



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

Ernest Cawvey  
Director

Children & Family Services

Early Head Start  
Early Head Start /  
Child Care Partnership  
Great Start Readiness  
Program  
Head Start 0 – 5  
Macomb Food Program  
(501c3)

Community Services

Action Centers  
Community Development  
Home Rehab  
Housing Services  
Transportation  
Weatherization

Office of Senior Services

Adult Day Program  
Benefit Access  
Community Liaison  
Dining Senior Style  
Handy Helper  
Meals on Wheels

September 14, 2021

**TO:** MCAAB Budget Committee Members  
**FR:** Denise Amenta, Chair  
Macomb Community Action  
Advisory Board  
**CC:** Ernest Cawvey  
Director  
**RE:** Budget Committee Meeting Notice

THE PROMISE OF COMMUNITY ACTION

*Community Action changes people's lives,  
embodies the spirit of hope,  
improves communities, and makes America a  
better place to live.  
We care about the entire community,  
and we are dedicated to helping people  
help themselves and each other.*

Mission Statement

*"Persistent action to diminish poverty and  
promote independence"*

**Tuesday, September 21, 2021**

**ATTENDANCE OPTIONS**

**IN-PERSON: 11:30 am**

(includes lunch)

VerKuilen Building (entrance E or F)  
21885 Dunham Road

**MSUE ASSEMBLY ROOM**

**VIRTUAL: 12:00 noon**

**1-408-418-9388**

**CODE: 179 244 0914**

**AGENDA**

1. Call to Order
2. Determination of a Quorum
3. Recommendation to approve the Agenda
4. Public Comment
5. Recommendation to approve the July 20, 2021 minutes
6. Recommendation to review and approve July and August 2021 List of Bills
7. Recommendation to review and approve Vendor Payment report
8. Recommendation to receive and file the Budget Summary reports
9. Recommendation to receive and file the Special Assistance Grants report
10. Recommendation to receive and file the Cash Donations report
11. Recommendation to receive and file the CARES/COVID Funding report
12. Recommendation to receive and file the Financial Detail Report on Weatherization
13. Recommendation to receive and file: 2022 Budget

14. Recommendation to receive and file the Agency Credit Card Usage Report

- June, July and August 2021

15. Receive and approve: MCA Fiscal Policies

- Introduction
- Administrative Accounting Group Overview
- Business Conduct Ethics Ordinance
- Business Conduct
- Misconduct
- Security
- Technology and Security
- Technology Security Policy – Macomb County
- General ledger and Chart of Accounts
- Political Activities and lobbying
- Cash Receipts
- Revenue Recognition
- Cost Sharing Matching in Kind
- Contributions Accounting
- Billing Invoicing and Reimbursements
- Grants Receivable
- Macomb County Contracting and Purchasing Policy
- Purchasing
- Charging of Costs to Federal awards
- Accounts Payable
- Conference Seminar
- Purchasing of Food
- Mileage Reimbursement
- Credit Cards
- Payroll
- PTO Part Time EE
- Petty Cash
- Audits
- Insurance
- Financial Records – General Schedule
- Human Resources – Approved Record Retention Schedule
- Record Retention

16. Other Business

17. Schedule Next Meeting

Full Board: October 12, 2021: HYBRID

18. Adjournment