



District 01 – Michelle Nard
District 06 – Jeff Farrington

District 02 – Mai Xiong
District 08 – Phil Kraft

District 03 – Veronica Klinefelt
District 09 – Antoinette Wallace

District 04 – Joseph V. Romano
District 12 – Julie Matuzak

District 05 – Donald VanSyckel
District 13 – Joe Sabatini

DATE/TIME: Tuesday, June 7, 2022, 3:00 PM

COMMITTEE: Joint Health and Human Services and Finance, Audit, and Budget Committee

CHAIR: HHS Chair Barbara Zinner; Finance, Audit, and Budget Chair Joe Sabatini

LOCATION: Administration Building, One South Main Street, 9th Floor, Mount Clemens, MI 48043

MINUTES APPROVED JULY 12, 2022

1. Call to Order

The meeting was called to order by the Chairperson at 03:00 PM in the Administration Building, 1 S. Main St., 9th Floor Mount Clemens, Michigan 48043.

Present: Julie Matuzak, Michelle Nard, Joe Sabatini, Phil Kraft, Don Brown, Veronica Klinefelt, Barbara Zinner, Joseph V. Romano, Jeff Farrington, Harold L. Haugh, Don VanSyckel

Absent: Antoinette Wallace, Mai Xiong

2. Pledge of Allegiance

3. Adoption of Agenda

Motion to adopt the agenda dated Tuesday, June 7, 2022.

THE MOTION PASSED.

Motioned by: Joseph V. Romano

Seconded by: Don VanSyckel

Vote Summary: (9 - 0 - 0)

Aye - Don Brown, Jeff Farrington, Harold L. Haugh, Phil Kraft, Julie Matuzak, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Barbara Zinner

Nay - None

Abstain - None

4. Approval of Minutes

a) Joint Health and Human Services and Records and Public Safety Committee Minutes dated May 9, 2022

b) Joint Internal Services and Finance, Audit, and Budget Committee Minutes dated May 10, 2022

Motion to approve the Joint Health and Human Services and Records and Public Safety Committee Minutes dated May 9, 2022, and the Joint Internal Services and Finance, Audit, and Budget Committee Minutes dated May 10, 2022.

THE MOTION PASSED.

Motioned by: Joe Sabatini
Seconded by: Julie Matuzak

Vote Summary: (9 - 0 - 0)

Aye - Don Brown, Jeff Farrington, Harold L. Haugh, Phil Kraft, Julie Matuzak, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Barbara Zinner

Nay - None

Abstain - None

5. Public Participation (three minutes max per speaker, related only to issues on the agenda)

None

6. Health and Human Services Department Recommendations

- a) Area Agency on Aging 1B: FY 2023-2025 Multi-Year Plan and FY 2023 Annual Implementation Plan / Amanda Sears, Senior Grants Manager

Motion to receive and file the Area Agency on Aging 1B: FY 2023-2025 Multi-Year Plan, as presented by Amanda Sears, and recommend that the Board of Commissioners adopt Resolution 2022-8454: Approving FY 2023 Annual Implementation Plan of the Area Agency on Aging 1-B.

THE MOTION PASSED.

Motion by: Julie Matuzak
Seconded by: Phil Kraft

Vote Summary: (10 - 0 - 0)

Aye - Don Brown, Jeff Farrington, Harold L. Haugh, Veronica Klinefelt, Phil Kraft, Julie Matuzak, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Barbara Zinner

Nay - None

Abstain - None

- b) Budget Amendment: Health Fiscal Year Grant Funds - COVID Immunizations, Contact Tracing and Infection Prevention Programs (\$1,084,000) / Andrew Cox, Director/Health Officer

Motion to recommend that the Board of Commissioners approve a FY2021/22 budget amendment to the Macomb Community Action Health Fiscal Year Grant Funds in the amount of \$1,084,000 by decreasing Personnel(\$281,000) and Contract Services(\$803,000) with a corresponding increase to Internal Services Costs (\$1,064,000) and Operations (\$20,000) to be used for three COVID Programs (Immunizations, Contract Tracing, and Infection Prevention). There is no cost to the County.

