

Macomb Community Action Advisory Board
Budget Committee Meeting
May 17, 2017

The Macomb Community Action Advisory Board Budget committee met on Wednesday, May 17, 2017, in the Training and Conference Center on Dunham Road, 21885 Dunham Road, Clinton Township, MI.

MEMBERS PRESENT:

Denise Amenta
Michael Bruci
Robert Cannon
Tom Kalkofen, Chair
Debi Schroeder

MEMBERS EXCUSED:

John Bierbusse
Judge William Hackel
Pastor John Mack

STAFF PRESENT:

Gary Cutler
Karen Frasard
Michelle Penilton

OTHERS PRESENT:

1. Call to Order

The meeting was called to order at 11:57 a.m. by Tom Kalkofen.

2. Determination of a Quorum

It was determined that a quorum was established with four members present.

3. Recommendation to approve the Agenda

Michael Bruci made a motion, supported by John Bierbusse, to approve the agenda as submitted. Motion carried.

4. Recommendation to approve the April 19, 2017, minutes

John Bierbusse stated that the minutes incorrectly state him as calling the meeting to order.

Debi Schroeder made a motion, supported by Michael Bruci, to approve the April 19, 2017, minutes with the correction as Tom Kalkofen calling the meeting to order. Motion carried.

5. Public Comment

Tom Kalkofen stated that this Committee operates under the Open Meetings Act and asked if anyone was present who wished to address the Committee. There being no one present requesting this privilege, Mr. Kalkofen proceeded with the meeting.

6. Recommendation to review and approve the April list of bills

Michael Bruci made a motion, supported by Debi Schroeder, to review and approve the list of bills.

Gary Cutler presented an overview of the list of bills, stating:

- The bills were reviewed with Division Director, Kristie King
- The first few items are listed as "RA," which indicates they were reissued

- Payments on page 4 to ABC Warehouse represent the purchase of a TV and dryer in Adult Day Services
- Page 15 lists payment to Technosports; this is for modifications to the Mobile Food pantry
- Page 17 lists payment to CDW Government; this is for toner for the Head Start classrooms
- Page 20 lists payment to Hoekstra; this is the remaining balance to purchase a bus after the sale of an older bus
- Page 40 lists numerous payments regarding Community Development
 - Chesterfield Township was for the purchase of fire hydrants
 - Payment to Macomb Township was for the Marvin Blank Senior Center
 - Payment to Harrison Township is for the Tucker Senior Center

Discussion ensued.

Motion carried.

7. Recommendation to receive and file the Budget Summary report

Michael Bruci made a motion, supported by John Bierbusse, to receive and file the Budget Summary report.

Gary Cutler reviewed the Budget Summary report, stating

- Changes since last report are bolded
- A few items went to the Board of Commissioners as a resolution
 - Two United Way grants
 - Carry forward of CCP funds
 - Consumers Energy 2:1 match grant
 - Reimbursement request for Lump sum payment to staff

Discussion ensued.

Motion carried.

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

John Bierbusse made a motion, supported by Michael Bruci, to receive and file the Special Assistance Grants report.

Gary Cutler reviewed the Special Assistance Grants report, stating:

- Deliverable Fuels reflects a new amount due to unspent funds being returned
- Consumers Energy increase due to the new match amount
- CSBG appears low, but MEAP funds are utilized first before using CSBG
- All other programs are as expected

Motion carried.

9. Recommendation to receive and file the Cash Donations report

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

Gary Cutler reviewed the Cash Donations report, stating:

- We are approximately 58% through the year
- Food Program is at 54% of projected donations
- Home Injury Control is at 61% of projected donations
- AAA1B is at 86%; Chore Cities will remain low until AAA1B cast shares have been met
- Evidence Based is at 8% of projected donations

Motion carried.

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

Debi Schroeder made a motion, supported by John Bierbusse, to receive and file the Financial Detail Report on Community Services.

Gary Cutler reviewed the Financial Detail Report, stating:

- Community Services Block Grant is the major funder for these programs
- Page 1 is MEAP, assistance for utilities;
 - Salary and fringes have been exceeded
- CSBG: due to a vacant position, a request was submitted for a line item transfer
- Page 3 in first set shows \$30,900, which is for the lump sum payment
- Under contract services on page 5, security was increased to \$16,000
 - This helps to cover security guard services for taxes done on Saturdays at our Action Centers by Accounting Aid Society
- Page 7 reflects a deduction in Deliverable Fuels due to funds being returned
- Page 9 reflects discretionary funds used to enhance the auditorium and Training Room
 - We partner with Accounting Aide Society and County Veteran's to provide taxes
 - Taxes are done in the Training Room
- Page 11 is WRAP, Water Residential Assistance Program
 - Salary and fringes have been exceeded
- Page 13 reflects funds for Walk for Warmth
- Page 14 reflects funds allocated to update the Action Centers
 - Funds have not been used this year
- Page 3 in second set is for the IDA program
 - Funds are provided by Oakland Livingston Human Services Agency

Discussion ensued.

Motion carried.

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

Michael Bruci made a motion, supported by John Bierbusse, to receive and file the Agency Credit Card Usage Report.

Gary Cutler reviewed the report, stating

- Credit card invoice is for \$11,000
- Bulk of expenditures is for hotel reservations and some airfare
 - Head Start entries reflect CCP & EHS conferences and training

Motion carried.

12. Other business

Joe Cooke stated:

- The senior leadership team went to a recent Board of Commissioners (BOC) meeting and provided an overview of agency services
 - Presentation was well received
 - The BOC gave kudos to Gary Cutler on his financial management of the agency
- Rhonda Powell was confirmed at the meeting
 - The final confirmation will take place at the Full Board meeting of the BOC on May 18, 2017

13. Schedule Next Meeting: Tuesday, June 13, 2017
Full Board
Greater New Hope Baptist Church, New Haven

14. Adjournment

John Bierbusse made a motion to adjourn at 12:31 p.m. Motion carried.

Respectfully submitted,

Karen Frasard
Recording Secretary