

Macomb Community Action Advisory Board
Budget Committee Minutes
March 16, 2021

The Macomb Community Action Advisory Board Budget Committee held a virtual meeting by way of a conference call on Tuesday, March 16, 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:

Denise Amenta, Sterling Heights, MI
Michael Bruci, Sterling Heights, MI
Joan Flynn, Warren, MI
Tom Kalkofen, Bruce Township, MI
Elizabeth Vogel, representing Clinton Township, MI, but calling from Wayne County

MEMBERS EXCUSED:

John Bierbusse
Bob Combs
Judge Hackel

STAFF PRESENT:

Ernest Cawvey, Clinton Township, MI
Joe Cooke, Clinton Township, MI
Sheila Cote', Clinton Township, MI
Gary Cutler, Clinton Township, MI
Anna Duffer, Clinton Township, MI
Karen Frasard, Clinton Township, MI

OTHERS PRESENT:

Dr. Stephen Swetech, Clinton Township, MI

1. Call to order

The meeting was called to order by Michael Bruci at 11:45 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

Joan Flynn made a motion, supported by Tom Kalkofen, to approve the agenda.

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

Aye – Denise Amenta, Michael Bruci, 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 welcomed Dr. Stephen Swetech to the meeting, asking if he would like to address the committee. Dr. Swetech declined. There being no one else present on the call requesting this privilege, Mr. Bruci proceeded with the meeting.

5. Recommendation to approve the January 19, 2021 minutes.

Joan Flynn made a motion, supported by Elizabeth Vogel, to approve the January 19, 2021, minutes.

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

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

Nay – None

Abstain – None

Motion carried.

6. Recommendation to review and approve January and February 2021 list of bills

Tom Kalkofen made a motion, supported by Joan Flynn, to review and approve the January and February 2021 list of bills.

Gary Cutler presented a review of the bills, stating this represents just over \$1.7M in bills

- There were no significant items that stood out
- Payments with R in front of them on multiple pages are checks that were reissued against last fiscal year
- Large payments on page 63 represent small business grants through Community Development and the CDBG program for COVID funding

Discussion ensued. Joan Flynn inquired about the possibility of getting additional new funds from Washington. Gary Cutler responded, stating:

- Yes, we will be getting more funds but have not received award letters yet
 - Office of Senior Services for nutrition program
 - Food Program
 - Head Start for expansion and COLA
 - Rental assistance
 - County and MSDHA received funds

Discussion ensued in response to how bills are listed.

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

Aye – Denise Amenta, Michael Bruci, 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.

Gary Cutler provided an overview of the report, stating the items in bold are due to changes in funding since the last meeting, most of which are COVID related. Total budget exceeds \$50M; we expect an increase will be reflected next month due to the emergency rental assistance.

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

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

Nay – None

Abstain – None

Motion carried.

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

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

Gary Cutler provided an overview of the report, stating CSBG has had very little spent because the County received CARES funds we were approved to use first before using the traditional funds.

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

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

Nay – None

Abstain – None

Motion carried.

9. 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.

Gary Cutler provided an overview of the report, stating:

- Food donations have increased due to COVID and food insecurities
- The Senior Nutrition / congregate is not yet back to traditional set up with seniors gathered, so donations are low
- Adult Day Health Services has had trouble collecting funds from Veterans Administration but this should soon be corrected
- AAA1B is no longer funding the grass and snow program so the model for funding is changing

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

Aye – Denise Amenta, Michael Bruci, Joan Flynn, 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 Denise Amenta, to receive and file the CARES/COVID Funding Report.

Gary Cutler provided an overview of the report, stating:

- We are administering 22 additional funds due to COVID
- Fiat Chrysler of America and Consumers Energy donated money for the Food Program
 - Because we had not yet taken delivery of an \$85,000 truck that was ordered under the County CARES funding, these funds were held in reserve to cover this cost
 - We are expecting that County CARES funding will be allowed for this which will free up the funds held in reserve
- Approximately 50% of the WCARES program has been spent to assist families who are delinquent on their water bills
- Most of these ended December 30, 2020
- With the additional stimulus packages, this list may continue to expand

Discussion ensued.

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

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

Nay – None
Abstain – None

Motion carried.

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

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

Gary Cutler provided an overview of the report, highlighting activities and expenditures in the following:

- Census Outreach under H&CS, Community Action Centers, Individual Development Account, FEMA grants and programs

Tom Kalkofen inquired about H&CS activities we are administering and if the Census Outreach was an administrative activity or a service providing activity. Discussion ensued.

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

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

Nay – None

Abstain – None

Motion carried.

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

Elizabeth Vogel made a motion, supported by Joan Flynn, to receive and file the Financial Detail Report on Community Development.

Anna Duffer provided an overview of the report, highlighting various areas for the members, stating:

- Items on pages 2,3,5,10,12, and 14 have higher revenue amounts than expenses due to adjusting journal entries that Macomb County Finance Department does at this time each year
 - Moves back expenses to prior fiscal year, reducing expenses for the current year
- Page 7 reflects a small revenue amount and a large expense amount due to the projects funded from a fund balance from prior year
 - Those funds were not drawn down from HUD

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

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

Nay – None

Abstain – None

Motion carried.

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

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

Gary Cutler provided information on the report, stating there are two main expenses:

- Conferences for staff to attend
 - PayPal was used to pay for conference
 - Even though conferences are virtual, staff are still required to fill out paper work to attend
- Payments made to pay for SSVF clients stay in hotel stays

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

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

Nay – None

Abstain – None

Motion carried.

14. Other Business

Denise Amenta inquired about the following items:

- The lease for the Family Resource Center with Mount Clemens Schools
 - Ernest Cawvey provided an update regarding current challenges the district is having and that we have an extension with the district through August 31st and negotiations may begin sooner
- Will the new American Rescue Plan include administration costs to allow for additional hiring
 - Ernest Cawvey responded that funding for services includes hiring to administer those services to the community

15. Schedule Next Meeting

Full Board: April 13, 2021

16. Adjournment

Joan Flynn made a motion, supported by Tom Kalkofen, to adjourn the meeting.

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

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

Nay – None

Abstain – None

Motion carried.

The meeting adjourned at 12:48 p.m.

Respectfully submitted,

Karen Frasard