This action does not constitute the Commission's approval of any contract and does not otherwise change or amend any other budget provision or requirement, including

but not limited to the provisions and requirements of Ordinance 2021-04. Additionally, if approval is required under Ordinance 2017-03, such approval must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

THE MOTION PASSED.

Motion by: Jeff Farrington

Seconded by: Joseph V. Romano

Vote Summary: (10 - 0 - 0)

Aye - Don Brown, Jeff Farrington, Harold L. Haugh, Veronica Klinefelt, Phil Kraft, Julie Matuzak, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Barbara Zinner

Nay - None

Abstain - None

Speakers

Don Brown

- c) Budget Amendment: Macomb Community Action, Children and Family Services - Head Start COVID-19 Carryover Funding (\$183,442) / Ernest Cawvey, Director

approve a FY2021/22 budget amendment for Macomb Community Action Children and Family Services Division in the amount of \$183,442 by increasing Personnel with a corresponding decrease to Supplies and Services in order to fund retention bonuses for Head Start Teachers, Teacher Aides and substitutes in the Head Start COVID-19 Carryforward cost center (30289302).

This action does not constitute the Commission's approval of any contract and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Additionally, if approval is required under Ordinance 2017-03, such approval must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

- d) Budget Amendment: Macomb Community Action, Children and Family Services - Head Start Oakland Livingston Human Service Agency (OLHSA) Diaper Bank (\$4,954) / Ernest Cawvey, Director
- approve a FY2022 budget amendment to increase the Macomb Community Action Children & Family Services Head Start OLHSA Diaper Bank budget in the amount of \$4,954 (89129) due to an increase in funding from the Michigan Department of Health and Human Services to be used for diapers and supplies to households with children under 36 months of age.**

This action does not constitute the Commission's approval of any contract and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Additionally, if approval is required under Ordinance 2017-03, such approval must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

- e) Budget Amendment: Macomb Community Action, Children and Family Services - Head Start American Rescue Plan (ARP) Expense Reallocation / Ernest Cawvey, Director
- approve a FY2021/22 budget amendment for Macomb Community Action Children and Family Services Division in the amount of \$258,376.06 by decreasing Salary/Fringe Expenses (\$25,014) and Operating Expenses (\$233,362.06) with a corresponding increase to Contractual Expenses (\$205,309.52) and Capital Outlay (\$53,066.54) in order to reallocate projections for the Head Start American Rescue Plan (ARP) Program (302-89300).**

This action does not constitute the Commission's approval of any contract and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Additionally, if approval is required under Ordinance 2017-03, such approval must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

Motion to recommend Health and Human Services Department Recommendations 6c - 6e to the Full Board.

THE MOTION PASSED.

Motion by: Jeff Farrington

Seconded by: Harold L. Haugh

Vote Summary: (11 - 0 - 0)

Aye - Don Brown, Jeff Farrington, Harold L. Haugh, Veronica Klinefelt, Phil Kraft, Julie Matuzak, Michelle Nard, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Barbara Zinner

Nay - None

Abstain - None

Speakers

Julie Matuzak

Phil Kraft

Don VanSyckel

- f) Budget Amendment: Macomb Community Action - Children and Family Services - Water Residential Assistance Program (WRAP) Conservation Program (\$158,279) / Ernest Cawvey, Director

approve a FY2022 budget amendment for the Macomb Community Action Children & Family Services WRAP Conservation budget in the amount of \$158,279 (89120) by decreasing Federal Revenue with a corresponding increase to Outside Organization Funding in order to reclassify budget revenue.

This action does not constitute the Commission's approval of any contract and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Additionally, if approval is required under Ordinance 2017-03, such approval must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

- g) Budget Amendment: Macomb Community Action, Children and Family Services - Water Residential Assistance Program (WRAP) Oakland Livingston Human Service Agency (OLHSA) Program (\$201,685) / Ernest Cawvey, Director

approve a FY2022 budget amendment for the Macomb Community Action Children & Family Services WRAP OLHSA budget in the amount of \$201,685 (89127) by decreasing Federal revenue with a corresponding increase to Outside Organization Funding in order to support minor water conservation audits and plumbing repairs.

