

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
Board Room – October 27, 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, Leon Berrios, Davette Blalock, Barbara Clinton, Brenda Dowdle, Kasey Dread, Florence Kidd, Renita Lanier, Sara Longhini, Danielle Mezera, LaVoneia Steele, and Robert Stockard

Absent: Suad Abdulla, Karen Doty, Steve Glover, Renee Pratt, Adinah Robertson, Phil Ryan

Staff/Others: Camille Baker, Tyronda Burgess, Marvin Cox, Karen Crook, Cynthia Croom, Keri Fowler (Metro Attorney), Cassandra Johnson-Payne, Pamela Matthews, Lisa McCrady, 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 September 22, 2011 meeting minutes

Made by: Bobby Stockard **Seconded:** Florence Kidd

Passed unanimously.

EXECUTIVE DIRECTOR REPORT

The Tennessee Association of Community Action, of which Cynthia Croom serves as state president, 2011 Annual Fall Conference is December 5-7, at the Sheraton Music City. MAC is the host agency and is excited about the number of national partners who will present workshops. A special Board track occurs on Tuesday, December 6 and includes training by CAPLAW on legal responsibilities of boards and a session by the National Community Action Partnership President, Don Mathis. Also on December is the General Session at 8:00 a.m. with guest speaker, former Mayor Bill Purcell. Additionally, on Tuesday, December 6 is a special lunch exclusively for Board members, executive directors, and Head Start directors as TN Commissioner Raquel Hatter is the guest speaker. This conference is a good opportunity for MAC Board members to meet and network with other community action agency board members from across the state. An email with more information will be sent for responses as MAC will handle Board registrations.

CSBG fared well in both the House and Senate Appropriations with only a \$2 million reduction nationwide. We await completion of the full appropriation process. However, Head Start programs currently in the funding application process have had their budgets reduced by 1.5% as called for by the continuing resolution. Should MAC receive a 1.5% funding reduction from the national funder, the number of children served would be reduced to absorb the \$150,000 budget cut. Additionally, if the congressional Super Committee does not pass a proposal by the November 21, 2011 deadline, significant cuts and reductions to the agency's budget will occur in FY13.

Mrs. Croom and the executive director from Knoxville represented Tennessee at a called-meeting in Tampa, Florida attended by 100 community action agency representatives from across the nation. One issue discussed is that CSBG has not been reauthorized since 2003. It is the CSBG legislation that mandates how to run a community action agency program. Another issue discussed without consensus was to have CSBG funding appropriated to Governors' Offices. Participants were able to provide input on legislation for congressional consideration.

FINANCE REPORT as reported by Tyronda Burgess, Chief Financial Officer

The September financial report was reviewed. All fund balances ended with either a positive amount or were zeroed out. Early Head Start (EHS) fiscal year will end 9/29/11. The CACFP fiscal year will end 9/30/11. The CSBG and LIHEAP programs are on a three-month contract (7/1/11 - 9/30/11). Contracts for both CSBG and LIHEAP to continue funding from 10/1/11 – 6/30/11 have been received and are being routed for signatures and appropriation by Metro Council. The CSBG contract includes a 1.6% salary increase for Community Programs staff. Head Start in-kind is at 18%. The ARRA EHS in-kind is at 101% after an independent property appraiser was contracted to give value to the EHS classrooms at the McNeilly Centers. Another in-kind value to both Head Start

and EHS is that Metro General Services does not charge the agency for use of the Clifford Allen Building nor for the purchase of office furnishings. This ARRA grant for EHS will close as of 9/29/11 and EHS will roll into the regular Head Start program. Credit card statements were reviewed. The CACFP billings and meal counts were reviewed.

ITEMS REQUIRING BOARD ACTION

Finance Report

Motion: Approve September October 27, 2011 financial report including the 1.6% salary increase for Community Programs staff as approved in the CSBG grant awarded by the state.

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

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

Job Descriptions

Motion: Approve Self-Sufficiency Coordinator revised job description

Made by: Kasey Dread / **Second:** Calvin Atchison

Discussion: Mrs. Croom explained that the revised job description is for a current position and revisions include the position now reporting to the newly approved Adult Education and Training Manager instead of to the Community Programs Director.

Passed unanimously.

Motion: Approve the following Metro ITS policies: *Acceptable Use of Information Technology Assets Policy*, *Information Classification Policy*, and *Teleworking and Mobile Computing Policy*

Made by: Bobby Stockard / **Second:** Florence Kidd

Discussion: Mrs. Croom explained that Metro Government has instituted a number of policies related to technology securities and how to handle data. As a non-civil service agency, Board approval is required to approve these policies in order to allow the agency to be in compliance with Metro.

Passed unanimously.

Motion: Approve the Head Start Program Information Report (PIR)

Made by: Barbara Clinton / **Second:** Kasey Dread

Discussion: This annually required report compiles the demographics of the Head Start/EHS children and their families and the data on the services they received.

Passed unanimously.

Motion: Approve Charles Madry and Ophelia Foster as community representatives to the Head Start Policy Council.

Made by: Barbara Clinton / **Second:** Kasey Dread / **Passed unanimously.**

PROGRAM REPORTS

Media/Public Relations – Report attached.

Community Services – Report attached.

Head Start – Report attached.

Early Head Start – Report attached.

Policy Council – Renita Lanier was introduced as the new Policy Council Chair and as such, member of the Board of Commissioners.

Administrative Services and Operations – Report attached.

Human Resources – Report attached.

OTHER BUSINESS

Bobby Stockard stated that he enjoyed the news release last month regarding the re-start of the LIHEAP and CSBG application process. Ms. Croom stated that unlike previous years when customers would arrive as early as 4-5am, customers did not begin to steadily arrive until 7:30am and rotated throughout the day with 700 customers being served the first day. The additional parking accommodated all customers.

Dr. Steele emphasized the need for Board attendance at the TACA conference on December 6 as the information learned during the sessions will be important for Board governance.

Meeting adjourned.

Minutes submitted by:

Kasey Dread, Secretary
Board of Commissioners