

Macomb Community Action Advisory Board
Budget Committee Meeting
November 9, 2011

The Macomb Community Action Advisory Board Budget Committee met on Wednesday, November 9, 2011, in the VerKuilen Building, MI Works! Conference Room-Suite 11, 21885 Dunham Rd., Clinton Township, MI.

MEMBERS PRESENT:

John Bierbusse
Michael Bruci
Robert Cannon
Mary George
Judge William Hackel
Tom Kalkofen, Chair
Pastor John Mack
Jerome Moffitt

MEMBERS EXCUSED:

Alice King
Debi Schroeder

STAFF PRESENT:

Frank Taylor
Mary Solomon
Gary Cutler
Karen Frasard

OTHERS PRESENT:

1. Call to Order

The meeting was called to order by Chair Kalkofen at 11:58 p.m.

2. Determination of a Quorum

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

3. Recommendation to approve the Agenda

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

4. Recommendation to approve the September 21, 2011, minutes

Michael Bruci made a motion, supported by Pastor Mack, to approve the September 21, 2011, minutes. Motion carried.

5. Public Comment

Chair 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, Chair Kalkofen proceeded with the meeting.

6. Recommendation to review and approve the August through October 2011 List of Bills

Gary Cutler reviewed the list of bills, stating:

- This batch of bills from August 1 – October 31, 2011, will bring the Committee up to date on reviewing the list of bills
- Page 1, State of Michigan is CSBG money that is being refunded back to state out of a balance sheet account
- Page 4, MCCSA Discretionary “Special Needs” shows utilities
 - This is for customer’s utilities that do not fit under other funding sources
 - Rules on asset test had not been in place to qualify individuals for CSBG
- Page 9, Head Start Technical/Training
 - HG Jones & Associates is for ERSEA training (Eligibility, Recruitment, Selection, Enrollment, and Attendance)
 - This is the first of four billings over next year
 - Other agencies are participating
 - MCCSA is billing them for this training
- Page 13, Home Delivered Meals, Catering
 - \$21,750 amount is for Emergency Packs
 - Delivery of emergency packs is Saturday, December 3
- Page 20, Head Start program
 - A check was re-issued, which is why it was in old fund
- Page 20, Admin, Prepaid Expense – Balance sheet account
 - Zonar is the GPS software
 - This is an annual maintenance charge (only a portion of it was for the FY when check was cut; the current program paid this via journal entry)
- Page 38, Discretionary (non-CSBG)
 - Payment to United Way to reimburse for unallowable funds
 - Result of a recent audit finding
- Still do not have an Agency credit card
 - Staff are often reimbursed for business purchases made on their personal credit card
 - Air fare / hotel
 - Additional minutes for Tracphones
 - Continuing to work with County Finance Department to obtain approval
 - County uses Neugebauer Travel, which charges a \$30 fee on each transaction

Frank Taylor stated:

- Anticipate Steve Gold will be new Director of Health & Community Services on November 14, 2011
 - Recently gave him an update on agency
 - Discussed the concerns with the credit card application
 - We are doing our best to resolve this issue

Mary George made a motion, supported by John Bierbusse, to review and approve the August through October 2011 List of Bills. Motion carried.

7. Recommendation to approve the Financial Procedures Manual

Jerome Moffitt made a motion, supported by John Bierbusse, to postpone the approval of the Financial Procedures Manual and asked that an electronic version be emailed to members for review. Motion carried.

8. Recommendation to receive and file the Budget Summary Update

Gary Cutler reviewed the Budget Summary, stating that there are two updates. One is from the FY 2010-11 ending 9/30/11; the other is for FY 2011-12

- Two changes were made to FY 2010-11
 - TEFAP: there was an additional re-allocation of \$1,463
 - MPSC: program was suspended on August 22, 2011, as a result of a court of appeals decision
 - Money had to be refunded to grantor
- The Update for 2011-12
 - No MPSC was projected; reduction of \$425,000
 - Weatherization ARRA ends March of 2012 after a three year program
 - Budget shows the remaining amount not spent of \$8 million allocation

Jerome Moffitt made a motion, supported by Bob Cannon, to receive and file the Budget Summary Update. Motion carried.

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

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

- This represents last year's programs
- Walk for Warmth did not receive as much as the prior year

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

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

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

- The fiscal year is complete for all programs
- Walk 4 Warmth donations were \$8,000 lower than what was budgeted
- Congregate / Home Delivered Meals did not receive the amount that was budgeted; expenditures reduced accordingly
- Home Injury Control (HIC) voluntary cost share budget is built higher than expected in order to keep grantor from reducing the budget in subsequent years
 - HIC grant has been reduced by one-half from 2009/10 to 2010/11
 - Equipment was purchased at the end of the fiscal year with a one time grant
 - Donation amount may increase this year as a result of installation of more safety devices

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

11. Recommendation to receive and file the Financial Detail Report on the Food & Commodity Program

Gary Cutler reviewed the Food & Commodity Financial Detail Report, stating:

- The Food Board is a 501c3 and does fund raising for the Food Program
- General fund allocation was moved from Commodities Program to the Food Program to purchase food
- The 2010/11 Commodities Program federal allocation was over double the previous year's allocation
- Changes are being made to program, adding another department (Warehouse)
 - A portion of the warehouse is being used to store food
- Salaries and fringes were reduced by one-half in the Food Program in 2010/11
 - Allocating a portion to the Commodity Program
- Other departments use the warehouse
 - The Commodity Program receives revenue from Nutrition and Head Start
 - A portion of staff hours are being charged to commodity grant
 - These funding changes will help us to serve more people
- The Food Program shows a loss of \$17,482.50. This is the remaining General Fund budgeted contribution.

Judge Hackel made a motion, supported by Pastor Mack, to receive and file the Financial Detail Report on the Food & Commodity Program. Motion carried.

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

Gary Cutler reviewed the Transportation Financial Detail Report, stating:

- There are occasional requests for use of our busses
 - At the end of the fiscal year, Head Start receives payment to make up the difference
 - Transportation is an off-chute of the Head Start program
- Administration staff are tracking their time and charging to various departments
 - Revenue from these departments feeds into Administration
- In 2010/11 we received \$37,500 through the SMART/JARC grant
 - Expected to increase to \$50,000 in 2011/2012
 - We are losing County contribution; this will help
- Looking into setting up a vehicle revolving fund for purchases and repairs
- Transportation Administration shows a loss of \$903.53. General Fund budgeted contribution will make this up.

Jerome Moffitt made a motion, supported by John Bierbusse, to receive and file the Financial Detail Report on the Transportation Program. Motion carried.

13. Update on 2012 County Appropriation Contributions

Gary Cutler gave an update on the 2012 County Appropriation Contributions, stating

- This is the first time bringing to the Board
- Changes are important for the Board to be aware of
- Dropped by \$800,000 in four years

- Changes in staff and restructuring helped to reduce budget

14. Emerging Issues

Frank Taylor gave an update on his retirement, stating

- Goal is for a seamless transition
- Sincerely appreciates the Board's support over the years

Tom Kalkofen congratulated Frank on a job well done and offered best wishes on his retirement.

Pastor Mack thanked Frank for his concern, passion, and devotion to helping the needy in our communities.

15. Other Business

None noted.

16. Schedule Next Meeting

- Full Board, December 13, 2011
11:30 a.m.
Zuccaro's
20400 S. Nunneley
Clinton Township, 48035

15. Adjournment

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

Respectfully Submitted,

Karen Frasard
Recording Secretary