

To Grants Committee Meeting

**August 12, 2026**

**MINUTES**

Members Present:

Steve Reeb, Chairman  
Susan Gruberman, Asst. Chairman  
Scott Greenwald  
Courtney Moore  
Matt Smallheer

Members Excused:

Richie Meile  
Ken Sharkey

Staff Present:

Rick Stubblefield, Executive Director  
Jennifer Johnson, Fiscal Manager  
Becky Rose

Others Present:

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Chairman Steve Reeb called the meeting to order at 5:30 p.m. in the St. Clair County Annex Conference Room, 2<sup>nd</sup> Floor.

Attendees rose and recited the Pledge of Allegiance.

Chairman Reeb took roll call.

Chairman Reeb asked if there were comments from the public on the agenda. There were no other public comments.

Upon a motion by Ms. Gruberman and a second by Mr. Moore, the minutes from the July 8, 2026, Grants Committee meeting were approved unanimously.

Upon a motion by Mr. Greenwald, and a second by Mr. Smallheer, the letter from the Grants Committee Chairman to the County Board Chairman transmitting the payroll and expense claims for the month of July 2026 were approved unanimously.

Upon a motion by Mr. Moore, and a second by Ms. Gruberman, the Check Register Summaries for the pay periods in July 2026 were approved unanimously and placed on file.

There were no questions concerning the Community Services Group and the reports were placed on file.

There were no questions concerning the Community Development Group and the report was placed on file.

There were no questions concerning the Workforce Development Group and the report was placed on file.

Upon a motion by Mr. Greenwald, and a second by Mr. Smallheer, the Community Services, Community Development, and Workforce Development Group reports were approved unanimously and placed on file.

### Resolutions

None.

### Old Business

None.

### New Business

#### A. FY2025 Financial Statements Audit

Ms. Jennifer Johnson reported on the Fiscal Year (FY) 2025 audit and presented the final audit report. She noted that it was another successful year, with the audit performed by Wipfli. The FY2025 audit was clean, with no findings, compliance issues, or material weaknesses identified. The major programs audited this year included Workforce Development, Continuum of Care (CoC) programs, and the Community Service Block Grant (CSBG) program. As part of the compliance review, auditors conducted a more detailed examination of these programs, including reviewing client files and supporting documentation. No issues were identified during this process. Ms. Johnson reported that total expenditures in FY2025 were approximately \$4.5 million lower than in FY2024. This decrease was primarily attributable to a \$5 million grant that was received, administered, and fully expended in FY2024 for World Wide Technology Raceway. Excluding this grant, the Intergovernmental Grants Department's (IGD) normal operating expenditures were slightly higher in FY2025 compared with the prior year.

Mr. Rick Stubblefield commended the Fiscal Department, noting that a team of only three staff members manages approximately 75 grants across all departments. He recognized the team for their outstanding work and dedication in successfully managing these responsibilities.

There were no further comments or questions.

Mr. Smallheer made a motion to approve the Audit report, and Mr. Greenwald seconded the motion. The motion passed unanimously.

#### B. Director's Report

Mr. Stubblefield reported that the Low-Income Home Energy Assistance Program (LIHEAP) concluded on August 15<sup>th</sup>, with staff working diligently to process all applications received before the program closeout. To date, 6,751 applications have been processed, with 6,279 households receiving benefits. LIHEAP is scheduled to reopen October 1<sup>st</sup>, with priority provisions in place. The Percentage of Income Payment Plan (PIPP) recertifications are currently underway; however, as the program is being phased out, this is expected to be the final year of PIPP. Low-Income discount rates are being implemented to help reduce the financial impact on households that will no longer receive PIPP benefits.

The Community Service Block Grant (CSBG) Notice of Funding Opportunity (NOFO) has been issued, with proposals due September 18<sup>th</sup>. Due to the continued demand for assistance, qualified agencies are being invited to submit proposals for CSBG funding to support eligible activities, including food insecurity initiatives, youth programs, reentry services, and crisis support. The CAP60 project is also progressing well. As part of CSBG's strategic planning

efforts, the new system will help streamline and consolidate application and reporting processes, improving efficiency and coordination across programs.

The Continuum of Care (CoC) NOFO, which has been recalled again, leaving the program and funding process in a state of uncertainty. Three grants previously sub-awarded to the Health Department have been pulled back. Additional summer staff were brought on to conduct thorough review of the program files. The review has identified numerous deficiencies and instances of missing documentation. Staff are working to meet with clients to update the files, establish current eligibility, and bring records into compliance. The review has also identified instances in which rental and utility payments may have been either overpaid or underpaid. Staff continue to assess the extent of these issues and determine appropriate corrective action.

The Weatherization program continues to work to catch up on outstanding projects and administrative requirements. Concerns were expressed regarding a lack of accountability and support at the program's management level. It was noted that the local technical representative has been very supportive and helpful throughout the process, despite these broader challenges. Since the previous meeting, Weatherization underwent state quality assurance monitoring and received positive results, with no findings identified. Program operations continue to move forward, including completion of a multifamily project in partnership with the St. Clair County Housing Authority, as well as 11 single family homes. Additional multi-family projects are already scheduled, providing a strong pipeline for upcoming work.

All contracts for the 2025 Community Development Block Grant (CDBG) Public Facilities projects have been completed. Award letters for the 2026 projects selected for the upcoming funding cycle have been issued. The rehabilitation lottery has been completed, and applications are now being accepted from the first 20 households selected through the lottery process.

For the CDBG-Disaster Recovery (DR), all policies and procedures associated with the 2024 flood recovery funding have been finalized and approved. Staff are currently finalizing applications and scoring criteria for new projects. The 2024 grant funding will support eligible activities related to infrastructure improvements, new housing development, and economic development.

Workforce Development's new system IWDS 2.0 is now live, and while there have been some initial technical issues, implementation is moving forward. Funding was reduced by approximately \$739,000. The program received a \$300,000 supplemental grant, which will help offset a portion of the reduction, provide supportive services, and allow staff to pilot new strategies to assist with the transition to IWDS 2.0. The new system includes increased accountability measures for both staff and program participants, as well as additional requirements for training providers.

There were no further comments or questions.

Mr. Smallheer made a motion to approve the Director's report, and Mr. Greenwald seconded the motion. The motion passed unanimously.

#### Other Comments

None.

#### Adjournment

Chairman Steve Reeb entertained a motion to adjourn. On a motion by Mr. Moore, and a second by Mr. Greenwald, motion passed, and Chairman Reeb adjourned the meeting at 6:10 p.m.