

Macomb Community Action Advisory Board  
Budget Committee Minutes  
March 15, 2022

The Macomb Community Action Advisory Board Budget Committee held a virtual meeting by way of a conference call on Tuesday, March 15, 2022.

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 on the virtual meeting are indicated below.

MEMBERS PRESENT VIRTUALLY:

Carmen Bordea, Warren, MI  
Michael Bruci, Sterling Heights, MI  
Bob Combs, Macomb Township, MI  
Matthew Wallace, Clinton Township, MI  
Justin Al-Igoe, Clinton Township, MI

MEMBERS EXCUSED:

Sara Gold  
Matt Micinski

STAFF PRESENT VIRTUALLY:

Ernest Cawvey, Clinton Township, MI  
Joe Cooke, Clinton Township, MI  
Ann Wagner, Clinton Township, MI  
Sandra Kennedy, Clinton Township, MI

OTHERS PRESENT:

1. Call to order

The meeting was called to order by Michael Bruci at 12:04 pm.

2. Determination of a Quorum

A roll call of members was taken by Ann Wagner. It was determined that a quorum was established with five members present virtually.

3. Recommendation to approve the Agenda

Bob Combs made a motion, supported by Carmen Bordea, to approve the agenda.

Summary of the vote on the motion: (5 – 0 – 0)

Aye – All

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 would like to address the committee. There being no one else present on the call requesting this privilege, Mr. Bruci proceeded with the meeting.

5. Recommendation to approve the January 18, 2022, minutes

Justin Al-Igoe made a motion, supported by Carmen Bordea, to approve the January 18, 2022, minutes.

Summary of the vote on the motion: (5 – 0 – 0)

Aye – All

Nay – None

Abstain – None

Motion carried.

6. Recommendation to review and approve January and February, 2022 list of bills

Justin Al-Igoe made a motion, supported by Carmen Bordea, to review and approve the January and February, 2022 list of bills.

Sandra Kennedy presented in Tonya Neuman's absence.

Sandra Kennedy provided an overview of the list of bills, highlighting unusual charges. The report was a total of 242 pages. CERA bills were on pages 19-193. CERA payments can include rental assistance, court fees, and utility payments.

The following pages were highlighted:

Page 194 SSVF: There are some line items with the same vendor, same date and same dollar amount. Those are to pay for rent, security deposits and some future payments for some of our SSVF veteran clients.

Pages 19-193 CERA (COVID Emergency Rental Assistance): These are payments for any arrears in rent, court fees, DTE, Consumers Energy, Semco and other utility payments including water, sewer and cable bills. Payments can be made to the tenants directly or to the vendor. If the landlord participates in the program, they will receive the checks directly. Utilities go directly to the vendors.

Page 194-MCA-CSBG: Payments for \$12,116.39 to United Way for the help they provide in the vetting process for the CERA program. They screen the clients and their paperwork first and then transition the clients to our Action Centers for our Case Specialists to take over. We make that payment to them monthly to pay for their staff.

Page 199-HS AM Rescue Plan: Payments for \$6,755.00 to Assure Global, LLC to purchase COVID rapid antigen tests for Head Start families.

Page 199-HS AM Rescue Plan: Payments for \$1,867.44 to Meijer's for food for Head Start families.

Page 200-HS CRRSA (COVID): Payments totaling \$28,233.23 to Learning Gizmos and Lakeport Medical Supplies. These were to purchase safety rocking gliders, no touch thermometers, child masks and math material for the children to take home.

The remaining bills are normal monthly expenditures or for helping clients with different repairs to their homes.

Bob Combs asked if United Way was following up on the families who received CERA payments directly. Ernest Cawvey responded "If the landlord participates in the program, the check goes directly to the landlord. If they refuse, the federal regulations state that we need to send the check to the tenant. It is stated on the check, in big red letters, "This check must be used to pay rent". We have no more control than that."

Justin Al-Igoe thanked everyone for the hard work they have done to issue all of the checks.

Discussion ensued.

Summary of the vote on the motion: (5 – 0 – 0)

Aye – All

Nay – None

Abstain – None

Motion carried.

7. Recommendation to receive and approve Vendor Payment report

Bob Combs made a motion, supported by Justin Al-Igoe, to receive and file the Vendor Payment report.

Sandra Kennedy provided an overview of the report, stating this is a year to date summary with all the vendors who received more than \$35,000.00. All of these expenditures were also listed in the list of bills.

Summary of the vote on the motion: (5 – 0 – 0)

Aye – All

Nay – None

Abstain – None

Motion carried.

8. Recommendation to receive and file the Budget Summary reports

Matt Wallace made a motion, supported by Carmen Bordea, to receive and file the Budget Summary reports.

Sandra Kennedy provided an overview of the reports – The budget summary report only shows the revenue side, not the expense side. Food Program \$388,223 – This money was brought in under fund balance and transferred to a new org listed as Food Program fund balance. This will be used 100% to purchase food and must be used by September 30, 2022. Correction on the report-it should be listed under “other”.

