



Mark A. Hackel
County Executive

MACOMB COMMUNITY ACTION

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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

July 13, 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, July 20, 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: 173 158 5893

AGENDA

1. Call to Order
2. Determination of a Quorum
3. Recommendation to approve the Agenda
4. Public Comment
5. Recommendation to approve the May 11, 2021 minutes
6. Recommendation to review and approve May and June 2021 List of Bills
7. Recommendation to review and approve Contractual Services 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 Community Services

13. Recommendation to receive and file the Agency Credit Card Usage Report
- April and May 2021

14. Review and discuss: 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

15. Other Business

16. Schedule Next Meeting Full Board: August 10, 2021: HYBRID

17. Adjournment