This action does not constitute the Commission's approval of any contract and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Additionally, if approval is required under Ordinance 2017-03, such approval must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

- h) Budget Amendment: Macomb Community Action, Community Services Division - Weatherization Assistance Program (Department Of Energy) Expense Reallocation (\$165,000) / Ernest Cawvey, Director

approve a FY2021/22 budget amendment for the Macomb Community Action Community Services Division in the amount of \$165,000 by decreasing Salaries & Wages (\$71,501), Fringe Benefits (\$47,513), Operating Expenses (\$15,930), Internal Services (\$56), and Capital Outlay (\$30,000) with a corresponding increase to Contract Services (\$165,000) in order to reallocate expense projections for the Weatherization Assistance Program (DOE) grant (302-89541 & 302-89551).

This action does not constitute the Commission's approval of any contract and does not otherwise change or amend any other budget provision or requirement, including

but not limited to the provisions and requirements of Ordinance 2021-04. Additionally, if approval is required under Ordinance 2017-03, such approval must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

- i) Budget Amendment: Macomb Community Action, Community Services Division - Low Income Home Energy Assistance Program (LIHEAP) Grant (\$507,703) / Ernest Cawvey, Director
approve a FY 2021/2022 budget amendment to increase the Macomb Community Action Community Services Division Low Income Home Energy Assistance Program (LIHEAP) grant in the amount of \$507,703 due to a funding increase from Michigan Department of Health & Human Services - Bureau of Community Action & Economic Opportunity to be used for weatherization projects to low income residents in Macomb County.

This action does not constitute the Commission's approval of any contract and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Additionally, if approval is required under Ordinance 2017-03, such approval must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

Motion to recommend Health and Human Services Department Recommendations 6f - 6i to the Full Board.

THE MOTION PASSED.

Motion by: Julie Matuzak

Seconded by: Michelle Nard

Vote Summary: (11 - 0 - 0)

Aye - Don Brown, Jeff Farrington, Harold L. Haugh, Veronica Klinefelt, Phil Kraft, Julie Matuzak, Michelle Nard, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Barbara Zinner

Nay - None

Abstain - None

Speakers

Harold L. Haugh

Joseph V. Romano

Jeff Farrington

- j) Budget Amendment: Macomb Community Action, Children and Family Services - Food Program (\$92,222) / Ernest Cawvey, Director
approve a FY2022 budget amendment for the Macomb Community Action Children & Family Services Food Program budget in the amount of \$92,222 by decreasing Food Board Contribution revenue with a corresponding increase to Donations - Private Sources in order to reclassify budgeted revenue sources.

This action does not constitute the Commission's approval of any contract and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Additionally, if approval is required under Ordinance 2017-03, such approval must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

- k) Budget Amendment: Macomb Community Action, Children and Family Services - Commodity Distribution (\$1,350,000) / Ernest Cawvey, Director
approve a FY2022 budget amendment to increase the Macomb Community Action Children & Family Service Division Commodity Distribution budget in the amount of \$1,350,000 (89571) due to an increase to federal in-kind revenue from USDA VIA Michigan Department of Education that was overlooked in the County budget submission for FY2022 to be used for recording the

amount of food donated to the TEFAP Commodity Program by recording the revenue and expense.

This action does not constitute the Commission's approval of any contract and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Additionally, if approval is required under Ordinance 2017-03, such approval must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

- l) Budget Amendment: Macomb Community Action, Children and Family Services - CERA2 (COVID Emergency Rental Assistance) Federal Program (\$1,594,195.62) / Ernest Cawvey, Director
approve a FY2021/22 budget amendment for the Macomb Community Action Children & Family Services Division in the amount of \$1,594,195.62 by decreasing Contract Services (\$1,594,195.62) with a corresponding increase to Personnel (\$676,728.79), and Operating Expenses (\$917,466.83) in order to reallocate expenditures in the CERA2 Federal (COVID Emergency Rental Assistance) Program.

This action does not constitute the Commission's approval of any contract and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Additionally, if approval is required under Ordinance 2017-03, such approval must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

- m) Budget Amendment: Macomb Community Action, Children and Family Services - Basic Needs Program (\$100,000) / Ernest Cawvey, Director
approve a FY2022 budget amendment for the Macomb Community Action Children & Family Services Basic Needs budget in the amount of \$100,000 by decreasing Federal Revenue with a corresponding increase to Outside Organization Funding in order to reclassify budgeted revenues (89104).

