

**METROPOLITAN ACTION COMMISSION  
BOARD OF COMMISSIONERS MEETING MINUTES  
Board Room –August 23, 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:** Kasey Anderson, Calvin Atchison, Davette Blalock, Karen Doty, Brenda Dowdle, Florence Kidd, Renita Lanier, Phil Ryan, LaVoneia Steele, Robert Stockard, and Wendy Tucker

**Absent:** Suad Abdulla, Leon Berrios, Benita Davis, Steve Glover, Sara Longhini, Renee Pratt, Adinah Robertson,

**Staff/Others:** Camille Baker, Tyronda Burgess, Marvin Cox, Karen Crook, Cynthia Croom, Cassandra Johnson-Payne, Josh Lee (Metro Attorney), 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 June 21, 2012 meeting minutes

**Made by:** Kasey Anderson **Seconded:** Bobby Stockard **Passed unanimously.**

**REPORT FROM THE CHAIR**

**EXECUTIVE DIRECTOR REPORT**

A. The Head Start national advocacy group (not the funder) has asked Head Start agencies to review how budgets would be affected with a 7.9% budget reduction should the federal sequestration occur. Nothing will be definitive until after January 1, 2013.

Metro provided a \$546,000 subsidy the Metro Action Commission for the current fiscal year. Separate from the subsidy, Metro employees received a 4% salary increase effective July 1. Recently, the Metro budget office informed the agency that because we received the \$546,000 subsidy, there will not be an additional appropriation to cover the cost of the 4% salary increase. Mrs. Croom will meet with the Metro Finance Director and the Mayor's Office Chief of Staff to discuss this issue.

B. The full-day Board Training is scheduled for Thursday, October 25. With the pending triennial federal review this year, it is important for Board members attend this full day training.

C. The MAC4Jobs had its first vendor, the Metro Information Systems department procured the services of MAC4Jobs to cater breakfast items for a departmental breakfast. As this initiative progresses, it has become necessary to revise the Nutrition Coordinator job description to a Nutrition Services Manager (job description attached) with a slight salary increase. The Nutrition Services Manager will work under both the Head Start (reporting to Head Start director) and the MAC4Jobs (reporting to executive director) programs with the salary split accordingly. There is a slight salary increase. The person current staff in the position will remain.

**Motion:** Approve Nutrition Services Manager job description. **Made by:** Bobby Stockard **Second:** Brenda Dowdle **Passed unanimously.**

D. The Early Head Start program is administered through a partnership with the McNeilly Center that also administers several Head Start classes in partnership with Head Start. This week, the McNeilly Center was notified they are at risk of being placed on probation by the TN Department of Human Services, Child Care Licensing Division, due to two violations of lack of supervision (did not involve Head Start children). Should the McNeilly Center be placed on probation, the Head Start and Early Head Start children could potentially be relocated.

E. Mrs. Croom discussed the handout that showed projected travel by staff. Most of the travel is a direct request from the funder, who pays for the travel and training. The list is not inclusive as there are times when the agency will receive a last minute notification of a required training.

F. The regional lawsuit filed against the U.S. Department of Health and Human Services regarding the administration of Head Start has been dismissed. As a result, Mrs. Croom can fully resume her duties as president of the Tennessee Association of Community Action and as a board member of the Southeastern Association of Community Action Agencies.

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

The June 2012 financial report is based on pre-close figures as Metro is in the process of closing the year end. Most fund balances are either zero or positive. Currently, Head Start's negative fund balance will be zeroed out once the pending funds from Metro is transferred to the agency. All funds with a positive balance will be transferred to the extended care fund, which can carryover funds. Head Start in-kind is at 107% and Early Head Start is at 76%. The following categories are just some of the items that are counted as in-kind: Metro subsidy to Head Start, building depreciation, Board member attendance at meetings/events (volunteer hours), McNeilly Center donated space. Because the Head Start and Early Head Start in-kind can be combined, the program has met the 20% non-federal share match. June credit card statements were reviewed. CACFP billings and meal counts were reviewed.

#### **ITEMS REQUIRING BOARD ACTION**

##### **Finance Report**

**Motion:** Approve June 2012 financial report. **Made by:** Kasey Anderson **Second:** Flo Kidd **Passed unanimously.**

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

The David Lipscomb MOU, DHS Direct Appropriation, and CACFP grant were reviewed.

**Motion:** Approve aforementioned. **Made by:** Phil Ryan **Second:** Karen Doty **Passed unanimously.** The LIHEAP amendment and the MOUs with Dean Oil, Ferrell Gas, Flame Gas, Amerigas, and Highers propane were reviewed.

**Motion:** Approve aforementioned. **Made by:** Karen Doty **Second:** Flo Kidd **Passed unanimously.**

##### **Out of Class Pay**

In accordance with the MOU with the Service Employees Union, when a teacher assistant spends three or more days in the lead teacher role (lead teacher may be on vacation, sick, FMLA, or position may be vacant), that teacher will receive out-of-class pay at the teacher base rate. As tenure can result in a teacher assistant's salary exceeding the teacher salary base rate, and can even exceed the 8% above base cap that Mrs. Croom is authorized to approve without Board approval, this action is before the Board. Teacher assistant GH exceeds the 8% cap.

**Motion:** Approve GH receive a 16% Out of Class adjustment so as to provide her with an Out of Class rate that exceeded her current hourly rate and is comparable to others working in an out of class capacity.

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

**Policy for Staff Who Exceed Pay Grades**

Deferred

**PROGRAM REPORTS**

**Media/Public Relations** –Ms. McCrady will join Board member Benita Davis this evening as a panelist at a micro-enterprise meeting to discuss how to use social media. Report attached.

**Community Services** –Report attached.

**Head Start** –School Readiness is the focus for the HHS Office of Head Start. The Head Start director, as vice chair of Nashville Alliance Pre-K Committee, serves on a Nashville Alliance committee charged with developing the school readiness standards for Davidson County. Report distributed.

**Early Head Start** – Report distributed.

**Policy Council** – No report.

**Administrative Services and Operations** – Ms. Crook was welcomed back after an extended leave. Report attached.

**Human Resources** – There are now 49 vacancies as 11 staff are scheduled to begin employment on 9/4.

Next meeting is Thursday, September 27, 2012

Meeting adjourned.

Minutes submitted by:

Kasey Anderson, Secretary  
Board of Commissioners