

Macomb Community Action Advisory Board  
Budget Committee Minutes  
May 11, 2021

The Macomb Community Action Advisory Board Budget Committee held a virtual meeting by way of a conference call on Tuesday, May 11, 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

MEMBERS EXCUSED:

Bob Combs  
Judge Hackel  
Elizabeth Vogel

STAFF PRESENT:

Joe Cooke, Clinton Township, MI  
Gary Cutler, Clinton Township, MI  
Karen Frasard, Clinton Township, MI

OTHERS PRESENT:

1. Call to order

The meeting was called to order by Michael Bruci at 11:37 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 four 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: (4 – 0 – 0)

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

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 March 16, 2021 minutes.

Joan Flynn made a motion, supported by Tom Kalkofen, to approve the March 16, 2021, minutes.

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.

6. Recommendation to review and approve March and April 2021 list of bills

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

Gary Cutler presented a review of the bills, stating this represents just over \$3,250,000 in payments

- Payments of \$52,000 to McRest are for the Winter Crisis program
- Page 88 represents another \$271,900 to McRest thru HUD for the Emergency Solutions Grant
- Pages 7-21 represent \$850,000 CSBG CARES dollars administered through the Action Centers
- Pages 25-32 represent \$40,000 in WRAP assistance
- Payment to Gleaners on page 89 for \$97,000 is food for Macomb County residents
- Bulk of our expenditures during this time is for direct assistance to Macomb County residents

Discussion ensued.

- Joan Flynn inquired about the current location of McRest and who receives the money. Gary Cutler explained that McRest is in Roseville and the funds come from two different sources: United Way for the Winter Crisis, and HUD for the Emergency Solutions Grant.
- Tom Kalkofen inquired about various bills, such as Comerica; if payments to rotating shelter are a contract, special needs, and payments on page 13 to Clinton Grove Cemetery. Gary Cutler explained that the CARES funds allowed assistance toward funeral expenses. \
- Mr. Kalkofen inquired about payments to Learning Gizmos, Zimmerman, MNJ Technology, and if CS Other was for rent. Gary Cutler responded that payments to Learning Gizmos were for book packages to go to Head Start families during Covid; two payments to Zimmerman was a down payment for the remodel of the buses for the mobile classroom; payments to MNJ Technologies were for laptops; payments under additional resource projects is how CERA bills were paid until the accounts are set up and approved.
- Mr. Kalkofen noted that we initially started reviewing 30 pages of bills; there are now over 80 pages. He also stated it is difficult to review this amount and spoke of his concern of not having enough staff to review bills to ensure quality assurance is in place as the number of bills and funds increase. Gary Cutler responded that the fiscal team has grown over the years and he is very confident in the staff; there is discussion of adding more staff.
- Denise Amenta asked if two vehicles were purchased from Signature Ford. Gary Cutler responded that the invoices represent the purchase of a delivery truck for the Food Warehouse; one part of the bill is for the chassis, the other part of the bill is for the refrigerated unit for the truck. County COVID funds were used to purchase the truck.

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 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:

- This report is now two pages
- The bottom line reflects state funds of over \$2M and federal funds over \$33.9M
  - Additional funds not shown were taken to the BOC last week to receive the COVID Emergency Rental Assistance (CERA) funds of \$45M
  - The CERA funds alone are greater than the federal funds in this current budget
- Staffing in the Action Centers is increasing to support this program

Discussion ensued. Tom Kalkofen spoke of his concerns of having enough staff to ensure all federal guidelines are being met. Gary Cutler responded and agreed with Mr. Kalkofen's concerns. He assured the members that we are working closely with the Macomb County Finance department to ensure we are in compliance and are considering bringing in Plante Moran for oversight.

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 Special Assistance Grants report

Tom Kalkofen 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 CERA is reflected in the \$23M as direct assistance. We are also partnering with the Information Center and the United Way as sub-recipients to assist with taking calls, processing applications, and reviewing documents.

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 Cash Donations report

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

Gary Cutler provided an overview of the report, stating:

- The public has been very supportive of their neighbors in crisis with donations to the Food Program
- Congregate / Nutrition sites – food is being provided, but participants are not sitting; contributions are below budget as a result
  - The grantor understands and we can do a budget adjustment, but we are expecting additional funds in Meals on Wheels
- Adult Day funds are lower because we were unable to operate at capacity due to COVID

Discussion ensued.

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 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:

- This report represents the additional COVID funds
- These funds will also be separated out in the Annual Report

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

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

Gary Cutler provided an update on the Financial Detail report, stating:

- There are four “departments” in Transportation
  - Admin
    - A supervisor, clerical, and part time vehicle maintenance
      - Provides support for the transportation services
    - Revenue is below expenditures but March and April revenue has not been processed
  - Buses – transporting children
    - We stopped busing this year
    - The County did a workshare unemployment program but were never billed for the laid off bus drivers and teacher aides
      - An accrual was done for 2019-2020 and reversed in 2021
      - We may never receive a bill, as a result, there is a negative expenditure
      - Program is funded through Head Start so funds may go back
  - Meals on Wheels – direct services staff on the road transporting meals
  - Vans – transportation of people
    - Veterans, Michigan Works customers, Adult Day participants, and Essential Medical
    - Programs are all designed to break even with SMART providing support with MDOT funds and our charges to the programs

Discussion ensued. Joan Flynn inquired about why our new vehicles are not under the Transportation program. Gary Cutler responded that the new purchases were not buses for the purpose of transporting children; they are chassis to be used as mobile classrooms to go out into the community. Mr. Cutler spoke about the vehicle for the Food Program and the vehicles provided by SMART Bus funds.

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 Head Start

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

Gary Cutler provided an overview of the report, stating Head Start is brought before the members two times a year due to the size of the program.

- There are several rounds of COVID funding
- The Head Start program is completely funded with federal funds; there are no county funds
  - Head Start grants require a non-federal match (in-kind)

- We have to record and track items given to us by the community
- The difference in the value of school district properties minus the amount Head Start gives them is recorded as in-kind
  - Due to COVID, there will not be as much funds coming in for the non-federal share
- There are four main grants
  - Regular Head Start 4 – 5
  - Early Head Start 0 – 3
  - Early Head Start – Child Care Partnership
  - Great Start Readiness

Discussion ensued. Joan Flynn asked how member's time is tracked as in-kind. Gary Cutler and Denise Amenta explained that members track the amount of time spent on MCAAB and report it to Karen Frasard. The report is submitted to Head Start for in-kind purposes. Mr. Cutler stated that we are required to have 20% of the funding come from the community.

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 Agency Credit Card Usage Report

Tom Kalkofen 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 payments are spread across many programs.

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. Other Business

Denise Amenta thanked

- Tom Kalkofen for always going the extra mile, scrutinizing the list of bills, and bringing his expertise to the committee
- Gary Cutler and his team for the work they do, his patience with our questions, and his clear answers
  - If there is anything the board can do to support you and your staff, please let us know

#### 15. Schedule Next Meeting

Full Board: June 8, 2021

Virtual meeting

#### 16. Adjournment

Joan Flynn 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 12:48 p.m.

Respectfully submitted,

Karen Frasard