This action does not constitute the Commission's approval of any contract and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Additionally, if approval is required under Ordinance 2017-03, such approval must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

- n) Budget Amendment: Macomb Community Action, Office of Senior Services - AAA1-B Carryover Funding (\$17,629) / Ernest Cawvey, Director
approve a FY2021/22 budget amendment for the Macomb Community Action Office of Senior Services Division in the amount of \$17,629 by increasing Federal Revenue (\$15,867) and In-kind Revenue (\$1,762) with a corresponding increase to Salary/Fringe Expenditures (\$3,298), Operating Expenses (\$3,331), Contract Services (\$9,238), and In-kind Expenditures (\$1,762) in order to utilize AAA1-B FY2021 carryover funding for the Adult Dementia Day Care Program.

This action does not constitute the Commission's approval of any contract and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Additionally, if approval is required under Ordinance 2017-03, such approval must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

Motion to recommend Health and Human Services Department Recommendations 6j - 6n to the Full Board.

THE MOTION PASSED.

Motion by: Michelle Nard

Seconded by: Harold L. Haugh

Vote Summary: (11 - 0 - 0)

Aye - Don Brown, Jeff Farrington, Harold L. Haugh, Veronica Klinefelt, Phil Kraft, Julie Matuzak, Michelle Nard, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Barbara Zinner

Nay - None

Abstain - None

Speakers

Julie Matuzak

Don Brown

Jeff Farrington

7. Finance, Audit, and Budget Committee

8. Presentations

- a) Treasurer's Office: 2022 First Quarterly Report / Christina Miller, Deputy Treasurer of Investments

Motion to receive and file the Treasurer's Office: 2022 First Quarterly Report as presented.

THE MOTION PASSED.

Motioned by: Michelle Nard

Seconded by: Don VanSyckel

Vote Summary: (11 - 0 - 0)

Aye - Don Brown, Jeff Farrington, Harold L. Haugh, Veronica Klinefelt, Phil Kraft, Julie Matuzak, Michelle Nard, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Barbara Zinner

Nay - None

Abstain - None

- b) Finance Department: 2022 First Quarterly Report / Steve Smigiel, Director

Motion to receive and file the Finance Department: 2022 First Quarterly Report as presented.

THE MOTION PASSED.

Motioned by: Harold L. Haugh

Seconded by: Barbara Zinner

Vote Summary: (11 - 0 - 0)

Aye - Don Brown, Jeff Farrington, Harold L. Haugh, Veronica Klinefelt, Phil Kraft, Julie Matuzak, Michelle Nard, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Barbara Zinner

Nay - None

Abstain - None

Speakers

Joe Sabatini

9. Finance, Audit, and Budget Department Recommendations

- a) Budget Amendment: Finance Department - 2020 Audit Fees Increase (\$8,500) / Steve Smigiel, Director

Motion to recommend that the Board of Commissioners approve a FY2022 budget amendment for Finance in the amount of \$8,500 by decreasing Fund Balance with a corresponding increase to Non-Department Appropriations expenditures in order to provide funding for increased audit fees related to the 2020 audit.

This action does not constitute the Commission's approval of any contract and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Additionally, if approval is required under Ordinance 2017-03, such approval must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

THE MOTION PASSED.

Motion by: Michelle Nard
Seconded by: Jeff Farrington

Vote Summary: (11 - 0 - 0)

Aye - Don Brown, Jeff Farrington, Harold L. Haugh, Veronica Klinefelt, Phil Kraft, Julie Matuzak, Michelle Nard, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Barbara Zinner

Nay - None

Abstain - None

- b) Contract Amendment: Plante & Moran, LLC - Fiscal Year 2021 Single Audit Services (\$26,500 plus \$5,500 for Each Additional Major Program) / Steve Smigiel, Director

Motion to recommend that the Board of Commissioners approve a contract amendment with Plante Moran to provide professional services related to the fiscal year 2021 single audit, which is an audit of compliance with the provisions of Federal grant programs in the amount of \$26,500 plus \$5,500 for each additional major program for Finance. Funding is available through a concurrent budget amendment in the General Fund.

