

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS
MEETING MINUTES
Board Room
September 24, 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: Brady Banks, Jen Cole, Karen Doty, Florence Kidd, Robert McNeilly, Renee Pratt, Phil Ryan, Lavoneia Steele, Robert Stockard, and Maria Valentin-Pridgen

Absent: Calvin Atchison, Barbara Clinton, and Adinah Robertson,

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

Mr. McNeilly called the meeting to order at 12:04 p.m.

Motion: Approve August 27, 2009, meeting minutes.

Made by: Phil Ryan

Seconded: Jen Cole

Passed unanimously.

SUCCESS STORY

During the 2008 GED graduation ceremony, Fisk University President Hazel O'Leary, who was the keynote speaker, announced that Fisk University would provide one full scholarship each year to a graduate of the Agency's GED program. During the 2009 GED graduation ceremony, the first annual Fisk Scholarship was awarded to a remarkable young man, Kenneth Smith, who is majoring in both biology and economics *with* a minor in French. Kenneth was also elected Fisk University Freshman Class President. One of his classes requires 75 hours of community service, which Kenneth wants to perform by tutoring students in the GED program. Kenneth thanked everyone for the opportunity to receive his GED as he promised not to let anyone down. He committed to encouraging others to obtain their GED. After receiving his bachelor's degree, Kenneth plans to work in the sports field of boxing.

PERSONNEL COMMITTEE REPORT as reported by Dr. Lavoneia Steele.

Dr. Steele, Committee member, reported in the absence of Committee Chair Barbara Clinton. The Personnel Committee met on August 27, 2009, at 1:15 p.m. to hear the complaint of Beverly McMillion. The Committee reviewed the documents and heard arguments from attorneys representing both parties. At the conclusion of the hearing, the Personnel Committee found that Ms. McMillion's termination was a reduction in workforce and that a reduction in a workforce is a non-grievable matter in accordance with Section 6.8 of the policies and procedures of the Metropolitan Action Commission.

Motion: Accept Personnel Committee's recommendation that Ms. McMillion's complaint is non-grievable matter.

Made by: Lavoneia Steele

Seconded: Flo Kidd

Passed unanimously.

REPORT FROM THE CHAIR

No report

FINANCE REPORT as reported by Tyronda Burgess

The July 2009 report was distributed. Most programs have a positive fund balance with the exception of the Head Start before/aftercare program, which does not operate in July, so there are no billables, yet there remain staff and general operating costs. New grants added to the finance report include Share the Warmth (Piedmont Gas) and Head Start ARRA. The FY09 Head Start in-kind budget has exceeded its match requirement with figures still being added to the report (a staff vacancy delayed the data entry). For FY10, the in-kind revenue is already at 19% of the budgeted amount. The Head Start grant has a part of the scope for the Metro Single Audit. In light of the recent rate increase, Metro Water provided a \$30,000 inter-departmental grant to assist customers with their water/sewer bills. Since the Agency started preparing and delivering the meals for the Summer Food Service Program (SFSP), not only does the program now support itself, but surplus revenue is transferred to the Child and Adult Care Food Program (Head Start meals) to help off-set costs. Credit card statements were reviewed.

EXECUTIVE DIRECTOR REPORT as reported by Cynthia Croom

Early Head Start

We received verbal notification from HHS by telephone that the Agency has been awarded \$939,000 for Early Head Start from ARRA funds, which will provide services to 52 infant/toddlers and 20 pregnant mothers. The Agency will not directly administer services, but instead partner with an existing childcare agency, which substantially reduces overhead costs. We are awaiting the official notification by the Financial Assistance Award. The

Pathways Out of Poverty Grant Application

The US Department of Labor grant application for \$2 million is due September 29. The application reflects partnerships with Nashville Career Advance Center, Metropolitan Development and Housing Agency, Metro Social Services, and other area businesses and organizations to provide green job training to 200 persons with 120 placed in green jobs after completing their training. Grant period is January 1, 2010 – December 31, 2011, with a three-month start-up period.

ITEMS REQUIRING BOARD ACTION

By-Laws Committee

Upon review of the proposed changes, there was concern about violating federal requirement for board governance as board members would not be allowed to express opinion if listening to board meetings via telephone. There was also concern about there not being a limitation on the number of board meetings a board member could telephone in to listen only. Meeting deferred pending determination of federal policy regarding board governance.

Out of Class Pay – L. Epps

Teacher Assistant (TA) worked as lead teacher from September 1 – 3, 2009. Due to longevity, the TA's current salary is \$14.45. The base pay for a teacher is \$13.36. Ask that a 16% adjustment be provided to give TA out-of-class rate of \$16.769

Motion: Approve providing L.Epps with out-of-class rate of \$16.679

Made by: Phil Ryan

Seconded: Robert Stockard

Passed unanimously.

Head Start Self-Assessment

The Head Start Self-Assessment is required by the Head Start Performance Regulations. It began in April 2009 and was completed in June 2009. After a slight glitch with compilation of the separate books that make up the report, the self-assessment was approved at the Head Start Policy Council September meeting. Now, the self-assessment requires board approval and special thanks are given to Dr. Lavoneia Steele and Sandra Moore for their participation on a self-assessment team.

Motion: Approve Head Start Self-Assessment

Made by: Florence Kidd

Seconded: Jen Cole

Passed unanimously.

ARRA Early Head Start position descriptions

The attached position descriptions are based upon receiving the Early Head Start grant.

Early Head Start (EHS) Director – Implementation and coordination of EHS.

EHS Education Services Program Coordinator – Coordinates educational component

EHS Family Services Specialist – Liaison between EHS family and EHS program

EHS Health Advisor – Provides health and pre/postnatal health services

EHS Computer Data Specialist – Enter and maintain EHS records

Head Start Literacy Coach (part-time) – research early literacy best practices and teaching of new curriculum.

Motion: Approve ARRA EHS position descriptions contingent upon official receipt of EHS grant .

Made by: Jen Cole

Seconded: Phil Ryan

Passed unanimously.

Head Start Amendment #3 Financial Assistance Award – Program Improvement

The Head Start Amendment #3 Program Improvement provides for the purchase of video surveillance systems for all Head Start classrooms, door entry safety systems for four Head Start centers, and for the purchase of one Head Start 48-passanger bus.

Motion: Accept Head Start Amendment #3

Made by: Phil Ryan

Seconded: Brady Banks

Passed unanimously.

PROGRAM REPORTS

Media/Public Relations

Report not available

Community Programs

Mr. Cox provided an in-depth overview of the Adult Basic Education program.

Head Start

Program Information Report attached. Head Start report attached.

Administrative Services and Operations

Operations staff are preparing buildings for the ECERS reviews. Staff and Metro General Services staff did a walk-through of the older centers to determine if General Services ARRA funds can be used to retro-fit the buildings. Transportation staff are providing bus services to over 600 children.

Human Resources

Report attached.

NEW / OTHER BUSINESS

None

Meeting adjourned.

Minutes submitted by:

Barbara Clinton, Secretary
Board of Commissioners