

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
Board Room –September 22, 2011**

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, Karen Doty, Brenda Dowdle, Kasey Dread, Danielle Mezera (Hunter Schimpff), Renee Pratt, Adinah Robertson, Phil Ryan, LaVoneia Steele, and Robert Stockard

Absent: Suad Abdulla, Leon Berrios, Barbara Clinton, Florence Kidd, Sara Longhini, and Charles Madry

Staff/Others: Camille Baker, Tyronda Burgess, Marvin Cox, Karen Crook, Cynthia Croom, Keri Fowler (Metro Attorney), Cassandra Johnson-Payne, Pamela Matthews, Lisa McCrady, 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 August 25, 2011 meeting minutes

Made by: Karen Doty **Seconded:** Kasey Dread

Passed unanimously.

EXECUTIVE DIRECTOR REPORT

Mrs. Croom welcomed Board members to the agency's new space at Clifford Allen Building (CAB) stating that a tour will be available. Mrs. Croom gave accolades to Karen Crook, Director of Operations, for her planning and coordination to ensure the relocation met the agency's needs. Dr. Steele further stated that the move to better spaces was also due to Mrs. Croom's persistence with Metro advocating for the needs of the agency and the customers.

Mrs. Croom stated that as the president of the statewide Tennessee Association of Community Action (TACA), an association of 20 agencies similar to MAC, and given all that has occurred on the national level, especially with regard to the funding, design, and structure of our federally-funded programs, she has traveled to several meetings and conferences to garner more understanding on what to expect on the national level, as well as to insure our agency is in compliance and prepared for upcoming changes.

The TACA Annual Conference is December 5-7, 2011 at the Music City Sheraton with a full day of sessions on December 6 specific for Board members based upon the federal Office of Community Services initiative put forth in part focusing on risk management and risk mitigation for community action agencies. Also on December 6 is the Board and executive director luncheon with Commissioner Raquel Hatter as guest speaker. On December 7, David Bradley from the Community Action Foundation will present a keynote address for Board members, executive directors, and Head Start directors. Mrs. Croom stressed that it is critically important that Board members attend and the agency will pay the registration cost.

The federal budget for the community services and energy programs remain under continuing resolution. As the majority of the agency programs are federally funded, this budget situation will continue to be closely monitored. Head Start funding received a \$300 million proposed increase.

The Tennessee Department of Human Services reversed its decision for a federal fiscal year and has now changed the fiscal year back to begin July 1. In order to begin serving customers, MAC will submit a media release on Friday, September 23 to inform the community that they can now apply for services. Staff have been working with Metro-contracted security and Metro Police on the logistics for the expected long line of applicants at the new facility. The parking lot can accommodate 140, which will include MAC customers, GED students, and customers of Metro Social Services. The MAC agency waiting room can hold 78-88 customers. We anticipate serving a minimum of 140 customers through the Energy Express and 40 customers who have appointments. Senior leadership team will arrive at 6am to assist with the large crowd. It is noted that this new location is better for the customers as it is next door to DHS/DCS and is on a bus line.

FINANCE REPORT as reported by Tyronda Burgess, Chief Financial Officer

The July financial report was reviewed. The Child and Adult Care Food Program (CACFP) has a negative fund balance, which is normal for the summer months as the program operates on a reimbursement rate and there is a substantial decrease in Head Start meals served during the summer months, while maintaining full staffing. The fund balance will begin to increase once the school year begins at which time a substantial increase in revenue will be noted. The program is expected to end with a zero fund balance when the grant ends 9/30. Head Start in-kind for the current fiscal year ending 6/30/12 is at 17%. The Early Head Start (EHS) fiscal year ending 9/29/11 in-kind is at 76%. We are waiting for a certified appraiser to provide the in-kind value for EHS classrooms at our partner sites. July credit card statements were reviewed. The CACFP billing and meal count for July were reviewed.

The August financial report is based upon Metro's pre-closed figures as Metro did not close July financials until September 19. Because revenue cannot be posted until Metro closes its books, the pre-close report reflects negative fund balances, all of which will be positive on the August financial report and given to the Board at the upcoming October Board meeting. August credit card statements were reviewed. CACFP billing and meal counts for August were reviewed.

As the ARRA funded portion of EHS ends September 29, 2011, a HHS Financial Assistance Award was received supplementing the regular Head Start grant with remaining EHS dollars as EHS will no longer operate as a separate grant. No staff reduction resulted from the end of ARRA funding.

ITEMS REQUIRING BOARD ACTION

Finance Report

Motion: Approve September 22, 2011 financial report

Made by: Calvin Atchison **Second:** Karen Doty **Passed unanimously.**

Grants/Contracts/Memoranda of Understanding – none submitted for approval

Job Descriptions

Motion: Approve Adult Education and Training Manager description (Grade 12)

Made by: Adinah Robertson

Second: Calvin Atchison

Discussion: Mrs. Croom explained that a large portion of Tennessee's CSBG funds are used for emergency assistance (rent, mortgage, prescription, etc.), and not for economic, educational, and workforce developments, the priority initiative of the federal Office of Community Services. MAC is one of the few TACA agencies to offer GED services. To increase MAC's focus of economic, educational, and workforce development, the MAC Community Services Division was restructured to include an Adult Education and Training Manager. This position will coordinate training and educational activities for GED students, Head Start parents, and staff. Funding allows the job function to cross all program areas.

Passed unanimously.

Motion: Approve Software Support Specialist job description

Made by: Karen Doty

Second: Kasey Dread

Discussion: Mrs. Croom explained that this is not a new position, but actually re-titles the Head Start Data Entry Specialist as her responsibilities are more in line with a software support specialist, especially as Head Start has moved to web-based ChildPlus software.

Passed unanimously.

PROGRAM REPORTS

Media/Public Relations – News release regarding the change in the fiscal year to July 1, will be distributed on Friday, September 23.

Community Services –Report attached.

Head Start – The first Policy Council meeting for this school year is scheduled for the 2nd Monday in October. Dr. Atchison remains the Board Representative to the Policy Council. The Head Start Director along with the Compliance, Review, and Monitoring Manager, the Douglass at Ross center manager, and the EHS family service specialist will attend the October 3-5, Birth to Five Leadership conference in Washington, DC as a follow-up to last year's conference. Report attached.

Early Head Start – Report attached.

Policy Council - none

Administrative Services and Operations – Board members are encouraged to participate on the tour of the building after the Board meeting. We are currently working with Metro General Services for the rebuild of the Frederick Douglass Head Start Center (total loss from the May 2010 flood) and the kitchen new build. To prevent another loss, drainage was addressed and building location on the property was changed. Additionally, FEMA allowance of re-programming of the Head Start building will enable the possible addition of EHS classrooms.

Human Resources – The Head Start Disabilities Coordinator has resigned and Metro requires a detailed process before the position can be posted. Report attached.

OTHER BUSINESS - none

Meeting adjourned.
Minutes submitted by:

Kasey Dread, Secretary
Board of Commissioners