \$552,000 COUNTY CARES funds were used for rental and utility assistance
- A grant from the Community Foundation was used to purchase \$20,000 kits from Learning Gizmos

Discussion ensued with Bob Combs inquiring about Mondo Construction for Rehab and the vehicle on page 26 we purchased from Sterling Heights Dodge. Gary Cutler clarified that the vehicle was one of the ones we borrowed from Fiat Chrysler and then purchased with COUNTY CARES funds.

Discussion continued with Tom Kalkofen inquiring about CBA Holding and vehicle repairs. Gary Cutler explained that new funds we received were used for areas we have never been able to assist with: vehicle repair and, through a partnership with the Treasurer's Office, assistance with property tax foreclosures. CBA Holding was the vendor used for vehicle repairs.

Summary of the vote on the motion: (5 – 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

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

Gary Cutler provided an overview of the report, stating over a dozen areas are bolded because they are new or there were changes. The bulk of the changes were at the Action Centers for CARES programs. Additional funds in the amount of \$380,000 were received from the BOC to continue with the grass and snow program. The overall budget has increased from \$40,000,000 to \$50,000,000 since our last meeting.

Tom Kalkofen stated that the budget has gone up significantly and commended Gary and the staff on their ability to organize and present the information, as well as manage the funds.

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

Aye –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

Bob Combs made a motion, supported by Tom Kalkofen, to receive and file the Special Assistance Grants report.

Gary Cutler provided an overview of the report, stating CSBG has been active for three months but funds have not been spent due to the COUNTY CARES funds. It appears as if the Action Centers are not assisting customers; however, staff are very busy assisting customer with COUNTY CARES funds.

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

Aye –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

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

Gary Cutler provided an overview of the report, stating food is the most notable change. Continued increase is expected due to folks wanting to help their community and because of changes in tax laws. Donations to Congregate sites continues to be down because the number of people eating in those locations is low.

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

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

Nay – None

Abstain – None

Motion carried.

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

Tom Kalkofen made a motion, supported by Bob Combs, to receive and file the CARES/COVID Funding Report.

Gary Cutler provided an overview of the report, highlighting a few areas and stating these funds have varying end dates in which funds must be spent. A truck for the Food Program was ordered, but delivery won't take place until after the calendar year. Other funds will have to be used to pay for this, such as TEFAP. Mr. Cutler reviewed other funds and the expenditure plans, some with long expenditure dates, some dates being extended, some funds receiving additional allocations. We were given permission by the Bureau to not use the CSBG CARES funds so we could utilize the COUNTY CARES funds, enabling us to use the full \$1.2M in assistance when the COUNTY CARES funds are gone. Under the MCA COVID, there is over \$3m in assistance we provided from the COUNTY CARES funds.

Let the record show that Judge Hackel joined the virtual 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.

11. Recommendation to receive and file the Financial Detail Report on Macomb Food Program

Judge Hackel made a motion, supported by Bob Combs, to receive and file the Financial Detail Report on Macomb Food Program.

Gary Cutler provided an overview of the report, highlighting areas for the members.

Discussion ensued regarding the truck that was ordered under the COUNTY CARES funding but not yet received and other funds that will be used to cover the \$85,500 cost of the vehicle.

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 Administration

Judge Hackel made a motion, supported by Elizabeth Vogel, to receive and file the Financial Detail Report on Administration.

Gary Cutler provided an overview of the report, highlighting various areas for the members. We have a few contributions to other programs to close out the year. Administration spent \$1.6M more than we brought in but the County allocation to our Admin is \$2.6M. We have received \$600K and are still waiting for approximately \$2M from the County contributions. We do not expect to fully spend the County allocation.

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

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

Gary Cutler provided information on the report, updating the members on the bulk of payments being used for hotel stays for homeless clients under the Veterans Homeless grant to reduce the spread of COVID.

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. Recommendation to receive and file the 2019 Macomb County Single Audit Report

Judge Hackel made a motion, supported by Bob Combs, to receive and file 2019 Macomb County Single Audit Report.

Gary Cutler presented information on the report, stating that there were no grant audit findings across the entire County. This is a clean report and covers large grants such as, Head Start, and HUD. Our staff do an excellent job following guidelines.

Discussion ensued. Members agreed that they are pleased with the report and commended the staff on their work.

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.

15. Other Business

Ernest Cawvey thanked Commissioner Zinner for joining us and stated that he will reach out and schedule a phone call to share more about Macomb Community Action. Commissioner Zinner stated she was pleased to be on the call and to hear all that we are doing to help those who need it the most.

16. Schedule Next Meeting

Full Board: February 9, 2021

Virtual meeting

17. Adjournment

Elizabeth Vogel made a motion, supported by Bob Combs, to adjourn 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. The meeting adjourned at 12:36 p.m.

Respectfully submitted,

Karen Frasard