

Macomb Community Action Advisory Board  
Executive Committee Meeting  
November 21, 2008

The Macomb Community Action Advisory Board Executive Committee met on Tuesday, November 21, 2008 in the VerKuilen Building, MI Works! Conference Room-Suite 11, 21885 Dunham Rd., Clinton Township, MI.

MEMBERS PRESENT:

Mary George, Chair  
John Bierbusse  
Commissioner Camphous-Peterson  
Commissioner Tocco  
Commissioner Slinde

MEMBERS EXCUSED:

Denise Amenta  
Hazel Rivers  
Norman Bordo

STAFF PRESENT:

Frank Taylor  
Mary Solomon  
Madeleine Olszak  
Julie Kavanagh

1. Call to Order

The meeting was called to order by Chair George at 12:30 p.m.

MCAAB Members discussed the recommendations for the Customer, Volunteer and Organization Recognition for the December 9<sup>th</sup> Meeting. The following will be recognized at the December Meeting.

- Customer recognition
  1. Idalynn Burton – customer from the South Action Center.
- Volunteer recognition
  1. Charlotte Ross – member of the South Action Center Advisory Council.
  2. Commissioners David Flynn and Jon Switalski sponsored a spaghetti dinner fundraiser/food drive for the Macomb Food Program.
- Organization recognition
  1. Macomb County Sheriff Department volunteered to deliver emergency meal packs to 150 frail homebound senior citizens.
  2. Ramco Gershenson Incorporated donated \$2,462.00 to the Meals on Wheels program.
  3. L'Anse Creuse School District sponsored a "Make a Difference Day" penny drive to help the Food Program provide holiday turkey baskets for families in Macomb County.

Mt. Calvary Community Center will be recognized by the Macomb County Board of Commissioners at a future meeting.

## 2. Determination of a Quorum

It was determined that a quorum was established with 4 members present.

## 3. Approval of the Agenda

Commissioner Tocco, supported by Commissioner Camphous-Peterson, made a motion to approve the Agenda as submitted. Motion carried.

## 4. Public Comment

Chair George 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 George proceeded with the meeting.

## 5. Approval of September 9, 2008 Minutes

Commissioner Camphous-Peterson, supported by John Bierbusse, made a motion to approve the September 9, 2008 minutes. Motion carried.

## 6. Recommendation to Approve Amended Weatherization Plan

Ms. Solomon presented the Amended Weatherization Plan. She stated:

- The Grant Period is April 1, 2008 through March 31, 2009.
- Funding amount is \$555,810 original allocation (No County match required) an additional \$115,381 in carry-over funds.
- Funding utilization – combustion appliance testing, insulation/ventilation, caulking and window repair.
- A maximum average unit cost of \$2,966 must be maintained.
- Customer Eligibility requirements: a household whose income is at or below 150% of the poverty guidelines.

Commissioner Camphous-Peterson, supported by Commissioner Tocco, made a motion to approve the Amended Weatherization Plan. Motion carried.

## 7. Recommendation to Approve the MPSC/MCAAA Grant Energy Assistance Program

Ms. Solomon presented the MPSC/MCAAA Grant Energy Assistance Program. She stated:

- Funding amount: \$117,948 (No County match required) (This represents a decrease of \$65,897 from a year ago).
- Period of Performance: October 8, 2008 through July 31, 2009.
- Funding utilization – Assistance for security deposits, reconnection fees, electricity, natural gas, coal propane, wood, and other energy sources.

- Customer Eligibility requirements: At or below the 200% poverty level.

John Bierbusse, supported by Commissioner Camphous-Peterson, made a motion to approve the MPSC/MCAA Grant Energy Assistance Program. Motion carried.

