

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
Board Room –January 26, 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, Davette Blalock, Barbara Clinton, Karen Doty, Kasey Dread, Steve Glover, Florence Kidd, Renita Lanier, Sara Longhini, Renee Pratt, LaVoneia Steele, Robert Stockard

Absent: Suad Abdulla, Leon Berrios, Brenda Dowdle, Adinah Robertson, Phil Ryan

Staff/Others: Camille Baker, Tyronda Burgess, Marvin Cox, Karen Crook, Cynthia Croom, Corey Harkey (Metro Attorney), Cassandra Johnson-Payne, Pamela Matthews, and Rickie McQueen

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

Motion: Approve December 1, 2011 meeting minutes

Made by: Kasey Dread **Seconded:** Karen Doty, with the request to correct the spelling of Mr. Stockard's name
Passed unanimously.

EXECUTIVE DIRECTOR REPORT

Metro requested that all proposed FY2013 budgets reflect a 2% reduction. To meet this request, the agency will submit a proposed budget for local funds that reduces direct services (rent, mortgage, energy) in Community Services Assistance Program (CSAP) by \$65,600. CSAP affords the agency flexibility to provide assistance for eligible customers whose incomes are 185% - 200% of the poverty index and would therefore not be eligible for Community Services Block Grant (CSBG) services that have a 125% poverty index threshold. The numbers of customers affected by this reduction will be provided to Metro Council during the agency's budget hearing. All Metro proposed budgets are due by February 15. Over the last five years, local funding has reduced from \$4.1 million to 3.2 million with over \$1 million going to support Head Start salaries. Additionally, staff healthcare premiums have increased to the point where both grant and local dollars cannot fully support the costs without additional local funding. A reduction in force is not an option at this time as staffing has already been reduced in previous local budget cuts.

The federal Community Services Block Grant (CSBG) and the Low Income Home Energy Assistance Program (LIHEAP), which have been under continuing resolution since October 2010, was recently passed with less than a 2% reduction in CSBG federal funding, and LIHEAP receiving about a \$5.5 million in federal funding. It is once again anticipated that the next funding cycle will see CSBG receiving a 50% proposed funding reduction or program elimination. MAC will continue to project conservatively until final funding numbers are known.

Historically, Head Start is funded by a three-year cycle continuation grant. Recently, the U.S. Department of Health & Human Services, which funds Head Start, announced that Head Start grants will be funded in a five-year grant cycle with some grantees being required to participate in open competition for funding. In December 2011, DHHS announced that 132 national grants will be subjected to re-competition during this year's funding cycle, two of which are in Tennessee: Highland Rim and South Central Human Resource Agency. There has been discussion and speculation throughout the national Head Start network as to what precipitates a Head Start program from being a part of re-competition as the 132 programs currently being re-competed are of varying sizes, some are housed within school districts or local governments, while others are attached to non-profits or stand-alone programs. DHHS initially stated that a program was subject to re-competition if it met one of the seven federal targets for Head Start programs that force re-competition, however that criterion cannot be substantiated. MAC Head Start's next federal review would normally be in 2013, however, the regional office alluded that MAC Head Start is now following the five-year funding cycle and the next review will occur in 2015. Ms. Matthews stated that she received notice from the U.S. Office of Head Start (OHS) that MAC Head Start will have to apply for a five-year designation however OHS has not yet released the criteria for designation. Until such time, the Head Start grant cycle will be 3-years and is due March 30.

Mrs. Croom thanked Board members for attending the Tennessee Association of Community Action Annual Conference as federal reviewers look for this type of participation and involvement of board members and receiving training is a critical component of understanding their role as Board members.

FINANCE REPORT as reported by Tyronda Burgess, Chief Financial Officer

The November 2011 financial report was reviewed. All fund balances ended with either a positive amount or were zeroed out. Head Start in-kind is 37% and Early Head Start is 9%. Credit card statements were reviewed. It was noted that travel is paid for by separate federal funds received for Head Start and Early Head Start specifically for travel and training. CACFP billings and meal counts were reviewed.

The December 2011 financial report was reviewed. All fund balances ended with either a positive amount or were zeroed out. Head Start in-kind is 38% and Early Head Start in-kind is 13%. Credit card statements and CACFP billings and meal counts were reviewed. It was noted that the small amount for meal reimbursements is due to the holiday break.

A Center Manager 1 has been temporarily working out of class as a Center Manager 2. Due to her tenure with the agency, the 8% out-of-class rate allowed without Board approval would only increase her pay by 27 cents. Therefore, the Board is asked to allow this Center Manager's out-of-class rate to exceed the 8% maximum

Motion: Approve that this Center Manager's out-of-class rate can exceed the 8% maximum.

Made by: Robert Stockard/ **Second:** Karen Doty / **Passed unanimously.**

ITEMS REQUIRING BOARD ACTION

Finance Report

Motion: Approve January 26, 2012 financial report.

Made by: Steve Glover / **Second:** Kasey Dread / **Passed unanimously.**

Grants/Contracts/Memoranda of Understanding

Motion: Approve Memorandum of Understanding between MAC and Metro Parks for use of Dudley Center as a Head Start Center

Made by: Kasey Dread/ **Second:** Karen Doty / **Passed unanimously.**

PROGRAM REPORTS

Media/Public Relations – No report.

Community Services – Report attached.

Head Start – Report attached.

Early Head Start – Report attached. The federal review was completed April 2011 with **NO FINDINGS**.

Policy Council – Report attached.

Administrative Services and Operations – Report attached. As a result of staff allergies at the Clifford Allen Building, an environmental assessment of the building was requested.

Human Resources – Report attached. On February 6, vacant teacher assistants positions, the parent involvement coordinator, and before/after care assistants will be filled. On February 21, the human resource analyst, Early Head Start family service specialist, and a teacher assistant position will be filled.

OTHER BUSINESS

Danielle Mezera informed the Board that this meeting will be her last as a member of the Board of Commissioners as she has accepted a position with the Tennessee Department of Education. She thanked the Board and staff for the opportunity to serve on the Commission. Board members and staff thanked Danielle for her work serving the community as a member of the Commission.

Motion to adjourn. Made by Flo Kidd. Seconded by Steve Glover. Passed unanimously.

Meeting adjourned.

Minutes submitted by: