

**METROPOLITAN ACTION COMMISSION  
BOARD OF COMMISSIONERS MEETING MINUTES  
Board Room – May 24, 2012**

***The Promise: 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 are dedicated to helping people help themselves and each other.***

**Present:** Calvin Atchison, Barbara Clinton, Benita Davis, Karen Doty, Brenda Dowdle, Florence Kidd, Sara Longhini, Adinah Robertson, LaVoneia Steele, Robert Stockard

**Absent:** Suad Abdulla, Kasey Anderson (formerly Dread) Leon Berrios, Davette Blalock, Steve Glover, Renita Lanier, Renee Pratt, and Phil Ryan

**Staff/Others:** Camille Baker, Tyronda Burgess, Marvin Cox, Cynthia Croom, Corey Harkey (Metro Attorney), Cassandra Johnson-Payne, Pamela Matthews, Rickie McQueen, Calithea Steward, Ron Swafford (guest from Chattanooga Human Services)

Dr. Steele called the meeting to order at 12:00 noon and read the Metropolitan Code of Laws appeal procedures.

**Motion:** Approve May 24, 2012 meeting minutes

**Made by:** Bobby Stockard **Seconded:** Flo Kidd. **Passed unanimously.**

**REPORT FROM THE CHAIR**

Ms. Calithea Steward, newly hired Adult Education & Training Manager for the Metropolitan Action Commission was introduced to the Board. Also, Mr. Ron Swafford, administrator for Chattanooga Human Services, which is the community action agency for Chattanooga.

**EXECUTIVE DIRECTOR REPORT**

The budget Mayor Dean submitted to Metro Council proposed providing the Agency with \$4 million in local funds, a \$770,300 increase, which will assist with the cost of fringe benefits. The Mayor's proposed capital budget includes replacing the North and Richland Head Start Centers and upgrades to several Agency buildings. Also included in the Mayor's proposed budget is a 4% salary increase for Agency staff, the same increase provided to all Metro staff (excluding department heads).

The Agency's budget hearing before Metro Council was held on Tuesday, May 22. Mrs. Croom was asked if Metro Social Services and the Metropolitan Action Commission could provide a written statement as to whether duplication of services existed between the two agencies and should they be combined. Mrs. Croom's verbal response was that the missions of both agencies are totally different and the funding for this Agency is specific to the work we are to do. Mrs. Croom assured Council that she will also provide a written response, as requested.

National funding issues remain pending. Head Start and Early Head Start funding continues to look positive. All federal grant budgets are good through September. Staff will continue to monitor.

**FINANCE REPORT as reported by Tyronda Burgess, Chief Financial Officer**

The March 2012 financial report was reviewed. All fund balances are zeroed out or positive. Head Start in-kind is 67%. Early Head Start in-kind is 52%. Credit card statements were reviewed. It was noted that Ms. McQueen's credit card was erroneously given to Mr. Winn for the purchase of Head Start special diet food. As a result, a new procedure has been implemented whereas the Accounting staff is to ensure the correct procurement card is given to the correct individual and other staff is attesting to receiving the correct card. CACFP billings and meal counts were reviewed.

The April 2012 financial report is based upon pre-closed numbers. All fund balances are zeroed out or positive. Head Start in-kind is 84%. Early Head Start in-kind is 61%. Even though Head Start and Early Head Start are combined into one grant and thus can combine their in-kind efforts to reach the 20% match requirement, for Board reporting purposes, their in-kind dollars will be reported separately. April saw the quarterly transfer from Metro to MAC Admin, which was then transferred to Head Start fringe costs. Conference expenses are paid with either CSBG, Head Start, or Early Head Start grant funds. The Anchor Tours charge to Mrs. Croom's credit card was the expense for chartering a bus for the GED students to go on a college tour. CACFP billings and meal counts were reviewed.

Staff met with Metro regarding how the high cost of benefits is affecting the budget. The grantor had said that as Metro benefit costs exceed the national average, additional grant funds will not be made available to cover benefits. Accordingly, to assist with the cost for this fiscal year, Metro appropriated over \$400,000 to the Agency.

