

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
Board Room –August 25, 2011**

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, Brenda Dowdle, Kasey Dread, Sara Longhini, Danielle Mezera (Hunter Schimpf), Sandra Moore, Phil Ryan, LaVoneia Steele, and Robert Stockard

Absent: Suad Abdulla, Leon Berrios, Barbara Clinton, Karen Doty, Florence Kidd, Charles Madry, Sean McGuire, Renee Pratt, and Adinah Robertson,

Staff/Others: Camille Baker, Tyronda Burgess, Corey Harkey (Metro Attorney), Pamela Matthews, Lisa McCrady, Cassandra Johnson-Payne, and Rickie McQueen

Dr. Steele called the meeting to order at 12:00 noon and read the Metropolitan Code of Laws appeal procedures.

Motion: Approve June 23, 2011 meeting minutes

Made by: Kasey Dread **Seconded:** Robert Stockard

Discussion: The following changes to be reflected in the revised June 23, 2011 meeting minutes – Dr. Steele was appointed by Mayor Karl Dean to serve as Chair of the Commission; Kasey Dread was in attendance at the June 23 meeting; the job description for Compliance, Review, and Monitoring Manager was unanimously approved.

Passed unanimously.

Dr. Steele welcomed two new Board members, Brenda Dowdle and Sarahini, plus the agency's newly appointed Metro Attorney, Corey Harkey (replacing Christy Feldman), all of whom gave brief introductions.

Dr. Steele informed the Board that Mrs. Croom and Mr. Cox are in San Francisco attending the National Community Action Partnership Annual Conference to gain information on best practices for community action agencies and to garner updates about funding issues.

FINANCE REPORT as reported by Tyronda Burgess, Chief Financial Officer

The June 30, 2011 year-end report was reviewed. The Child and Adult Care Food Program (CACFP) has a negative fund balance, which is normal for the summer months as the programs operates on a reimbursement rate and there is a substantial decrease in Head Start meals served during the summer months, while maintaining full staffing. The fund balance will begin to increase in July 2011, when local dollars are transferred to the program. Also, in August 2011 when the school year begins, the reimbursement dollars will again increase. The program is expected to end with a zero fund balance when the grant ends 9/30. Head Start in-kind is at 109% with a 6/30/11 year-end date and Early Head Start in-kind is at 68% with a 9/29/11 year-end date. The cash match from Metro, plus depreciation helps to meet the required 20% match. June credit card statements were reviewed. The PayPal charge is for books ordered online for use at the Head Start in-service. The SFSP budget is based upon an estimate of the number of meals that will be provided, but is reimbursed according to the actual number of meals served.

ITEMS REQUIRING BOARD ACTION

Finance Report

Motion: Approve August 25, 2011 financial report

Made by: Calvin Atchison **Second:** Kasey Dread **Passed unanimously.**

Grants/Contracts/Memoranda of Understanding – none submitted for approval

Job Descriptions – deferred to September meeting

PROGRAM REPORTS

Media/Public Relations – Beginning August 29, the following services and offices will be available at our new building located at the Clifford Allen Building (CAB), 800 2nd Avenue North : Adult Education/GED, Utility Payments and Deposit Assistance, Property Taxes for Seniors, Rent and Mortgage Assistance, the Summer Cooling Program, the executive administrative offices of Early Head Start, Head Start, Human Resources, Finance, Public and Media Information and the office of the Executive Director. The North Head Start program will remain at the 1624 5th Avenue North location. Report attached.

Community Services – The new location is much more conducive to provide services for customers. The Summer Food Service Program (SFSP) that provides breakfast and lunch meals to children from low-income families had provided meals to over 200,000 children at its conclusion. As outreach for services, this year the SFSP partnered with Parent University, which also increased the numbers of parents registering for the University. Report attached.

Head Start – After receiving notification in July from the Margaret Maddox East YMCA that in January, they would discontinue providing Head Start services to 35 Head Start children, the agency decided to immediately terminate the contract so that the 35 children could be enrolled at other centers at the beginning of the school year. This transition was achieved without the need to hire additional staff while maintaining the required child/adult ratio. Report attached.

Early Head Start – Three EHS staff have resigned and the process begun for replacements. Report attached.

Policy Council – Because the school year began last week, Head Start parents have yet to meet to vote for their center representatives to the Policy Council.

Administrative Services and Operations – The physical move to CAB is occurring today

Human Resources – Report attached.

OTHER BUSINESS

Council Lady Moore, whose current term on the Board of Commissioners expires 8/31/11, wanted to share with everyone how much she enjoyed her time as a member of the Board of Commissioners.

Meeting adjourned.

Minutes submitted by:

Kasey Dread, Secretary
Board of Commissioners