

Macomb Community Action Advisory Board
Budget Committee Meeting
September 21, 2011

The Macomb Community Action Advisory Board Budget Committee met on Wednesday, September 21, 2011, in the VerKuilen Building, MI Works! Conference Room-Suite 11, 21885 Dunham Rd., Clinton Township, MI.

MEMBERS PRESENT:

John Bierbusse, Chair
Robert Cannon
Judge William Hackel
Alice King
Pastor John Mack
Debi Schroeder

MEMBERS EXCUSED:

Michael Bruci
Tom Kalkofen
Jerome Moffitt

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 six members present.

3. Recommendation to approve the Agenda

Debi Schroeder made a motion, supported by Bob Cannon, to approve the Agenda as submitted. Motion carried.

4. Recommendation to approve the July 13, 2011, minutes

Bob Cannon made a motion, supported by Debi Schroeder, to approve the July 13, 2011, minutes. 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 May through July 2011 List of Bills

Judge Hackel made a motion, supported by Alice King, to review and approve the May through July 2011 List of Bills.

Gary Cutler reviewed the list of bills, stating:

- There are no significant issues requiring attention
- Page 1 shows three different fund numbers representing three different fiscal years
 - Weatherization (301) is on a different fiscal year
 - Head Start (302) had checks that were re-issued out of last year's funds
 - Admin (303) are regular fiscal year funds
- Page 4, MPSC/EAP, are special needs payments for utility shut off notices
- Page 10, CSBG, are also for utility shut off notices for which payments can be higher than EAP

Motion carried.

7. Recommendation to receive and file the Budget Summary Update

Pastor Mack made a motion, supported by Debi Schroeder, to receive and file the Budget Summary Update.

Gary Cutler reviewed the Budget Summary, stating that all changes are reflected in gray and changes since last meeting are reflected in the footnotes on the bottom:

- CSBG: some funds were re-allocated to Transportation
- Head Start contribution to Administration increased
- Head Start USDA Meals adjusted to actual amount received
- Nutrition: AAA1B increased our unit served
- EFSP: we received notification that we will be allocated \$195,000
- Food Program donations are exceeding budget; will be used to purchase food

Motion carried.

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

Judge Hackel made a motion, supported by Debi Schroeder, to receive and file the Special Assistance Grants progress report.

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

- EAP ended in July and was fully expended
- Deliverable Fuels ended in August and was fully expended
- Walk 4 Warmth can be carried forward
- CSBG are both in line with projected expenditures

Discussion followed, with John Bierbusse noting that Deliverable Fuels has never been fully expended. Gary Cutler responded that we have a staff member who we assigned to promote the Deliverable Fuels program in specific areas of the County.

Motion carried.

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

Judge Hackel made a motion, supported by Alice King, to receive and file the Special Assistance Grants progress report.

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

- In spite of the economy, the Macomb Food Program continues to see an increase in donations
- Walk 4 Warmth donations were lower this year but can be carried over
- Nutrition donations are less than we budgeted but we can still operate the program
 - Cuts in grant funding in conjunction with an increase in food costs necessitated changes being made. We no longer deliver on Friday.
 - Customers will receive one hot meal and one cold meal on Thursday
 - Macomb County was one of few counties in Michigan to still be delivering five days
 - Home Injury Control voluntary cost share budget is built higher than expected in order to keep grantor from reducing the budget in subsequent years

Motion carried.

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

Judge Hackel made a motion, supported by Pastor Mack, to receive and file the Financial Detail Report on the Head Start Program.

Gary Cutler reviewed the Head Start Financial Detail Report, stating:

- The four main areas in Head Start are
 - Operations / Program
 - Administration
 - Training and Technical Assistance – a certain amount is designated for this and can not be allocated elsewhere
 - In-Kind – requires a match to the donations
- Page 11 shows a breakdown of items not part of the Federal grant
 - Next year's audit will be provided by the County
- Program this year was uneventful
- Medical expenses for next year will increase by \$300,000
 - Will make for a tight budget

- Discussion followed, with John Bierbusse asking about COLA on page 5. Gary Cutler responded that we have one staff member who is under an old union contract. *Note: As a follow-up to this question, the employee was found to be a former member of AMSCME Local 411 and, per contract, received a cost-of-living-allowance (COLA) of twenty-five cents (\$.25) per hour. The payment was*

made October of 2010 and covered hours worked October 1, 2009, through September 30, 2010.

Motion carried.

11. Recommendation to receive and file the Major Funding Sources Report

Debi Schroeder made a motion, supported by Pastor Mack, to receive and file the Major Funding Sources Report.

Gary Cutler presented the Major Funding Sources Report, stating:

- This is an internal tool we use
 - Tracks funding streams
 - Provides historical information
- CSBG amount of \$850,000 is a planning allocation
 - Reduced from prior years
 - May see further reductions

Discussion followed with Frank Taylor stating:

- The CSBG grant cycle is October 1st through September 30th
- Congress has not yet voted
- May be a Continuing Resolution through November
- We usually know our final grant amount by August
- Funding stream is extremely vulnerable
- May be significant cuts
 - Waiting to see how that will affect our Agency
- We requested that the State review their formulas for allocating based on the 2010 Census data
 - Changes in formulas will not take effect until next fiscal year

John Bierbusse added that the poverty rate in Macomb County is growing more than any other County. Bob Cannon stated that there will be reductions.

Gary Cutler continued with the report, stating:

- Yellow highlighted areas are estimations
- LIHEAP may be completely eliminated
 - This program significantly helped the Weatherization program
- The Weatherization program has been cut substantially
- EFSP (Emergency Food and Shelter Program) – facing reductions due to the disasters across the Country

Motion carried.

12. Emerging Issues

“Festival of the Senses” will be this weekend (September 24 & 25) at the Clinton Township Civic Center. Bob Cannon distributed information and details on the event, which will feature top quality artists from Michigan.

13. Other Business

Gary Cutler updated the Board on the EFSP program, stating:

- We regularly receive audits and reviews on the program
- A recent audit of every check and all documentation had nine items that required action
 - Eight of those nine were easily answered and explained
 - One of the nine was partially not-allowable
 - Payment amounts are not to exceed \$560 but this payment was \$575
 - Item was rectified by sending a \$15 check to United Way and then to FEMA

14. Schedule Next Meeting

- Full Board, October 11, 2011
11:30 a.m.
Training Room 202
Macomb Intermediate School District
44001 Garfield
Clinton Township, 48036

15. Adjournment

Pastor Mack made a motion, supported by Judge Hackel, to adjourn the meeting at 1:00 p.m.

Respectfully Submitted,

Karen Frasard
Recording Secretary