

**Macomb County - Macomb Community Action  
Minutes of the Budget Committee MCAAB Meeting  
Held on Tuesday, May 16, 2023, at 12:00 p.m.  
Virtual meeting via Google Meet**

The Macomb Community Action Advisory Board Budget Committee held a virtual meeting by way of a conference call on Tuesday, May 16, 2023.

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.

***Board Members Present Virtually via Google Meet:***

Carmen Bordea, DLL Program Coordinator, Office of Global Michigan  
Michael Bruci, Committee Chairperson  
Esperanza Cantu, Director - Health Initiatives, United Way for Southeastern Michigan  
Julie Matuzak, Clinton Township Board of Trustees  
Matthew Wallace, Assistant Planning Director, Planning & Community Dev., Twp. Of Clinton

***Board Members Excused:***

Justin Al-Igoe, Executive Director Macomb/St. Clair Workforce Development  
Robert Combs, Pantry Network  
Matthew Micinski, District Manager, Department of Health & Human Services

***Staff Members Present:***

Linda Azar, CCAP, Division Director, Children & Family Services – Interim Director  
Julia Bingham, Financial Services Manager  
Joe Cooke, Division Director, Community Services – Interim Director  
Ann Wagner, Operations Coordinator

***Members of the Public Present:***

Shana Romancheck, Policy Council Chairperson

**1. Call to Order**

Michael Bruci called this MCAAB Budget meeting of the board to order at 12:02 p.m. Five (5) out of seven (7) board members were present at the start of the meeting.

**2. Attendance and Determination of Quorum**

A roll call of members was taken by Ann Wagner. It was determined that a quorum was established with (5) five members present virtually.

**3. Approval of Agenda**

Michael Bruci called on the board to approve the agenda for the meeting previously distributed to the board. Michael Bruci made note that #16 on the agenda had the wrong date for the next Full Board meeting. The date should for the next Full Board meeting should read June 13, 2023. Upon a motion made by Julie Matuzak and seconded by Matt Wallace, the board unanimously **VOTED** to approve the agenda with the corrected date for the May 16, 2023, Budget MCAAB Meeting.

4. **Public Comment**

Michael Bruci stated that this committee operates under the Open Meetings Act and asked if anyone was present or on the call who wished to address the committee regarding items related to the agenda. Shana Romanchek from the Planning Committee and the Policy Council Chair attended the call to observe and thanked everyone for allowing Head Start to send her to a Policy Counsel conference. Mr. Bruci proceeded with the meeting.

5. Recommendation to approve the March 21, 2023, Meeting Minutes  
Upon a motion made by Matt Wallace and approved by Carmen Bordea, the board unanimously **VOTED** to review and approve the March 21, 2023, Meeting Minutes.

6. **Recommendation to review and approve: March and April 2023 List of Bills**

Upon a motion made by Julie Matuzak and seconded by Matt Wallace, the board unanimously **VOTED** to review and approve the March and April 2023 List of Bills.

Discussion: Julia Bingham highlighted the following items from the list of bills.

These bills were paid in March and April of 2023.

- Page 1 – There are a couple OSS items which were miscoded and will be corrected.
- Page 1 – City of Roseville \$987.00 – Finalizing some of the remaining COVID Cares funds.
- Pages 7 and 8 – mostly Transportation staffing costs.
- Page 32 through 52 - Head Start, pages 32 to 36 spending for COVID grants (ARP, CRSA) both ended 3/31/23.
- Costs related to warehouse on Morley Drive – The warehouse was supported by COVID grants during the grant cycle but the remainder of the lease, since April 1, will be supported by County general funds or County COVID dollars.
  - Linda Azar commented – American Rescue funds secured the warehouse until 3/31.
- Page 40 – Annual stipend payments to school districts. These stipend payments are for allowing us to use space their school buildings. These costs are much lower than if we would have had to secure other locations outside of the schools.
- Western Kentucky University – Online training done by HS staff.
- Asbestos screening at Faith Christian (new potential location). Linda Azar stated that this is to make sure it meets licensing standards as do all Head Start facilities.

7. **Recommendation to review and approve: Vendor Payment report (over \$35,000)**

Upon a motion made by Julie Matuzak and seconded by Matt Wallace, the board unanimously **VOTED** to review and approve the Vendor Payment report (over \$35,000).

Discussion: Julia Bingham – This is a summary of payments made over \$35,000 during the grant cycle. Mostly assistance payments that received services through community Action Centers. Some Head Start partnership payments and some contractors that do work to support our weatherization services.

