

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS
MEETING MINUTES
Board Room
December 4, 2008**

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, Brady Banks, Jen Cole, Karen Doty, Dale Farran, Florence Kidd, Robert McNeilly, Sandra Moore, Adinah Robertson, Gerri Robinson, Phil Ryan, LaVoneia Steele, and Robert Stockard

Absent: Barbara Clinton, Keith Durbin, Dale Farran, and Maria Valentin-Pridgen

Staff/Others: Tyronda Burgess, Marvin Cox, Karen Crook, Cynthia Croom, Keri Fowler (Metro Attorney), Cassandra Johnson-Payne, and Rickie McQueen

Mr. McNeilly called the meeting to order at 12:00 noon

Motion: Approve October 23, 2008, meeting minutes.

Made by: Robert Stockard

Seconded: Calvin Atchison

Passed unanimously.

EXECUTIVE DIRECTOR REPORT as reported by Cynthia Croom

Richland Head Start Center

Mr. McNeilly, Mrs. Croom, senior leadership team, and several Head Start staff attended a meeting at the Tennessee Department of Human Services (DHS) regarding two incidents at the Richland Head Start Center that could lead to probation for the center. The Agency submitted a Plan of Action to DHS to correct the noted concerns. At the time of this meeting, no notice of probation was received from the State.

Low Income Home Energy Assistance Program

The agency has just received an additional \$3,577,048.00 in federal LIHEAP dollars that includes \$464,000 in leveraging dollars. The leveraging dollars are to provide two times the assistance amount awarded by other Davidson County agencies/programs that offer financial assistance with energy bills.

FINANCE REPORT as reported by Tyronda Burgess

Expenses are on target. Currently there is a fund balance of \$330,456. The negative amount in Before/After care is due to pending reimbursement. The Math Project still has an outstanding \$10,000 receivable. In kind is at 37%. Of the total in-kind budget, \$912,000 is a cash match from Metro. CACFP closed 9/30/08 without a deficit as it was discovered that the grant had been submitted at 75% of actual because production included seconds and meals for teaching

staff. At the January Board meeting, a report will be provided concerning the impact of a Metro-required 3% reduction (\$118,000).

ITEMS REQUIRING BOARD ACTION

Memorandum of Understanding with Service Employees Union, Local 205

The SEIU has asked to renew the now expired MOU with one change in Article XIV: union stewards will be paid for meeting times outside of their normal working hours.

Motion: *Approve renewing the MOU with SEIU requested change in Article XIV that stewards be paid while attending meetings during non-working hours with the Agency provision that stewards not be paid if a steward is available who is on the clock.*

Made by: *LaVoneia Steele*

Seconded: *Adinah Robertson*

Passed unanimously.

PROGRAM REPORTS

Public Information

Report attached.

Community Programs

The Mr. Cox attended a Summer Food Service Program conference at which time the upcoming federal reauthorization, how to identify applicants, etc. were discussed,

Head Start

Ms. Matthews is out on extended leave.

Human Resources

The newly hired Head Start Parent Involvement Coordinator is scheduled to begin work on December 8, 2008.

Meeting adjourned.

Minutes submitted by:

Barbara Clinton, Secretary
Board of Commissioners