### **ITEMS REQUIRING BOARD ACTION**

#### **Finance Report**

**Motion:** Approve March and April financial reports, including a 4% salary increase for staff (excluding the executive director as Mrs. Croom's compensation is recommended in conjunction with her annual evaluation). **Made by:** Calvin Atchison **Second:** Karen Doty **Passed unanimously.**

#### **Grants/Contracts/Memoranda of Understanding**

None at this time.

#### **Job Description #1 – Trainer (Community Services)**

There are three literacy instructor positions within the Community Programs Division. While two of the positions have remained filled, the third position has not been filled. As a new initiative that places an emphasis on the development and training of customers is developed, the Agency will be better served with the third literacy position being converted to a trainer position. Once the position is approved by the Board, it will require Metro approval prior to posting. The grade and pay levels will not change.

**Motion:** Approve changing the third literacy instructor position to a trainer position.

**Made by:** Karen Doty **Second:** Adinah Robertson **Passed unanimously.**

#### **Job Description #2**

It was determined that no other job descriptions need revising at this time.

#### **Employee Handbook**

Over this fiscal year, Mrs. Croom, Mrs. Johnson-Payne, and Service Employees International Union staff and stewards had several meetings in which every page of the Personnel Policies and Procedures (now called Employee Handbook) was reviewed for proposed changes. The Personnel Committee met on May 21, 2012, during which time Mrs. Croom shared the process, identified the proposed changes, and shared how the changes will be implemented.

**Motion:** Approve proposed Employee Handbook. **Made by:** Calvin Atchison **Second:** Florence Kidd

**Discussion:** Ms. Corey Harkey, Metro Attorney, explained that the Family Medical Leave Act allows staff who have been employed 12 months the opportunity to invoke maternity leave up to 16 weeks.

Conversely, staff who have been employed less than 12 months are not eligible for maternity leave as they are not eligible for FMLA. Mrs. Croom stated the clarification of who is eligible for maternity leave will be added to the Employee Handbook. Dr. Steele expressed appreciation for the cooperative spirit of the SEIU and Agency staff to reach consensus for the Employee Handbook.

**Passed unanimously.**

**Metro ITS Department Information Labeling and Handling Policy**

Metro policies adopted by the Agency are brought before the Board of Commissioners for approval

**Motion:** Approve Metro ITS Department Information Labeling and Handling Policy.

**Made by:** Adinah Robertson **Second:** Brenda Dowdle **Passed unanimously.**

**PROGRAM REPORTS**

**Media/Public Relations** – Mayor Dean visited Dudley Head Start as a part of the Share a Book Campaign. Mayor Dean will visit Berry Head Start next week. Historically, it is at this time of year that LIHEAP funds are depleted for the fiscal year. Untraditionally, this year funds remain as we are 2,000 applications below where we were last year, which could be attributed to the mild summer last year and mild winter this year. A Major outreach and public information campaign has been encouraging citizens to come in for energy assistance. This same information was also provided to Metro Council members so they can share it with their constituents. All unspent LIHEAP funds are returned to the State, pooled together with other returned LIHEAP funds, and then redistributed to the community action agencies across the state. GED graduation is Friday, June 15. Report attached.

**Community Services** – Mr. Cox introduced Meniqueca Hamilton, 2012 GED Valedictorian, who is currently enrolled at Nashville State Community College majoring in business administration with a 4.0 GPA. Ms. Hamilton shared that she is a mother of two. She stated the GED staff are excellent and are like a second family. She believes that she would not have had the success of passing her GED without the financial assistance offered by the GED program. Ms. Hamilton plans to transfer to Tennessee State University for her undergraduate degree, eventually becoming an entrepreneur. Report attached.

**Head Start** – The federal Head Start program has notified the Agency that its review can take place anytime between October 1, 2012 and September 30, 2013, as they are no longer required to provide a 30-day notice. Report attached.

**Early Head Start** – Report attached.

**Policy Council** – They are gearing up for the self-assessment.

**Administrative Services and Operations** – Ms. Crook is on leave until the end of July. No report at this time.

**Human Resources** – Report attached.

**OTHER BUSINESS**

None

Next meeting is Thursday, June 21, 2012

Meeting adjourned.

Minutes submitted by:

Kasey Dread, Secretary, Board of Commissioners