8. **Recommendation to receive and file: Transportation Budget to Actual Report**

Upon a motion made by Carmen Bordea and seconded by Esperanza Cantu, the board unanimously **VOTED** to receive and file the Transportation Budget to Actual Report.

Discussion: Julia Bingham – Our Transportation runs on a fiscal year which runs 10/1/22 – 9/30/23. We would expect to be 58.3% of the way through our cycle. Funded primarily through

grants through Smart and some County funds. Seen reduction over last few years. The agreement with Smart, the per mileage rate was cut in half.

Julie Matuzak question – Revenue item says transport, what does that mean? Julia would like to investigate, discussion ensued.

Julie Matuzak – expense accounts – salary and wages, temp/extra hire? What was this cost for? Julie responded that this was a reversal of a payroll accrual.

EFSP (Emergency Food and Shelter) Funding is reflected on here. These are funds passed through FEMA and they are generally used to purchase food.

**9. Recommendation to receive and file: Head Start Budget to Actual Report**

Upon a motion made by Julie Matuzak and seconded by Carmen Bordea, the board unanimously **VOTED** to receive and file the Head Start Budget to Actual Reports.

Discussion: Julia Bingham – The Head Start American Rescue and the Head Start CRRSA grant cycle ended March 31, there is still some reconciling to be done. They should be spent in their entirety. We are about 66.7% through the budget cycle for the “traditional” Head Start grants which run September 1, 2022 – August 31, 2023.

**10. Recommendation to receive and file: Budget Summary Report**

Upon a motion made by Esperanza Cantu and seconded by Matt Wallace, the board unanimously **VOTED** to receive and file the Budget Summary Report.

Discussion: Julia Bingham – The report looks different because Community Development has moved to the Planning and Economic Development department. We will continue to see Community Development items through the end of the calendar year but will not focus on it and it will not be included in the budget summary going forward. The items in bold are items that have changed because of an action and the italics expect changes coming.

**11. Recommendation to receive and file: February 2023 and March 2023 Agency Credit Card Usage Report**

Upon a motion made by Julie Matuzak and seconded by Esperanza Cantu, the board unanimously **VOTED** to receive and file the February 2023 and March 2023 Agency Credit Card Usage Report.

Discussion: Julia Bingham – There are items related to travel and some Target purchases for SSVF which supports services to Veteran’s families. Julie Matuzak inquired on the Door Dash purchases. Linda explained that Door Dash is sometimes used to provide a meal for homebound or disabled individuals waiting for meals on wheels or other food assistance benefits to go through or someone who just returned home from hospital stays.

**12. Recommendation to receive and approve: Delete the MCA Petty Cash Policy**

Upon a motion made by Carmen Bordea and seconded by Matt Wallace, the board unanimously **VOTED** to receive and approve the deletion of the MCA Petty Cash Policy.

Discussion: Julia Bingham – We will be do away with the petty cash funds. If anyone needs to put out a small amount of cash, they will be reimbursed by check withing 24 to 48 hours.

- 13. Recommendation to receive and approve: Revised Introduction to MCA Fiscal Policy Manual**  
Upon a motion made by Matt Wallace and seconded by Esperanza Cantu, the board unanimously **VOTED** to receive and approve the Revised Introduction to MCA Fiscal Policy Manual.

Discussion: Julia Bingham – Due to the HUD Monitoring the following changes were made to the Introduction to the MCA Policies. *The contents of this manual are reviewed by Macomb Community Action leadership annually to ensure appropriate internal controls are followed. All Macomb Community Action staff are bound by the policies herein, and any deviation from established policy is prohibited.*

- 14. Recommendation to receive and approve: MCA Revised Security Policy.**  
Upon a motion made by Julie Matuzak and seconded by Esperanza Cantu, the board unanimously **VOTED** to receive and approve the MCA Revised Security Policy.

Discussion: Julia Bingham – The biggest change was related to the petty cash. Any references of petty cash were removed. Changed some of the language regarding the MCA fiscal group.

**15. Other Business**

No other business was discussed.

**16. Next Meeting: Tuesday, June 13, 2023 – Hybrid**

**17. Adjournment**

Upon a motion made by Carmen Bordea and seconded by Esperance Cantu, the board unanimously **VOTED** to adjourn the meeting at 12:50 p.m.

Respectfully submitted,

Ann Wagner