

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS
MEETING MINUTES
Board Room
June 25, 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, Barbara Clinton, Jen Cole, Duane Dominy, Sandra Moore, Adinah Robertson, Phil Ryan, Lavoneia Steele, and Robert Stockard

Absent: Brady Banks, Karen Doty, Chawnika Jackson, Florence Kidd, Robert McNeilly, Renee Pratt, and Maria Valentin-Pridgen

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

Dr. Atchison called the meeting to order at 12:00 noon

Motion: Approve May 28, 2009, meeting minutes with the correction that Dr. Steele was not present at the meeting.

Made by: Jen Cole

Seconded: Robert Stockard

Passed unanimously.

SUCCESS STORY

On Thursday, June 18, sixty-one students of the Agency's GED program graduated. Several of the graduates attended the Board meeting and offered the following information/comments: Roderick Johnson is completing his second term at Nashville State Community College. Steve Midgett, Jessica Woodard, Arturo Dominguez, and Marilyn Cartmell applied to begin the fall term at Nashville State Community College. Chandler Perkins will begin Tennessee Technological Center the fall semester and has been gainfully employed part-time at UPS for three years, while obtaining his GED. Barvio Dupree will begin MTSU in the fall. Kimberly Wilkerson passed the phlebotomy entrance exam two weeks ago. Robin van Brocklin is currently enrolled in Nashville State Community College. Kenneth Smith received a 4-year, full scholarship to Fisk University. Ian Adams is applying to Tennessee State University. Lakesha Christmon, who graduated in 2006, has just graduated from Nashville College.

Dr. Atchison stated he attended the graduation saying the ceremony was beautiful. He encouraged the students to do their best as graduation is just the beginning. Councilman Dominy also attended the graduation saying the ceremony was a tremendous event, recognizing that for many of the GED graduates, both their grandparents and their children were cheering. Brady Banks and Sandra Moore also attended the graduation ceremony.

REPORT FROM THE CHAIR

No report

EXECUTIVE DIRECTOR REPORT as reported by Cynthia Croom

FY10 Budget

The Agency did receive a 10% reduction to the FY10 budget resulting in the elimination of five staff positions. Three of the five staff applied to internal positions, were interviewed, and were hired for the available positions. Two staff did not apply for internal positions, but are working with Metro Human Resources for placement. One of the two staff persons has interviewed with other Metro departments and within the private sector. The other staff person has not interviewed with other Metro departments.

Head Start Stimulus

The Head Start Stimulus will be used to provide Head Start staff with a 3% salary increase plus 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. Because these are new dollars not appropriated into the FY10 budget, the request will go before Council.

Board Meetings

As part of the budget reduction, Board members are asked to purchase their meals for future meetings.

FINANCE REPORT as reported by Tyronda Burgess

The May 2009 financial report was distributed reflecting positive balances. The Summer Food Services Program (SFSP) is \$231,586 due to an advance received for program start up costs. Head Start still has dollars remaining for draw down. The Agency along with other community action agencies from across the state have petitioned the TN Department of Human Services, which is the pass-through agency for LIHEAP dollars, for permission to carry forward FY09 any unspent LIHEAP leverage dollars as FY10 will not have the unusually, extremely large funding amount (FY09 has over \$5 million in LIHEAP funding with \$4 million expended) All remaining funds that operate on a July1 – June fiscal year will end the year with a zero fund balance. The In-Kind Report shows 102% balance, which exceeds the match requirement. A copy of the May 2009 credit card statement was distributed for review. Beginning July 1, per Metro regulation, most expenditures will be processed through Metro's payment services instead of being paid by Agency credit cards. Only four staff will have agency credit cards for expenditures that cannot be paid by checks generated through Metro payment services, e.g., airfare for travel, perishables for Head Start meals, etc.

ITEMS REQUIRING BOARD ACTION

By-Laws Committee

Robert Stockard, Committee Chair, requested to defer the action until the August meeting.

Nominating Committee

Adinah Robertson, Committee Chair, stated the committee met to recommend a slate of officers for FY10. Accordingly, the committee nominates the current slate of officers to serve in FY10: Calvin Atchison, Vice Chair, Lavoneia Steele, Treasurer, Barbara Clinton, Secretary. It was noted that the Chair position is appointed by the Mayor and is currently filled by Robert McNeilly.

Motion: Approve slate of officers as nominated by Nominating Committee.
Made by: Adinah Robertson
Seconded: Robert Stockard
Passed unanimously.

Grant Contracts

The FY10 CSBG, CSBG ARRA, and LIHEAP contracts were discussed.

Motion: Approve entering into contracts for CSBG, CSBG ARRA, and LIHEAP grant funding for FY10.
Made by: Adinah Robertson
Seconded: Lavoneia Steele
Passed unanimously.

Community Action Plan

Marvin Cox asked that the action be deferred to the August meeting.

Position Approval (2)

Job descriptions for Office Manager – Operations and Adult Education Career Coach – Self-Sufficiency were distributed for review.

1. Office Manager position is located in the Operations Department. The previous support position (office assistant) for the Operations Department was eliminated as part of the 10% reduction in local dollars. This new support position is funded by Head Start dollars and is an upgrade from the previous position so as to provide more direct support to the department director and to assume some of the responsibilities of the facilities manager.
2. Adult Education Career Coach for the Self-Sufficiency program will assume the responsibilities of the former Self-Sufficiency office assistant who recently retired and many of the responsibilities formerly performed by Self-Sufficiency case managers, whose positions were eliminated in FY09 due to a reduction in the local budget.

Motion: Approve creation of Office Manager – Operations and Adult Education Career Coach positions and subsequent job descriptions
Made by: Lavoneia Steele
Seconded: Jen Cole
Passed unanimously.

PROGRAM REPORTS

Media/Public Relations

Channels 4 and 5 provided media coverage for the GED graduation ceremony.

Community Programs

Report attached.

Head Start

Ms. Matthews is on leave.

Administrative Services and Operations

The kitchen project at the Douglass Community Center was approved by Council for the Metro FY10 capital budget. The next step is to submit the purchase order and put the project out for bid at a cost of over \$2 million.

Human Resources

Report attached.

EXECUTIVE SESSION

Board members met without staff present to discuss Mrs. Croom annual performance evaluation.

Mrs. Croom's evaluation was presented by Phil Ryan, Evaluation Committee Chair. The Committee reviewed Mrs. Croom's performance and met with her on June 24, 2009, at which time the Committee commended Mrs. Croom on her excellent leadership of MAC. During the June 24 meeting, Mrs. Croom's developmental goals for next year were identified as continue with succession planning and pursue doctoral degree. Also during the June 25 meeting, Mrs. Croom requested that the Board continue participating in the Head Start Policy Council and reconvene the Programs Committee to enhance the connections of Board members to MAC programs. The Board requests that this suggestion be added to a future Board agenda for discussion and resolution. Mrs. Croom had also requested that Board members participate as frequently as possible in MAC events.

Motion: Accept the Executive Director Evaluation as presented by the Evaluation Committee.

Made by: Robert Stockard

Seconded: Calvin Atchison

Passed unanimously.

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Meeting adjourned.

Minutes submitted by:

Barbara Clinton, Secretary
Board of Commissioners