

Macomb Community Action Advisory Board
Budget Committee Minutes
May 12, 2020

The Macomb Community Action Advisory Board Budget Committee held a virtual meeting by way of a conference call on Tuesday, March 17, 2020. 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 virtually are indicated below.

MEMBERS PRESENT:

Denise Amenta, Chair
John Bierbusse
Michael Bruci
Joan Flynn
Tom Kalkofen
Elizabeth Vogel
Bob Combs

MEMBERS EXCUSED:

Judge William Hackel

STAFF PRESENT:

Ernest Cawvey
Joe Cooke
Gary Cutler
Karen Frasard

OTHERS PRESENT:

1. Call to order

The meeting was called to order by Michael Bruci, Committee Chair, at 11:31 a.m.

2. Determination of a Quorum

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

3. Recommendation to approve the Agenda

The agenda was amended to include as 12a Recommendation to receive and approve Meals on Wheels Funds; and 12b, Recommendation to receive and approve Michigan Community Action Greatest Needs Funds. John Bierbusse made a motion, supported by Bob Combs, to approve the agenda with the changes.

Summary of the vote on the motion: (7 – 0 – 0)

Aye – Denise Amenta, John Bierbusse, Michael Bruci, Joan Flynn, Tom Kalkofen, Elizabeth Vogel, Bob Combs.

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 requesting this privilege, Mr. Bruci proceeded with the meeting.

5. Recommendation to approve the March 17, 2020 minutes.

Elizabeth Vogel made a motion, supported by Bob Combs, to approve the March 17, 2020, minutes.

Summary of the vote on the motion: (7 – 0 – 0)

Aye – Denise Amenta, John Bierbusse, Michael Bruci, Joan Flynn, Tom Kalkofen, Elizabeth Vogel, Bob Combs.

Nay – None

Abstain – None

Motion carried.

6. Recommendation to review and approve the March and April 2020 List of Bills

Denise Amenta made a motion, supported by John Bierbusse, to review and approve the March and April 2020 List of Bills.

Gary Cutler presented information on the list of bills, highlighting a few areas:

- This represents \$370,467 in bills
 - Payments are lower than normal due to COVID-19
 - Operations have continued but many are offsite
- Pages 25 & 26 reflect \$68,500 in Head Start
 - This represents per diem payments to the schools for classroom space; some schools have multiple classrooms
 - Many payments to Comerica for credit card payments
- Page 20 – 21 are new programs / funding due to COVID-19
 - United Way grant for special needs, food, and supportive services
 - 344 section represents payments to support the Census
 - Ernest Cawvey is managing the 2020 Census and \$120,000 in funds for outreach

Discussion ensued.

Bob Combs inquired about page 15, SSVF.

- Gary Cutler responded that this is a prior program through Community Action Partnership in D.C. for Veterans that was discontinued
 - We recently became a sub recipient for the grant through Oakland Livingston Human Services
 - We have a lead case manager and a contracted case manager, both working with Veterans
 - The staff work with Target to get housing supplies

Joan Flynn inquired about why Warren is not getting any payments on pages 11-13.

- Ernest Cawvey responded, saying that Warren did help to pilot the WRAP program but discontinued due to problems dividing out the grant between Great Lakes Water and the sewer
- We are currently working with Great Lakes Water Authority to allow \$25 month payment to Warren residents which would help not require the Warren Public Works department to separate the payment

Tom Kalkofen inquired about payments on

- Pages 2 & 4 under Special Projects, asking if they are paid out of petty cash and then charged to those programs.
 - Gary Cutler responded that the payment to Karen Frasard was for supplies for the Aging of Macomb Taskforce
 - The other amount was a payment to reimburse Gary for hand sanitizer that he procured from his brother, with the knowledge of Ernest Cawvey and Larry Lee from the Purchasing Department to supply the Family Resource Center with hand sanitizer
- Mr. Kalkofen continued to inquire about the following pages: 11, 16, 18, 41, and 51, for WRAP, utility payment period and grounds care at the FRC, license and permits, and the conference in Santa Fe
 - Gary Cutler responded to the inquiries

Summary of the vote on the motion: (7 – 0 – 0)

Aye – Denise Amenta, John Bierbusse, Michael Bruci, Joan Flynn, Tom Kalkofen, Elizabeth Vogel, Bob Combs.

