

Macomb Community Action Advisory Board
Budget Committee Minutes
July 20, 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, July 20, 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:

Denise Amenta, Sterling Heights, MI
Michael Bruci, Sterling Heights, MI
Joan Flynn, Warren, MI
Brandon Jonas, Clinton Township, MI

MEMBERS EXCUSED:

Bob Combs
Judge Hackel
Tom Kalkofen
Matt Micinski

STAFF PRESENT:

Linda Azar, Clinton Township, MI
Joe Cooke, Clinton Township, MI
Gary Cutler, 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 four members present virtually.

3. Recommendation to approve the Agenda

Denise Amenta made a motion, supported by Joan Flynn, to approve the agenda.

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

Aye – Denise Amenta, Michael Bruci, Joan Flynn, Brandon Jonas

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 May 11, 2021 minutes.

Joan Flynn made a motion, supported by Denise Amenta, to approve the May 11 2021, minutes.

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

Aye – Denise Amenta, Michael Bruci, Joan Flynn, Brandon Jonas

Nay – None

Abstain – None

Motion carried.

6. Recommendation to review and approve May and June 2021 list of bills

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

Gary Cutler presented a review of the bills, stating this represents just over \$4,000,000 invoices paid

- Pages numbered through the 30s are from the CERA grant (Covid Emergency Rental Assistance program)
 - The County received two grants both of \$26M
 - 65% of the first \$26M has to be committed by the end of September
 - Pages covers payments made for rent, rent arrearages, and utilities
 - Payments of \$300 to vendors are future utilities
 - CERA will be the main expenditure going forward
 - Payments in the last several pages to Gleaners are for food from the FEMA funds

Discussion ensued with members inquiring and requesting clarification about various expenditures, such as:

- Payments to United Way for \$64,000
- Payments made to Comcast, WOW, AT&T
- Payments made to Warren Consolidated Schools for \$25,000
- Payments made to Aluma Ramps
- CHDO Revolving Loan HOME HUD for Community Housing Network for \$25,000
- Payments made to Kaplan for \$10,000

Denise Amenta thanked the fiscal team for all their hard work.

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

Aye – Denise Amenta, Michael Bruci, Joan Flynn, Brandon Jonas

Nay – None

Abstain – None

Motion carried.

7. Recommendation to receive and approve Contractual Services report

Brandon Jonas made a motion, supported by Joan Flynn, to receive and file the Contractual Services report.

Gary Cutler provided an overview of the report, stating:

- This is the first time bringing this report to the members
 - The County has a contracting policy that requires any agreement greater than \$35,000 to go to the Board of Commissioners
 - There is an exception for Macomb Community Action because we have an advisory board
 - This report details a list of vendors we paid \$35,000 or more

Discussion ensued regarding payments to the City of Warren.

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

Aye – Denise Amenta, Michael Bruci, Joan Flynn, Brandon Jonas

Nay – None

Abstain – None

Motion carried.

8. Recommendation to receive and file the Budget Summary report

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

Gary Cutler provided an overview of the report, stating items in bold represent changes since the last presented report. Many of our programs have had additional funding. The previous balance was at \$50M; the new balance is at \$90M. We have grown in the last year by 80% with very little growth in leadership or staff.

Discussion ensued regarding the bulk of the funds being America Rescue Plan and previous CARES funding.

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

Aye – Denise Amenta, Michael Bruci, Joan Flynn, Brandon Jonas

Nay – None

Abstain – None

Motion carried.

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

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

Gary Cutler provided an overview of the report, stating:

- The CERA grant reflects a small amount spent compared to the amount of funds we have for special assistance
 - Only 236 households through June have been serviced
 - After hiring and training new staff, the volume has since picked up with enough cases in the queue to reach 65% of our target by the end of September

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

Aye – Denise Amenta, Michael Bruci, Joan Flynn, Brandon Jonas

Nay – None

Abstain – None

Motion carried.

10. Recommendation to receive and file the Cash Donations report

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

Gary Cutler provided an overview of the report, stating:

- The Food Program has received \$100,000 on a \$50,000 budget
 - Increasing the budget is not necessary at this time due to the increased donations
- The Senior Nutrition / Congregate dining sites have been shut down due to COVID so a budget adjustment has been submitted to Area Agency on Aging 1B requesting a reduction
 - We intend to increase the budget next year
 - Congregate dining may be shut down
- Home delivered meals (MOW) is in line with the budget

- A budget adjustment has also been submitted for the Handy Helpers program because it is a newer program and the program is behind
- All other programs are in line with the budget

Discussion ensued regarding how the Macomb Food Program received the increased donations.

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

Aye – Denise Amenta, Michael Bruci, Joan Flynn, Brandon Jonas

Nay – None

Abstain – None

Motion carried.

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

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

Gary Cutler provided an update on the CARES/COVID report, stating

- The stand out item is CSBG funds
 - We requested to use CARES funds in lieu of CSBG funds

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

Aye – Denise Amenta, Michael Bruci, Joan Flynn, Brandon Jonas

Nay – None

Abstain – None

Motion carried.

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

Denise Amenta made a motion, supported by Joan Flynn, to receive and file the Financial Detail Report on Community Services.

Gary Cutler provided an overview of the report, stating

- Many of the programs are due to COVID
 - Page 13 is traditional funding for the Action Centers, CSBG
 - Pages 21 and 22 are for the WRAP (Water residential assistance program)
 - We do not expect to spend what is budgeted
 - Pages 23 and 24 is for the CERA through MSHDA for over \$9,000,000
 - We have worked with MSHDA and the HARA (Housing Assessment and Resource Agency – the Macomb Homeless Coalition in Macomb County)
 - The Macomb Homeless Coalition is the sub-grantee
 - We provided an advance of \$6,000,000 for operations of CERA
 - Because they are a sub-recipient of ours and we are responsible for what they do, we are reporting and monitoring their items to ensure they are following policies and procedures
 - Deficiencies were found so a letter was sent for corrections
 - We are working to ensure they are compliant with the grant

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

Aye – Denise Amenta, Michael Bruci, Joan Flynn, Brandon Jonas

Nay – None

Abstain – None

Motion carried.

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

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

Gary Cutler provided information on the report, stating there are no significant items to point out.

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

Aye – Denise Amenta, Michael Bruci, Joan Flynn, Brandon Jonas

Nay – None

Abstain – None

Motion carried.

14. Review and discuss: MCA Fiscal Policies

Denise Amenta made a motion, supported by Joan Flynn, to review and discuss the fiscal policies.

Gary Cutler provided an overview of the fiscal policies, stating:

- In a recent review done by the Bureau, they found that our policies had not been reviewed by the board in several years
- They issued an administrative recommendation that the policies be reviewed every three years
- These are for your review now but will be brought again to the next meeting for approval so we can meet the administrative recommendation from the Bureau
- Gary stated that Tonya Neuman performed an in-depth review of the policies

Tonya Neuman stated that items highlighted in yellow are changes or additions. Items crossed off are previous versions with the suggested version added.

- 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

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

Aye – Denise Amenta, Michael Bruci, Joan Flynn, Brandon Jonas

Nay – None

Abstain – None

Motion carried.

15. Other business – none

16. Schedule Next Meeting

Full Board: August 10, 2021

Virtual meeting

17. Adjournment

Joan Flynn made a motion, supported by Denise Amenta, to adjourn the meeting.

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

Aye – Denise Amenta, Michael Bruci, Joan Flynn, Brandon Jonas

Nay – None

Abstain – None

Motion carried.

The meeting adjourned at 1:13 p.m.

Respectfully submitted,

Karen Frasard