

**METROPOLITAN ACTION COMMISSION  
BOARD OF COMMISSIONERS  
MEETING MINUTES  
Board Room  
January 22, 2009**

*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, Florence Kidd, Robert McNeilly, Sandra Moore, Renee Pratt, Adinah Robertson, Phil Ryan, Lavoneia Steele, and Maria Valentin-Pridgen

Absent: Barbara Clinton and Robert Stockard

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

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

**Motion:** Approve December 4, 2008, and December 15, 2008, meeting minutes.

**Made by:** Phil Ryan

**Seconded:** Jen Cole

**Passed unanimously.**

**REPORT FROM THE CHAIR as reported by Robert McNeilly, Jr.**

Ms. Renee Pratt was introduced as the representative from Metro Social Services.

Dr. Dale Farran resigned her position on the Commission due to academic affairs affecting her ability to attend meetings. With regret, the resignation was accepted.

A Board Treasurer needs to be appointed as the previous treasurer has accepted a Metro position. Dr. Lavoneia Steele has agreed to serve as Treasurer through the end of the FY09 fiscal year.

**EXECUTIVE DIRECTOR REPORT as reported by Cynthia Croom**

**Budget Reduction**

For FY08, the Agency received \$4,506,800 in local dollars. For FY09, Metro reduced the Agency's local dollars to \$3,563,700, which resulted in the Community Programs staff being reduced by two persons. For FY10, Metro departments are required to submit a proposed budget reflecting a 10% reduction in local dollars. In order to reduce the budget by 10% (\$356,370) and not affect services, more positions will need to be eliminated. Other options are also being reviewed to reduce the budget. Mrs. Croom has requested to meet with Metro Finance Director Richard Riebeling to discuss the devastating impact a 10% reduction would have on the Agency.

**Head Start**

The Richland Head Start Center probation period with the Tennessee Department of Human Services that included a \$600 fine concludes at the end of February. Mr. Parham (Interim Assistant Head Start Director) and Ms. Rollyson (Education/Training Assistant) remain at the site during this period. DHS conducted a surprise on-site review that yielded no findings. Once off probation and the completing of six months with no further incidents, DHS may restore Richland's three-star rating.

**Community Enhancement Fund**

Mrs. Croom has been asked to serve on Metro's Community Enhancement Fund committee that is charged with awarding Metro grants to community organizations.

**Stimulus Package**

While several of the Agency's programs are currently mentioned as being in the stimulus package, it has not been passed by either the Senate or the House.

**FINANCE REPORT as reported by Tyronda Burgess**

The Financial Performance Report for period ending 11/30/08 was distributed. It was noted that Before and Aftercare has a negative fund balance (<\$20,605>) as the November reimbursement of \$28,596 was not received until December. It remains difficult to budget the Before and Aftercare fund as we do not know the reimbursement amount until the actual reimbursement is received. CSAP also has a negative fund balance as Metro disburses the budgeted funds quarterly but are expended as needed so as to assist customers in a timely manner. Metro charged the Agency \$17 in finance charges for the Math Project. Mrs. Burgess is advocating with Metro for the return of the \$17. An additional \$3,577,048.00 was received by amendment for the LIHEAP program bringing the total to \$5,825,967.00 for FY09. These funds became available December 1. The Poverty Fund was used for the Poverty Initiative and fully expended as of December 31.

**ITEMS REQUIRING BOARD ACTION**

**Memorandum of Understanding (MOU) with Civil Service Commission (CSC)**

Mrs. Croom requested to end the MOU with the Civil Service Commission. The purpose of the MOU was to allow the CSC to hear grievances/appeals after Mrs. Croom rendered a decision regarding the grievance/appeal. The CSC was then to make a recommendation to the Board of Commissioners. However, instead of the CSC hearing the full appeal/grievance, an administrative law judge hears the entire matter, makes a recommendation to the CSC, and after reading the file, the CSC makes a recommendation to the Board of Commissioners. Because the CSC does not actually hear the grievance/appeal, the MOU is not of merit. However, the Agency would continue the arrangement with the administrative law judge, who will give recommendation directly to the Board of Commissioners.

**Motion:** *Approve dissolution of MOU with the Civil Service Commission, but continue the arrangement with the administrative law judge, who will give recommendation directly to the Board of Commissioners*

**Made by:** *Phil Ryan*

**Seconded:** *Jen Cole*

**Passed unanimously.**

**Recommended Final Order – L. Epps**

An employee appealed the decision to not allow her to work because she was wearing an orthopedic boot and could not ensure the safety of the children in her care. While the administrative law judge upheld the decision of the Agency, the Civil Service Commission overturned the decision of the administrative law judge. After hearing from staff attorneys, Agency attorney, staff, asking questions, and reading the employee's doctor's statement that said that the employee, while wearing an orthopedic boot, could not fully ensure the safety of the children, the Personnel Committee upheld the decision of the Agency to not allow the employee to work while wearing the boot.

**Motion:**        *Not accept the recommendation of the Civil Service Commission.  
                      Accept the decision of the administrative law judge.*

**Made by:**      *Lavoneia Steele*

**Seconded:**    *Jen Cole*

**Passed unanimously.**

**PROGRAM REPORTS**

**Public Information**

Currently working on a editorial that will help families know of the services provided by the Agency. Report attached.

**Community Programs**

Report attached.

**Head Start**

Ms. Matthews is on extended leave.

**Administrative Services and Operations**

Operations staff are working hard to ensure the buildings stay warm for the customers, children, and staff. A \$24,000 estimate was received to repair the boiler at the North site. This same boiler was bought new for \$22,000 approximately six years ago. Staff are working with the manufacturer, vendor, and Metro Legal to determine who should bear the cost for the repair to the fairly new boiler. At the vacant Ross site, as a result of a pipe bursting, the boiler at that location will remain on to keep the pipes from bursting.

**Human Resources**

Report attached.

Meeting adjourned.  
Minutes submitted by:

Barbara Clinton, Secretary  
Board of Commissioners