

Macomb Community Action Advisory Board
Budget Committee Meeting
July 13, 2011

The Macomb Community Action Advisory Board Budget Committee met on Wednesday, July 13, 2011, in the VerKuilen Building, MI Works! Conference Room-Suite 11, 21885 Dunham Rd., Clinton Township, MI.

MEMBERS PRESENT:

John Bierbusse, Chair
Michael Bruci
Robert Cannon
Mary George
Judge William Hackel
Alice King
Jerome Moffitt

MEMBERS EXCUSED:

Debbi Schroeder
Tom Kalkofen

STAFF PRESENT:

Frank Taylor
Mary Solomon
Gary Cutler
Karen Frasard

OTHERS PRESENT:

1. Call to Order

The meeting was called to order by Chair Bierbusse at 12:00 p.m.

2. Determination of a Quorum

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

3. Recommendation to approve the Agenda

Judge Hackel made a motion, supported by Jerome Moffitt, to approve the Agenda as submitted. Motion carried.

4. Recommendation to approve the May 18, 2011, minutes

Gary Cutler commented that the minutes say Deliverable Fuels is "fully expended" and should read "nearly fully expended." The change was noted and will be made to the minutes.

Mary George made a motion, supported by Michael Bruci, to approve the May 18, 2011, minutes with the suggested change. Motion carried.

5. Public Comment

Chair Bierbusse 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, Chair Bierbusse proceeded with the meeting.

6. Recommendation to review and approve the February through April 2011 List of Bills

Chair Bierbusse explained that with the absence of Budget meetings for five months, the Budget Committee is reviewing several months of bills at a time in an effort to become current with reviewing the list of bills.

Judge Hackel made a motion, supported by Alice King, to review and approve the February through April 2011 List of Bills. Discussion followed.

Gary Cutler reviewed the list of bills, stating:

- A payment to First State Bank (page 19) is to move money from Talmar Bank to First State Bank because the Macomb Food Program account exceeded the Federally insured limits.
- Two payments were made to Gary Cutler (page 22 & 33) for reimbursement of two separate purchases made on his personal credit card for agency expenses from vendors that would not accept a Macomb County check.
 - Frank Taylor stated that we are currently working with the County Finance Department to resolve this issue in hopes that a County credit card can be established and used rather than using personal credit cards for such purchases.
 - Jerry Moffitt explained that numerous vendors use a check verification system and clarified why County checks are not accepted.
 - Judge Hackel suggested that a separate file be kept of these purchases for quick retrieval in the event of an audit.

Motion carried.

7. Recommendation to receive and file the Budget Summary Update

Gary Cutler reviewed the Budget Summary, stating that all changes are reflected in gray. Discussion followed:

- Judge Hackel inquired about the dates of the budget.
 - Gary Cutler responded that each program is in a different grant period/cycle, and that the time period of each program is in the left-hand column of the summary.
- Judge Hackel asked how current debt ceiling talk at the Federal level will affect us.
 - Frank Taylor responded that there are severe cuts being discussed that may affect our grants, with up to 50% of a cut on CSBG.
 - If CSBG is cut by 50%, we may reduce the number from three Action Centers down to one.
- Judge Hackel asked how we receive our funds.
 - Frank Taylor responded that we receive a Notice of Funds Available (NFA) and create a budget accordingly.

- Frank Taylor stated that due to Congress budget issues, funding amounts can change at any time and that it is very challenging and difficult to manage.

Michael Bruci made a motion, supported by Mary George, to receive and file the Budget Summary Update. Motion carried.

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

Gary Cutler reviewed the Special Assistance Grants progress report, stating:

- This is direct assistance to those in need
- CSBG is not yet 50% expended
- MPSC is almost fully expended as a result of using these funds while CSBG was temporarily suspended due to Federal budget impasse.

Jerome Moffitt made a motion, supported by Judge Hackel, to receive and file the Special Assistance Grants progress report. Motion carried.

9. Recommendation to receive and file the Cash Donations progress report

Gary Cutler reviewed the Cash Donations progress report, stating that:

- We are 75% through the fiscal year for the programs and are pretty much in line.
- We don't expect to receive the amount shown in HIC but need to build it into the budget.

Judge Hackel asked if each program has same cost share.

- Mary Solomon responded that each program has different cost share amounts based on a sliding scale or suggested cost share.
- Frank Taylor added that cost share provisions are mandated in the grant and we set the rates.
 - Seniors get a monthly statement with suggested cost share.
- Jerome Moffitt inquired what the ramifications are if cost share is not met.
 - Frank Taylor responded that provisions are in the grants in the event cost share is not met.
- Judge Hackel inquired about alternative ways seniors can pay.
 - Frank Taylor responded that fund raising efforts help off-set this expense.

Mary George made a motion, supported by Michael Bruci, to receive and file the Special Assistance Grants progress report. Motion carried.

10. Recommendation to receive and file the Financial Detail Report on the Senior Nutrition Program

Gary Cutler reviewed the Senior Nutrition Financial Detail Report, stating:

- We have two programs: Congregate (Dining Senior Style) and Home Delivered Meals (HDM)
- Major cost in HDM program is the catering service

Jerome Moffitt inquired as to why the State Grants are so high at 150% of budget.

- Gary Cutler responded that this is blended money that is deposited as recorded on the checks we receive; we receive notification from the grantor on how much to break down on each revenue source.

Jerome Moffitt made a motion, supported by Michael Bruci, to receive and file the Financial Detail Report on the Senior Nutrition Program. Motion carried.

11. Emerging Issues

Robert Cannon asked if our agency has any programs for the homeless.

- Frank Taylor responded that up until June 30, we received money to support the Continuum of Care Coordinator. As a result of reductions in funding, the position has been eliminated. We are currently working with the County Planning Department, providing assistance to continue writing the grants.
- Our Agency does not directly offer services to the homeless; grants are provided to local organizations by the Macomb Homeless Coalition. These organizations provide assistance.

Robert Cannon said that he is receiving pressure from the community to deal with the homeless that are moving into the community.

Frank Taylor stated that the Department of Human Resources is going through a similar reduction in services in October when many services will be eliminated, including those receiving TANF (Temporary Assistance for Needy Families). Communities will begin experiencing the effects of these reductions as customers experience a lack of available resources in many areas.

Frank Taylor explained that the State legislature has imposed an asset test of \$5,000 for program eligibility. We are currently waiting on interpretation and instructions on this change. These changes and mandates take effect October 1, 2011.

Mary Solomon stated that it appears as if we will be receiving the FEMA money, but it is expected to be cut by 50%.

12. Other Business

None noted.

13. Schedule Next Meeting ➤ Budget Committee Meeting – September 21, 2011
Michigan Works Conference Room

14. Adjournment

Robert Cannon made a motion, supported by Alice King, to adjourn the meeting at 12:58 p.m.

Respectfully Submitted,

Karen Frasard
Recording Secretary