

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
12:00 noon – 1:00 p.m.
Board Room – March 28, 2013**

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, Benita Davis, Florence Kidd, Sara Longhini, Renee Pratt, LaVoneia Steele, Robert Stockard, and Jim Thiltgen

Absent: Kasey Anderson, Davette Blalock, Karen Doty, Brenda Dowdle, Steve Glover, Renita Lanier, Adinah Robertson, and Wendy Tucker

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

Dr. Steele called the meeting to order at 12:00 noon and reminded members that the Metropolitan Code of Laws appeal procedure is written at the top of the agenda.

Motion: Approve January 24, 2013 meeting minutes

Made by: Robert Stockard **Seconded:** Florence Kidd **Passed unanimously.**

REPORT FROM THE CHAIR

Dr. Steele announced the following committee appointments:

Finance Committee: Benita Davis (Chair), Steve Glover, Renee Pratt
Personnel Committee: Kasey Anderson (Chair), Adinah Robertson, Calvin Atchison
Program Committee: Davette Blalock, Karen Doty, Kamel Daouk
Nominating Committee: Adinah Robertson (Chair), Bobby Stockard, Jim Thiltgen
By-Laws Committee: Brenda Dowdle (Chair), Bobby Stockard, Sara Longhini
Head Start Committee: Flo Kidd (Chair), Sara Longhini, Cristina Villarreal

EXECUTIVE DIRECTOR REPORT

Sequestration and the reduction of the Head Start budget

The Head Start application due date was extended from March 29 to May 30.

Mrs. Croom sent an email to staff stating that should Sequestration occur as currently proposed, Head Start would have to reduce its budget by 5% (approximately \$600,000), resulting in Head Start staff being furloughed over the summer months in order to meet the 5% reduction. However, after being informed that the 5% reduction would not occur until 7/1/13, Mrs. Croom sent a second email to staff informing them that while staff would not be furloughed, in order to meet the +\$600,000 reduction in funding without having to eliminate staff or slots, Head Start staff salaries will be reduced by 2% across the board. Additionally, unfilled positions will remain unfilled; 12 Head Start bus drivers, several food service workers, and Early Head Start admin staff will shift to the Summer Food Services Program budget for the two summer months, education supplies will be reduced, the McNeilly contract will be reduced by 2% (no reduction in services), and the Health Department contract will be reduced by \$20,000. The Service Employees Union expressed their understanding of the need to reduce Head Start salaries and will work with their members helping them to understand the reduction to Head Start was due to federal reductions.

The agency's budget hearing before Mayor Dean is scheduled for May 1, at 3:00 p.m., during which time Mrs. Croom will explain how the federal 5% funding reduction will impact the agency, request the agency's local funding not be reduced by 2% as is proposed for all Metro departments, urge the Mayor to approve the additional \$2 million needed to complete the kitchen project, approve the North Head Start Center, and should Metro funding provide for a salary increase for Metro staff, that MAC staff also be included in any increase. The agency's budget hearing before Metro Council is scheduled for May 16, at 5:00 p.m. All board members are encouraged to attend both budget hearings.

Work Flexibility – During the summer, staff were surveyed for suggestions on ways they would like to flex their work hours. In follow-up, staff from each department formed a committee to review the suggestions as some had legal and/or financial implications. The committee then made recommendations to the senior leadership for work flexibility. To test how work flexibility could affect departments, yet not affect the hours of operations, Head Start staff flexed their schedules during the winter break and will flex schedules during the spring break. The Community Programs staff will flex their schedules in April.

National Community Action Foundation – Mrs. Croom attended the NCAF Annual Legislative Conference in Washington, DC, which was very informative as participants heard from both parties in the House and Senate regarding the proposed serious budget cuts.

Mrs. Croom introduced Melissa Weaver as the newly hired Chief Financial Officer.

FINANCE REPORT as reported by Melissa Weaver

The FY13 January and February reports were reviewed. Both reports reflect all fund balances are positive or zero, with the exception of LIHEAP, which experienced a \$2,200 deficit based upon a PO in which a few items were received, yet the PO was closed for the full amount. Metro will do a March journal entry to reimburse the fund. January Head Start in-kind is 65% and Early Head Start is 23%. February Head Start in-kind is 66% and Early Head Start is 25%. These figures are combined to reach the required 20% non-federal share match. January and February credit card statements were reviewed. January and February CACFP billings and meal counts were reviewed.

As in previous years, due to the high cost of Metro benefits, the Head Start line item for staff benefits is projected to experience a \$515,141 deficit. In response, the Executive Admin line item will remain until the funds are transferred to the Head Start benefits line item to cover the shortfall.

ITEMS REQUIRING BOARD ACTION

Finance Report

Motion: Approve January 2013 and February 2013 financial reports.

Made by: Calvin Atchison **Second:** Flo Kidd **Passed unanimously.**

Grants/Contracts/Memoranda of Understanding

Motion: Approve the FY14 Head Start/Early Head Start grant application and subsequent award letter; the FY14 Head Start / Early Head Start Training and Technical Assistance Plan, the Metropolitan Board of Parks and Recreation MOU, the Metropolitan Department Health contract, the FY14 Metro Nashville Public Schools LEA Agreement, the McNeilly Centers for Children contract extension, the Child and Adult Care Food Program grant application and subsequent grant contract, the Tennessee Newborn Hearing Screenings Programs MOU, the Tennessee Early Intervention Services MOU, Dr. Sandria Godwin's partnership letter, the Anchor Bus Tours contract, and the FY13 Community Services Block Grant amendment #1.

Made by: Bobby Stockard **Second:** Benita Davis **Passed unanimously.**

Head Start Policy for Submission of Disabilities Waiver

As a result of the federal review, a policy was developed on how the agency would submit to Head Start a request for a waiver of the 10% disabilities requirement. This policy has been approved by the Head Start Policy Council.

Motion: Approve Head Start policy on how to submit a request for a disabilities waiver

Made by: Flo Kidd **Second:** Bobbie Stockard **Passed unanimously.**

Metropolitan Nashville Office of Internal Audit report for the Audit of the Acceptable Use of Information Technology Assets – Metro Action Commission

The agency was a part of the general government audit of how staff perceived their use of government computers. One area of improvement noted is staff need retraining on the policy to reemphasize to staff that nothing on their computers is private. It was noted that one staff used a removable media device and that media devices need to be Metro-approved.

PROGRAM REPORTS

Media/Public Relations –The Douglass at Ross Head Start children were scheduled to attend the Governor’s Easter Egg Roll. Because the event was cancelled due to weather conditions, the Governor’s staff along with the Easter Bunny visited the Ross Center, bringing Easter treats. Report attached.

Community Services – Applications to become a feeding site for the Summer Food Services Program are being accepted. The Program is from June 3 to July 26. Report attached.

Head Start – Report attached.

Early Head Start – Report attached.

Policy Council – A special-called meeting was held on March 25, at which time the Head Start grant application, budget, and Sequestration information were reviewed and approved. Report attached. .

Administrative Services and Operations – Report attached.

Human Resources – Report attached.

EXECUTIVE SESSION

Next meeting is Thursday, May 23, 2013

Meeting adjourned.

Minutes submitted by:

Kasey Anderson, Secretary
Board of Commissioners