

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS
MEETING MINUTES
Board Room
March 26, 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, Duane Dominy, Karen Doty, Florence Kidd, Robert McNeilly, Sandra Moore, Adinah Robertson, Phil Ryan, Lavoneia Steele, and Robert Stockard

Absent: Barbara Clinton, Chawnika Jackson, Renee Pratt, and Maria Valentin-Pridgen

Staff/Others: Tyronda Burgess, Marvin Cox, Karen Crook, Cynthia Croom, Christy Feldman, Lisa Gallon, and Rickie McQueen

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

Motion: Approve January 22, 2009, meeting minutes.

Made by: Robert Stockard

Seconded: Brady Banks

Passed unanimously.

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

Councilman Duane Dominy was introduced as the council representative replacing Keith Durbin, who is now a Metro employee.

Convened the following committees for reports submitted no later than June 30, 2009.

Nominating Committee to submit FY10 slate of officers – Adinah Robertson (chair), Brady Banks, Karen Doty, Flo Kidd, and Lavoneia Steele

By-Laws Committee – Robert Stockard (chair), Brady Banks, Jen Cole

Executive Director Evaluation Committee – Phil Ryan (chair), Barbara Clinton, Karen Doty

Dudley Head Start Center has received 3 Stars. Richland Head Start received notice that its license will be renewed and probation lifted on March 24. Susan Gray received 2 Stars.

LIHEAP and CSBG programs were audited by the Tennessee Department of Human Services (funder). For the second year in a row, there were no findings.

EXECUTIVE DIRECTOR REPORT as reported by Cynthia Croom

Stimulus Funding

Both CSBG and Head Start will receive stimulus funding. It is our understanding that the Head Start stimulus dollars are grant competitive, so the dollar amount is unknown at this time. It is also unknown if the stimulus dollars will mandate Head Start expansion, which would be difficult as stimulus dollars are currently limited to two years. Expect to soon have specific

information on the CSBG stimulus dollars and the plan for distribution from the state to the agencies. As several Metro departments are receiving stimulus funding, Mrs. Croom is meeting with other Metro department heads to ensure there is no duplication of efforts/services and to form partnerships. For example, the National Career Advancement Center will receive stimulus dollars to help workers with employment. However, one of the barriers to employment is job placement test in math or in the case of some workers, lack of a GED. The Metro Action Commission can assist in this area by offering math and GED classes. Jen Cole suggested that because most of the stimulus dollars are for direct services while not taking into account the staffing needed to administer the services, Vista volunteers may be able to assist.

FY10

As requested by the Office of the Mayor, we submitted a FY10 budget with a 10% reduction. This reduction will impact 5-6 staff. Mrs. Croom met with Metro Finance Director Rich Riebeling to share with him how a 10% reduction in local dollars would affect the agency as only 20% of the agency's budget is from local dollars. The remaining 80% of the agency's budget is from grant funds. During the annual legislative conference in Washington, D.C. this winter, it was noted that President Obama's budget zeroed out CSBG funding in the third year layout. Accordingly, community action agencies must have positive outcomes with the stimulus dollars to reflect a need for continued funding.

FINANCE REPORT as reported by Tyronda Burgess

The current ending fund balance is at a positive. At the end of FY08, local dollars were transferred to CACFP to offset the year-end deficit. This year, local funds will be transferred to CACFP each month as needed. The Community Service Program Fund was expended for the Poverty Initiative. Vanderbilt Math Project has closed with the budget zeroed out. The LIHEAP program has received additional federal dollars as reflected in the revised budget column. MAC buildings can be depreciated, so next year the Douglass Head Start Center can begin to be depreciated and that cost will be used as part of the in-kind requirement. As part of the new Head Start regulations, board members reviewed Agency credit card statements. At Councilman Dominy's request, Ms. Burgess will review the option of scanning the statements for emailing to board members.

ITEMS REQUIRING BOARD ACTION

Head Start Grant Application, Head Start Training/Technical Assistance (T/TA) Plan, and Head Start/Metro Schools Memorandum of Understanding (MOU)

Board members reviewed the application's executive summary, the T/TA Plan, and the MOU (cooperative agreement) with Metro Schools. Dr. Atchison was given praise for his attendance at the Policy Council meetings as the board liaison to the Council. Ms. Burgess met with the Policy Council to explain the budget line item by line item.

Motion: *Approve the 2009/2010 Head Start Grant Application*
 Approve the 2009/2010 Head Start Training/Technical Assistance Plan
 Approve the MOU with Metro Schools

Made by: Lavoneia Steele

Seconded: Flo Kidd

Passed unanimously.

PROGRAM REPORTS

Public Information

Ms. Gallon introduced Ms. Saret Vit, who is a social work student from Middle Tennessee State University on internship with the Agency. Another agency intern from Trevecca University completed her practicum at the agency on March 23. This summer, a University of Tennessee student will intern. A Tennessee State University student will intern in the fall. The agency has developed a name within the academic community for professors to send students to the Agency for internships. Today, eight Tennessee State University students are shadowing the nutrition staff. Articles attached.

Community Programs

Today, a news release will be distributed announcing LIHEAP funds are still available. Of note, at the end of this year's third quarter, the LIHEAP program has already assisted over 10,000 customers. At last year's end, the program had assisted 5,999 customers total. Also of note, as a means to move families towards self-sufficiency, when customers apply for LIHEAP services, staff will make referral to Head Start should a 3-year or 4-year old child resides in the house, or to the GED program if an adult in the household does not have a high school diploma. Report attached.

Head Start

Staff are working hard to ensure timely enrollment for next school year. Staff is scheduled to meet with representatives from Metro Schools pre-K to discuss partnership opportunities. Head Start Reauthorization mandates that within six months of the school year, agencies are to meet the mandate that 10% of enrollment must be eligible for disability services. This mandate is especially difficult for the Agency in that we are in an area where there is a high concentration of disability service providers for children. Staff is also meeting with staff from Metro Schools special education division to discuss ways to expedite the process for disability referrals. Flo Kidd stated that she will encourage the Metro Schools special education director to meet with Ms. Matthews.

As required by federal regulation, the Head Start Self-Assessment is due for completion by June 30. Self-Assessment team members will interview staff and customers, make site visits, and review documents. Board members are encouraged to participate on the Self-Assessment team and to make their intentions known to Rickie McQueen as soon as possible.

Report attached. Policy Council Report attached.

Administrative Services and Operations

The Great American Clean-Up is Thursday, May 14. This national effort is serviced by volunteers and Nashville was chosen as a spotlight city. Even more importantly, the North site was chosen for a landscape makeover. So, on May 14, volunteers will descend on the site to renovate the front and side of the building. Board members are welcomed to participate. Also, the lot next to the Parent Center is scheduled to be cleaned and mowed by community service workers. .

Human Resources

Fewer vacancies than has been historically. Human Resources staff have traveled the state to recruit at college fairs. Report attached.

NEW BUSINESS

In an effort to lower paper consumption, which also assists with reducing costs, those documents in the Board report that are available in an electronic format will be emailed to board members. Board members who want to continue receiving a hard copy of board reports need to notify Rickie McQueen.

Meeting adjourned.
Minutes submitted by:

Barbara Clinton, Secretary
Board of Commissioners