



Mark A. Hackel
County Executive

MACOMB COMMUNITY ACTION

21885 Dunham Road, Suite 10 • Clinton Township, Michigan 48036

Phone: (586) 469-6999 • Fax: (586) 469-5530

mca.macombgov.org

Rhonda M. Powell
Director

Community Services

Action Centers
Community Development
Head Start 0 - 5
Individual Development
Account Program
Macomb Food Program
(501c3)
Transportation
Weatherization

Office of Senior Services

Adult Day Health Services
Benefit Access
Chore Services
Dining Senior Style
Evidence Based Disease
Prevention
Home Injury Control
Meals on Wheels

March 7, 2017

TO: MCAAB Board Members

FR: Rhonda M. Powell, Director

CC: Steven C. Gold, Director
Health & Community Services

RE: Macomb Community Action Advisory Board Meeting Notice

The Macomb Community Action Advisory Board meeting will be held on:

Tuesday, March 14, 2017
Training & Conference Center
21885 Dunham Road
Clinton Township, MI 48036
Lunch will be served at 11:30 a.m.

A G E N D A

- I. Call to Order/Pledge of Allegiance
- II. Determination of a Quorum
- III. Recommendation to approve the Agenda
- IV. Recommendation to approve the December 6, 2016 minutes (Attached)
- V. Public Comment
- VI. Chairperson's Report
- VII. Committee Reports

Executive Committee Report

1. Recommendation to receive and file the account reassignment letter from Oakland Livingston Human Services Agency regarding the IDA program
2. Recommendation to receive and file the CAPER report from the U.S. Department of Housing and Urban Development on the CDBG, HOME, and ESG programs
3. Recommendation to receive and file the monitoring clearance letter from the U.S. Department of Housing and Urban Development on the ESG program
4. Recommendation to receive and file the Disability Waiver request approval letter from the Administration for Children & Families Office of Head Start
5. Recommendation to receive and file the monitoring letter from the Department of Health and Human Services on the CSBG, CSBG-D, DOE, and LIHEAP programs

Budget Committee Report

1. Recommendation to receive and file the Budget Summary Report
2. Recommendation to receive and file the Special Assistance Grants Report
3. Recommendation to receive and file the Cash Donations Report
4. Recommendation to receive and file the Financial Detail Report on Calendar Year Programs
5. Recommendation to receive and file the Financial Detail Report on Transportation
6. Recommendation to receive and file the Financial Detail Report on the Macomb Food Program
7. Recommendation to receive and file the Financial Detail Report on Head Start 0 - 5
8. Recommendation to receive and file the Agency Credit Card Usage Report
9. Recommendation to approve the updates to the Financial Policies & Procedures manual
 - Introduction
 - Billing and Invoicing
 - Audits (Pending Finance Departments review)
 - Political Activities and Lobbying
 - Journal Entries
 - Administration of Federal Awards
 - Administrative Accounting Group
 - Contributions Received
 - Insurance (Pending Risk Managements review)
 - Petty Cash
 - Revenues and Cash Receipts
 - Cash Disbursements

Program Planning & Evaluation Committee Report

1. Head Start Program Manager's Report
 - a) Recommendation to receive and file the Strategic Plan / Self-Assessment Dates
 - b) Recommendation to receive and file the Mid-Year Program Goals & Objectives
 - c) Recommendation to receive and file the Program Performance Standards - ERSEA Summary of Changes
 - d) Recommendation to receive and file the Head Start/Early Head Start and the Early Head Start – Child Care Partnership Program Reports & Financial Reports
 - e) Recommendation to approve the new Head Start Standards of Conduct
 - f) Discussion on Duration of Services Grant
 2. Recommendation to receive and file the October, November, and December 2016 and the January 2017 Program Reports
 3. Recommendation to receive and file the ROMA FY2016 4th Quarter results
 4. Recommendation to receive and file the ROMA FY2017 Plan
 5. Recommendation to receive and file the ROMA FY2017 1st Quarter results
- VIII. Organizational Standards
- IX. Director's Report
- X. New Business / Emerging Issues
- XI. Announcements
- XII. Schedule for Upcoming Meetings:
 - April 11 Executive Committee
 - April 19 Budget Committee
 - April 26 Planning & Evaluation Committee
- XIII. Adjournment

Persons with disabilities needing accommodations to attend, please contact Macomb Community Action at 21885 Dunham Road, Suite 10, Clinton Township, MI 48036. (586) 469-6999. A three (3) day notice is required.