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 presented information on the report, stating:

- Two main changes listed this month because the County is behind in processing changes due to COVID
 - LIHEAP from the Michigan Energy Assistance Program
 - Transportation
- Additional funds in over \$3M have come in for COVID
 - The Budget Summary for next meeting will reflect many changes from the additional COVID funds

Summary of the vote on the motion: (7 – 0 – 0)

Aye – Denise Amenta, John Bierbusse, Michael Bruci, Joan Flynn, Tom Kalkofen, Elizabeth Vogel, Bob Combs.

Nay – None

Abstain – None

Motion carried.

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

John Bierbusse made a motion, supported by Bob Combs, to receive and file the Special Assistance Grants Report.

Gary Cutler presented information on the report, stating:

- Two items that are bolded represent United Way grants

Summary of the vote on the motion: (7 – 0 – 0)

Aye – Denise Amenta, John Bierbusse, Michael Bruci, Joan Flynn, Tom Kalkofen, Elizabeth Vogel, Bob Combs.

Nay – None

Abstain – None

Motion carried.

9. Recommendation to receive and file the Cash Donations Report

Joan Flynn made a motion, supported by John Bierbusse, to receive and file the Cash Donations Report.

Gary Cutler presented information on the report, stating:

- The major change is Senior Nutrition Congregate
 - The pandemic has changed the way we run this program
 - The model has changed at the congregate sites and the food is being distributed off the back of a truck
 - AAA1B has allowed us to reallocate our meals from congregate to home delivered
 - This reduced the congregate revenue by \$70,000
 - We do not expect to be able to collect these funds from the participants
 - HDM budget has been increased due to this change

Summary of the vote on the motion: (7 – 0 – 0)

Aye – Denise Amenta, John Bierbusse, Michael Bruci, Joan Flynn, Tom Kalkofen, Elizabeth Vogel, Bob Combs.

Nay – None

Abstain – None

Motion carried.

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

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

Gary Cutler presented information on the report, stating:

- There are four departments in Transportation
 - Administrative
 - The Supervisor, Vehicle Maintenance Operator, Office Assistant
 - Buses for Head Start
 - Program currently not running due to COVID
 - Meals on Wheels program
 - Vans for Michigan Works clients, Veterans, Adult Day Care, and Essential Medical

- Program currently not running; lost about \$4,000 YTD
- Revenues and expenses are allocated to the programs they support
- Vehicle maintenance has been underspent approximately \$20,000 due to not as many vehicles being utilized
- Programs at the end of the fiscal year should balance and break even

Discussion ensued.

Summary of the vote on the motion: (7 – 0 – 0)

Aye – Denise Amenta, John Bierbusse, Michael Bruci, Joan Flynn, Tom Kalkofen, Elizabeth Vogel, Bob Combs.

Nay – None

Abstain – None

Motion carried.

11. Recommendation to receive and file the Financial Detail Report on Head Start

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

Gary Cutler presented information on the report, stating:

- This is the largest program
 - Over \$14,000,000
 - Roughly \$11,000,000 in federal funds
 - We have a partnership with the State of Michigan for the Great Start Readiness program for another \$600,000
 - It is federally funded but requires an in-kind match
 - We request a waiver since we are unable to make the match
- Health & Safety is an additional grant we received
- Trauma Smart is a current grant
- Budget for next year is being developed for next year
 - Head Start will receive a cost of living and quality increase
- Expenditures are currently more than revenues
 - Draw-downs are done twice a month where we request reimbursement from the federal government
- Head Start is on a different fiscal year: September 1 through August 31
- Teachers are normally laid off for the summer, but there is discussion of having teachers come back
 - We purchased 1,000 tablets to go to families so teachers can provide on-line training
- There will be less expenditures in transportation
- Three main programs in Head Start
 - Head Start: 3 and 4 year olds
 - Early Head Start
 - Early Head Start – Child Care Partnership
- We receive CACFP (Child and Adult Care Food Program) to assist with feeding the children

Discussion ensued.

Denise Amenta inquired about the food for the children in Head Start.

- Gary Cutler responded that through the CACFP program, we purchase Meijer cards for the teachers to purchase snacks
- We also have contracts with the schools to provide meals
- Additional meals currently being provided by the districts due to COVID are not part of the CACFP

Joan Flynn inquired about Trauma Smart.

