



Mark A. Hackel
County Executive

MACOMB COMMUNITY ACTION

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Ernest Cawvey
Director

October 3, 2017

TO: MCAAB Board Members

FR: Ernest Cawvey, Director
Macomb Community Action

RE: Macomb Community Action Advisory Board Meeting Notice

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

Tuesday, October 10, 2017
Conference & Training Center, VerKuijen Building

21885 Dunham Road, Door C

Lunch will be served at 11:30; business meeting will begin at approximately 11:50 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 June 13, 2017 minutes (Attached)
- V. Public Comment
- VI. Chairperson's Report
 1. Recommendation to approve new board members
 2. Recommendation to approve the Corrective Action Plan and Changes to the By-Laws
- VII. Election of Officers
 1. Election Guidelines (Attached)
- VIII. Committee Reports
 - Executive Committee Report
 1. Recommendation to receive and file the programmatic assessment from Area Agency on Aging 1B for the Adult Day Health Services, HIC, Chore, Congregate, Home Delivered Meals, Evidence Based, and Resource Advocacy programs
 2. Recommendation to receive and file the fiscal assessment from Area Agency on Aging 1B
 3. Recommendation to receive and file the CSBG FY2016 Annual Report Review letter from the Department of Health and Human Services, Bureau of Community Action and Economic Opportunity
 4. Recommendation to receive and file the monitoring report from the Department of Health and Human Services on the FY2017 Organizational Standards
 5. Recommendation to receive and file the Under-enrollment Plan letter from the Administration for Children & Families, Office of Head Start

Children & Family Services

Action Centers
Early Head Start / CCP
Head Start 0 – 5
Financial Empowerment
Macomb Food Program
(501c3)

Community Services

Community Development
Chore Services
Home Injury Control
Home Rehab
Transportation
Weatherization

Office of Senior Services

Adult Day Health Services
Benefit Access
Dining Senior Style
Evidence Based Disease
Prevention
Meals on Wheels
Resource Advocacy

Executive Committee Report, continued

6. Recommendation to receive funds from the U.S. Department of Housing and Urban Development for the CDBG program, HOME program, and ESG program
7. Recommendation to receive and file the programmatic monitoring report from the Department of Health and Human Services

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 Weatherization
5. Recommendation to receive and file the Financial Detail Report on Head Start
6. Recommendation to receive and file the Agency Credit Card Usage Report

Program & Planning Committee Report

1. Head Start 0 – 5 Program Manager’s Report
 - a) Recommendation to receive and file the Head Start/Early Head Start and the Early Head Start – Child Care Partnership Program Reports & Financial Reports
 - b) Recommendation to receive and file the Head Start/Early Head Start and the Early Head Start – Child Care Partnership Information Report (PIR)
 - c) Recommendation to receive and file the Department of Health and Human Services Notice of Award for Head Start/Early Head Start 05CH8330 FY 17-18
 - d) Recommendation to receive and file the Department of Health and Human Services Notice of Award for the Early Head Start – Child Care Partnership 05HP0010 FY 17-18
 - e) Recommendation to receive and file the Year End Program Goals Summary report
 - f) Recommendation to receive and file the Standards of Conduct, Active Supervision, and Methods of Child Guidance Policy
 - g) Recommendation to approve the Self Assessment procedure
 - h) Recommendation to approve the ERSEA Procedures with priority grid
 - i) Recommendation to approve the Program Governance Procedures – Policy Council Recruitment Procedure
 - j) Recommendation to approve the 2017-2018 Board Training Calendar
 - k) Discussion: Eligibility enrollment training 1302.12
 - l) Discussion: Privacy of Child Records
 - m) Policy Council Update
2. Recommendation to receive and file the May, June, July 2017 Program Reports
3. Recommendation to receive and file the ROMA 2017 3rd Quarter results

IX. Director’s Report

X. New Bushiness / Emerging Issues

XI. Announcements

XII. Schedule for Upcoming Meetings: November 7: *Executive Committee**
 November 15: *Budget Committee**
 November 29: *Program & Planning Committee**
 December 12, 2017: *Full Board / Annual Meeting*

XIII. Adjournment