On page 2, MCA-RTIG (Regional Training Grant) – Home Program brought in \$214,445 to the fund balance and we brought it into Community Development unrestricted. The RTIG is a new grant we brought in to pay for college tuitions under the Community Development program.

Summary of the vote on the motion: (5 – 0 – 0)

Aye – All

Nay – None

Abstain – None

Motion carried.

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

Justin Al-Igoe made a motion, supported by Bob Combs, to receive and file the Special Assistance Grants report.

Sandra Kennedy provided an overview of the report, this is a summary of all of the special grants. Ernest Cawvey pointed out that we have spent out the CERA 1 dollars and we are about ½ way through the CERA 2 dollars. What’s important to know is that MISHDA will be closing down their portal in May. We will have to make the decision when to close down our application process once we feel we have enough applications in the system to spend out the \$23 million dollars. Estimated to happen in May or June.

Summary of the vote on the motion: (5 – 0 – 0)

Aye – All  
Nay – None  
Abstain – None

Motion carried.

10. Recommendation to receive and file the Cash Donations report

Carmen Bordea made a motion, supported by Matt Wallace, to receive and file the Cash Donations report.

Sandra Kennedy provided an overview of the report that reflects the cash donations – We should be at about 40%. Most of our programs are under-collecting at this time. The agency is working on setting up The Square to process credit cards instead of using G2G. The Square will have a lower transaction fee.

Ernest Cawvey mentioned that a lot of these donations are through services that we ask for a cost share from our customers. This is not a requirement for them to contribute, but an option.

Discussion ensued.

Summary of the vote on the motion: (5 – 0 – 0)

Aye – All  
Nay – None  
Abstain – None

Motion carried.

11. Recommendation to receive and file the CARES/COVID Funding

Bob Combs made a motion, supported by Justin Al-Igoe, to receive and file the CARES/COVID Funding report.

Sandra Kennedy provided an update on the CARES/COVID report, stating that we have a lot of COVID grants we are managing with specific end dates. We are working to make sure we have a plan in place to make sure we spend all the money by the specific spend dates.

Summary of the vote on the motion: (5 – 0 – 0)

Aye – All  
Nay – None  
Abstain – None

Motion carried.

12. Recommendation to receive and file the Financial Detail Report Calendar Year

Matt Wallace made a motion, supported by Justin Al-Igoe, to receive and file the Financial Detail Report Calendar Year.

Sandra Kennedy provided an over of the Financial Detail Report Calendar Year – some of the numbers are hand written to differentiate the two different sets of reports to discuss. 2021 runs pages 1-37. There are still year end journal entries that have not been made when the report was ran. Still waiting for some of the income to come in. All the programs are a fiscal year grants but our financial database is a calendar year program. Tedious to keep straight. Trying to find a better way to do things.

Summary of the vote on the motion: (5 – 0 - 0)

Aye – All  
Nay – None

Abstain – None

Motion carried

13. Recommendation to receive and file the Financial Data Report on Community Development

Justin Al-Igoe made a motion, supported by Carmen Bordea, to receive and file the Financial Detail Report on Community Development.

The report above was combined.

Summary of the vote on the motion: (5 – 0 – 0)

Aye – All

Nay – None

Abstain – None

Motion carried.

14. Recommendation to receive and file the Agency Credit Card Usage Report for December, 2021 and January, 2022

Justin Al-Igoe made a motion, supported by Carmen Bordea, to receive and file the Agency Credit Card Usage Report for December, 2021 and January, 2022.

Sandra Kennedy presented an overview of the report, stating that the report reflects different hotel stays, CERA or Winter Crisis virtual trainings and SSVF re-housing charges from Target.

Summary of the vote on the motion: (5 – 0 – 0)

Aye – All

Nay – None

Abstain – None

Motion carried.

15. Recommendation to receive and file the FY2020 Macomb County Single Audit

Bob Combs made a motion, supported by Matt Wallace, to receive and file the FY2020 Macomb County Single Audit.

Ernest Cawvey commented on the County audit – Macomb County, as a whole, has the single audit. MCA does not have their own. There was one material finding which simply noted that some of the COVID related funds were not reported with all the fields required.

Summary of the vote on the motion: (5 – 0 – 0)

Aye – All

Nay – None

Abstain – None

Motion carried.

16. Other business

None noted.

17. Schedule Next Meeting

Full Board: April 12, 2022  
Hybrid meeting

18. Adjournment

Bob Combs made a motion, supported by Justin Al-Igoe, to adjourn the meeting.

Summary of the vote on the motion: (5 – 0 – 0)

Aye – All

Nay – None

Abstain – None

Motion carried.

The meeting adjourned at 12:48 p.m.

Respectfully submitted,

Ann Wagner