- Gary Cutler responded that it is curriculum that trains teachers and staff to be informed of how to deal with trauma in the students, families, and in the classroom
- Ernest Cawvey added that focus on trauma in education and health care is getting a lot of attention
 - Every grade levels are developing different approaches to children who are experiencing trauma
 - Head Start is a great opportunity because we not only engage with children but also with the families
 - Curriculum is also available for parents to talk with their children and with the teachers
 - This is a barrier we feel we should address to help the child get the most support and skills to help them achieve success and be prepared to enter K-12

Denise Amenta inquired about the programmatic side of how we are meeting the food needs of Head Start families.

- Ernest Cawvey responded the CACFP is for the child and adult
- We are working with all of the school districts where there are public school feeding sites
- On the County website and on our web page, there is a GIS map that shows all of the food pantries that the Macomb Food Program supports and all of the public school sites, including hours of operation
 - We are also providing additional support to the public schools with shelf stable meal packs and a backpack full of food
- Our Head Start staff, advocates, and teachers are working with the families, ensuring they have what they need and referring our families to these sites
- Residents without children can also access food at these sites
- The large 2020 Census banners are at these sites, and the 2020 Census postcards with our Agency number/crisis hotline on the reverse side are given to those coming for food

Discussion ensued. At the request of Ms. Amenta, Ernest Cawvey updated the members about the Census event at Jimmy Johns Field, stating:

- Over 500 meals were given out, with each attendee receiving a postcard, a Census bag and chip clip, and other materials
- The Census has been extended to October 31
- Events are planned for southern Warren and Clinton Township
- We are watching the Census map to ensure we are targeting areas with a low Census response rate

Summary of the vote on the motion: (7 – 0 – 0)

Aye – Denise Amenta, John Bierbusse, Michael Bruci, Joan Flynn, Tom Kalkofen, Elizabeth Vogel, Bob Combs.

Nay – None

Abstain – None

Motion carried.

12. Recommendation to receive and file the Agency Credit Card Report

Denise Amenta made a motion, supported by Bob Combs, to receive and file the Agency Credit Card Report.

Gary Cutler presented information on the report, stating:

- This report represents two months of bills
- Most of the charges are for travel
 - Charges were credited back from American Airlines for travel cancelled due to COVID
 - Delta did not refund but issued travel vouchers for future travel
 - We have been in touch with other vendors to try to get refunds for cancelled travel

Summary of the vote on the motion: (7 – 0 – 0)

Aye – Denise Amenta, John Bierbusse, Michael Bruci, Joan Flynn, Tom Kalkofen, Elizabeth Vogel, Bob Combs.

Nay – None

Abstain – None

Motion carried.

12a. Recommendation to receive and approve Meals on Wheels Funds

Bob Combs made a motion, supported by Joan Flynn, to receive and approve the Meals on Wheels Funds.

Joe Cooke provided information on the funds, stating

- These funds are allocated to us from Meals on Wheels America

Summary of the vote on the motion: (7 – 0 – 0)

Aye – Denise Amenta, John Bierbusse, Michael Bruci, Joan Flynn, Tom Kalkofen, Elizabeth Vogel, Bob Combs.

Nay – None

Abstain – None

Motion carried.

12b. Recommendation to receive and approve Michigan Community Action Greatest Needs Funds.

Joan Flynn made a motion, supported by John Bierbusse, to receive and approve the Greatest Needs Funds.

Ms. Flynn inquired as to the meaning of using this for voter's registration.

Ernest Cawvey responded to Ms. Flynn and provided information on the funds, stating:

- There are restrictions to using these types of funds, one of which is using funds for political activities, such as election purposes
 - Many of our grant funds indicate we can use it for services we provide but are not to use it crossover into anything classified under that section of the IRS code
- These funds can be used for food efforts, emergency rent efforts, homeless prevention efforts, areas that support vulnerable residents

Summary of the vote on the motion: (7 – 0 – 0)

Aye – Denise Amenta, John Bierbusse, Michael Brucci, Joan Flynn, Tom Kalkofen, Elizabeth Vogel, Bob Combs.

Nay – None

Abstain – None

Motion carried.

13. Other Business - none

14. Schedule Next Meeting

Full Board: June 9, 2020

Pending: Conference & Training Center, VerKuilen

15. Adjournment

John Bierbusse made a motion, supported by Joan Flynn, to adjourn at 12:48.

Summary of the vote on the motion: (7 – 0 – 0)

Aye – Denise Amenta, John Bierbusse, Michael Brucci, Joan Flynn, Tom Kalkofen, Elizabeth Vogel, Bob Combs.

Nay – None

Abstain – None

Motion carried.

Respectfully submitted,

Karen Frasard

Recording Secretary