#### 8. Recommendation to Approve the MPSC/DHS Energy Assistance Program

Ms. Solomon reported on the MPSC/DHS Energy Assistance Program. She stated:

- Funding amount: \$348,500 (No County match required)
- Period of Performance: November 1, 2008 through September 30, 2009.
- The funds will be used to enhance and supplement current Weatherization measures. Furnace repair and replacement; roof replacement; attic, sidewall and foundation insulation; caulking and weather stripping are example measures.
- Eligibility requirements are individuals at or below 200% poverty level.

Commissioner Camphous-Peterson, supported by Commissioner Tocco, made a motion to approve the MPSC/DHS Energy Assistance Program. Motion carried.

#### 9. Recommendation to Receive Funds from SMART under the Specialized Services Operating Assistance Program

Ms. Solomon presented the Specialized Services Operating Assistance Program (SMART) funding.

- Period of Performance: October 1, 2008 through September 30, 2009.
- Funding Amount: \$39,732 (Same level of funding as last year. No County match required).
- Funding utilization: Provide services to the elderly and persons with disabilities.

Commissioner Camphous-Peterson, supported by John Bierbusse, made a motion to approve the Specialized Services Operating Assistance Program (SMART) funding. Motion carried.

#### 10. Recommendation to Approve the North Action Center Lease Extension

Mr. Taylor presented the North Action Center Lease Extension. Mr. Taylor stated:

- Location: 57737 Gratiot Avenue in New Haven.
- Lease Term: January 1, 2009 through December 31, 2009.
- Cost: \$3,600 (\$300 per month)
- Staffing: 1 Central Action Center Staff member (on a rotating basis).

Commissioner Camphous-Peterson, supported by John Bierbusse, made a motion to approve the North Action Center Lease Extension. Motion carried.

## 11. Receive and File Commercial Driver's License Audit 2007-08 Report

Mr. Taylor presented the Commercial Driver's License Audit 2007-08 Report. He stated:

- Period of the Contract was July 1, 2007 through July 31, 2008.
- There were no compliances observations.
- There was one comment and recommendation: Allocation of costs from the Information Technology Department based on the Approved Macomb County Costs Allocation Plan. The allocations of cost to the IT Department are based on equipment utilized by the department, or in this case by equipment utilized by the personnel charged to the contract. It was noted that one telephone and computer was used, which resulted in charges of \$747.73 for the telephone and \$1,385.25 for the computer.
- Stewart, Beauvais & Whipple Certified Public Accountants recommended transaction between departments within the County should be reviewed to ensure that allocated costs charged are reasonable through performance of costs price analysis.

Commissioner Tocco, supported by Commissioner Camphous-Peterson, made a motion to receive and file the Commercial Driver's License Audit 2007-08 Report. Motion carried.

The allocation of costs from the IT Department was discussed.

Commissioner Camphous-Peterson, supported by John Bierbusse, made a motion to evaluate/explore IT costs for comparative purposes with outside vendors and to bring the information back to the Executive Committee. Motion carried.

## 12. FEMA Emergency Food and Shelter Program (EFSP) Program Funding Update

Ms. Solomon presented the FEMA Emergency Food and Shelter Program (EFSP) Funding update. She stated:

- Funding Amount: \$212,212 original allocation (No County match required) \$225,691 amended amount.
- Period of Performance: January 1, 2008 through December 31, 2008
- Funding Utilization: Distributing emergency food, utility payments and rent/mortgage assistance.

## 13. Emerging Issues

Commissioner Tocco and State Representative Fred Miller are hosting/sponsoring a Pancake Breakfast for the Food Program at the Fraser Lions Club on Sunday,

December 7, 2008. Commissioner Tocco stated she would send a flyer to Mr. Taylor.

#### 14. Other Business

There was no other business.

#### 15. Schedule Next Meeting – Full Board – December 9, 2008

#### 16. Adjournment

Commissioner Camphous-Peterson, supported by John Bierbusse, made a motion to adjourn at 1:04 p.m. Motion carried.

Respectfully Submitted,

Madeleine Olszak  
Fiscal Administrative Assistant