This action does not constitute the Commission's approval of a budget amendment and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Any budget amendment required for this contract/purchase/agreement must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

THE MOTION PASSED.

Motion by: Michelle Nard
Seconded by: Joseph V. Romano

Vote Summary: (11 - 0 - 0)

Aye - Don Brown, Jeff Farrington, Harold L. Haugh, Veronica Klinefelt, Phil Kraft, Julie Matuzak, Michelle Nard, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Barbara Zinner

Nay - None

Abstain - None

Speakers

Harold L. Haugh

Veronica Klinefelt

Phil Kraft

Julie Matuzak

Jeff Farrington
Joe Sabatini

- c) Budget Amendment: Finance Department - Fiscal Year 2021 Single Audit Services (\$71,500) / Steve Smigiel, Director

Motion to recommend that the Board of Commissioners approve a FY2022 budget amendment for Finance in the amount of \$71,500 by increasing Supplies & Services with a corresponding decrease to Fund Balance revenue in order to provide funding for additional audit fees for the 2021 single audit of compliance with laws and regulations surrounding Federal grant programs.

This action does not constitute the Commission's approval of any contract and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Additionally, if approval is required under Ordinance 2017-03, such approval must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

THE MOTION PASSED.

Motion by: Harold L. Haugh
Seconded by: Michelle Nard

Vote Summary: (11 - 0 - 0)

Aye - Don Brown, Jeff Farrington, Harold L. Haugh, Veronica Klinefelt, Phil Kraft, Julie Matuzak, Michelle Nard, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Barbara Zinner

Nay - None

Abstain - None

10. Ordinances

- a) Ordinance 2022-XX: An Ordinance to Establish Comprehensive Contracting and Purchasing Policies and Procedures; to Amend Previously Adopted Contracting and Purchasing Policies and Procedures, Ordinances, and Associated Resolutions, and to Provide Penalties and Consequences for Violations / Workgroup Members: Commissioners Farrington, Matuzak, VanSyckel and Wallace

- b) Amended 2021-2022 Board Procedures and Instructions *(to be adopted concurrently with the Contracting Ordinance)*

Motion to receive and file the discussion on items 10a and 10b.

THE MOTION PASSED.

Motioned by: Harold L. Haugh
Seconded by: Michelle Nard

Vote Summary: (11 - 0 - 0)

Aye - Don Brown, Jeff Farrington, Harold L. Haugh, Veronica Klinefelt, Phil Kraft, Julie Matuzak, Michelle Nard, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Barbara Zinner

Nay - None

Abstain - None

Speakers

Harold L. Haugh
Veronica Klinefelt
Jeff Farrington
Julie Matuzak
Don VanSyckel
Veronica Klinefelt
Harold L. Haugh
Julie Matuzak
Don Brown
Jeff Farrington
Don VanSyckel
Joseph V. Romano
Veronica Klinefelt

11. Public Participation (three minutes max per speaker)

None

12. Commissioner's Comments

Speakers

Veronica Klinefelt
Phil Kraft
Jeff Farrington

13. Closed Session

- a) Closed Session to Discuss Confidential Attorney/Client Privileged Memo dated January 12, 2022, from Independent Counsel / Peter Webster, Independent Counsel

Motion to enter into Closed Session.

THE MOTION PASSED.

Motioned by: Joseph V. Romano

Seconded by: Harold L. Haugh

Vote Summary: (8 - 0 - 0)

Aye - Jeff Farrington, Harold L. Haugh, Phil Kraft, Julie Matuzak, Michelle Nard, Joseph V. Romano, Joe Sabatini, Barbara Zinner

Nay - None

Abstain - None

In accordance with the motion, committee entered Closed Session at 5:08 p.m., with it concluding at 5:35 p.m.

14. Adjournment

Motion to adjourn the June 7, 2022 meeting at 05:36 PM.

THE MOTION PASSED.

Motioned by: Harold L. Haugh

Seconded by: Michelle Nard

Vote Summary: (11 - 0 - 0)

Aye - Don Brown, Jeff Farrington, Harold L. Haugh, Veronica Klinefelt, Phil Kraft, Julie Matuzak, Michelle Nard, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Barbara Zinner

Nay - None

Abstain - None