

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS
MEETING MINUTES
Board Room
May 28, 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, Barbara Clinton, Jen Cole, Duane Dominy, Karen Doty, Florence Kidd, Robert McNeilly, Sandra Moore, Adinah Robertson, Phil Ryan, and Robert Stockard

Absent: Chawnika Jackson, Renee Pratt, Lavoneia Steele, and Maria Valentin-Pridgen

Staff/Others: Tyronda Burgess, Marvin Cox, Karen Crook, Cynthia Croom, Christy Feldman, Lisa Gallon, Cassandra Johnson-Payne, Pamela Matthews, and Rickie McQueen

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

Motion: Approve Mach 26, 2009, meeting minutes.

Made by: Robert Stockard

Seconded: Flo Kidd

Passed unanimously.

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

Mr. McNeilly remarked on the beautiful landscape donated to the North site as part of the Great American Clean Up.

EXECUTIVE DIRECTOR REPORT as reported by Cynthia Croom

Great American Clean Up

Staff from Metro Public Works with support from Council Lady Erica Gilmore (North site is in Council Lady Gilmore's district) was instrumental in having the North site identified as a beautification project of the Great American Clean Up. Dwight Beard and his crew of Beard Landscaping plus volunteers from the Great American Clean Up did a wonderful job on transforming the front of the building and cleaning the vacant lot across from the North site. Staff established a Garden Club that meets on Fridays at 7:30 a.m. to maintain the landscape.

FY10

The Mayor's budget was submitted to Metro Council with a full 10% Agency budget reduction. The proposed budget will impact six staff as MAC was instructed not to reduce services. At this time, over \$300,000 in local funding is received for CSAP services, which is direct assistance. Therefore, the only alternative is to look at reducing staff positions because local funding largely supplements staff salaries. Affected staff are being assisted by MAC and Metro Human Resources departments with applying for both internal and external positions including being released on administrative leave to attend job fairs and interviews. The staff affected are mostly administrative positions from each department

who do not provide direct services. So, while there is no direct impact on the number of families served, there is a direct impact on staff as they will have to assume additional responsibilities.

Head Start Stimulus

Still waiting to receive official notification. The Head Start Stimulus is purported to provide to only Head Start staff a 3% salary increases retroactive to November 2008 with an additional 1.9% increase over a two year period of which the 20% match would be applicable. We have requested a waiver of the 20% match and are awaiting a response. The Head Start Stimulus also assists agencies with helping their teachers achieve bachelor degrees in early childhood education as will be a 2011 requirement per the Head Start Act. Because MAC only hires appropriately degreed teachers, we have asked if those funds can be applied to longevity so as to make long-term staff salaries more comparable with teachers with Metro Schools. A three-member panel assigned by the federal Office of Head Start will review our requests. All additional funds will go before Metro Council for appropriation into the FY10 budget.

CSBG Stimulus

Still waiting for the State to submit the state plan for the funding. We have asked the State to alter their proposed state plan to include GED and educational classes in the state plan.

FINANCE REPORT as reported by Tyronda Burgess

The April 2009 financial report was distributed reflecting positive balances. Expect to have all fund balances expended by fiscal year end, June 30. The June 30, 2009, In-Kind Report shows a 2% balance for attaining the 20% inkind match, which will be met with no problem during the months of May and June. Credit card statements were reviewed.

Motion: *Approve Finance Report*

Made by: *Jen Cole*

Seconded: *Flo Kidd*

Passed unanimously.

ITEMS REQUIRING BOARD ACTION

By-Laws Revision

The By-Laws Committee consists of Robert Stockard (Committee Chair), Brady Banks, Jen Cole who are charged with reviewing Board attendance to make recommendation for removal, if warranted, and to review and update By-Laws, if needed. Mr. Stockard stated that upon a review of the attendance report for Commission members, attendance ranged from 44% - 100% with an average of 73% attendance. There was one Commissioner who had missed three consecutive meetings, however, it was determined the absences were work related. No recommendation for removal. Committee proposed changing the By-Laws to allow meetings of the Commission to be conducted in person and via conference call to allow participation of these Members whose work commitments, personal or professional travel, or family/health concern prevent physical attendance at meetings. Mr. McNeilly asked that Metro Legal review the proposed changes and defer action for one month.

PROGRAM REPORTS

Public Information

Ms. Gallon stated a press release that lists the 90 sites (to date) of the Summer Lunch Program will be sent to the media today.

Community Programs

Participants in the program completed training of program requirements. The program operates from 6/1/09 – 7/31/09. Applications to participate are still being received. GED Graduation and reception is Thursday, June 18, 11:00 a.m. – 2:00 p.m. Commissioners are encouraged to attend. Report attached.

Head Start

The draft MAC Head Start At-A-Glance was distributed. This document is a draft of the Head Start annual report that will be posted on the MAC and Tennessee Head Start Association websites so as to provide pertinent information to the public as required by the Head Start Reauthorization. It was requested that “100% of Eligible Children Served” be re-written to accurately reflect that 100% of children in the MAC Head Start program were income eligible. As part of the Head Start Stimulus, expansion dollars are available for both regular and Early Head Start. The MAC program will apply for Early Head Start funding, which is a program for pregnant mothers and children from birth to three years of age. The expansion dollars are competitive, so other community programs can apply. We have been encouraged to apply because we are one of the few urban Head Start programs without an Early Head Start. Discussion has begun with the Mayor’s Office and the Metro Finance Department regarding the 20% match requirement. We are not making application for regular expansion as the biggest consideration is there is no space to serve additional children. With the assistance of Flo Kidd, staff met with Metro Schools special education staff to address needs of Head Start students with special needs. Dr. Atchison mentioned that as the Commission representative to the Head Start Policy Council, he appreciates how much the staff will work with the parents.

Administrative Services and Operations

The kitchen project at the Douglass Community Center (adjacent to F. Douglass Head Start Center) has been submitted as part of the Metro FY10 capital budget and is now pending Council approval. Metro General Services was awarded millions from the stimulus package to make buildings energy efficient. A team from General Services and MAC staff will walk each MAC building to determine ways to increase energy efficiency.

Human Resources

As an update to the attached report, on June 15, 2009, one driver and two after-care teachers will start work. At this time, vacant positions are not being filled in order to give staff who are affected by the reduction in workforce an opportunity to apply. In response to Mrs. Robertson’s observation that there are fewer vacancies, Mrs. Croom attributed the fewer vacancies to the Human Resources Department aggressively recruiting across the state at various job fairs. Report attached.

NEW BUSINESS

Mr. McNeilly shared with the Commission the results of a 4/09 and 5/25, Department of Human Services unannounced visit to Richland Head Start. Additionally, Berry Head Start received three stars.

Mr. McNeilly stated that while the Commission has expressed confidence in the executive director, he would also like to recognize the leadership team for their contributions to the agency and to the constituents it serves.

Next meeting will be the last meeting of the fiscal year – June 25, 2009.

Meeting adjourned.
Minutes submitted by:

Barbara Clinton, Secretary
Board of Commissioners