

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
Board Room –December 1, 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, Davette Blalock, Barbara Clinton, Brenda Dowdle, Kasey Dread, Steve Glover, Florence Kidd, Danielle Mezera, Phil Ryan, LaVoneia Steele, Robert Stockard.

Absent: Suad Abdulla, Leon Berrios, Karen Doty, Renita Lanier, Sara Longhini, Renee Pratt, Adinah Robertson.

Staff/Others: Camille Baker, Tyronda Burgess, Marvin Cox, Karen Crook, Cynthia Croom, Keri Fowler (Metro Attorney), Cassandra Johnson-Payne, Pamela Matthews, and Rickie McQueen

Dr. Steele called the meeting to order at 12:00 noon. She stated that per advice from Metro Legal, she is not required to read the Metropolitan Code of Laws appeal procedures as it is part of the actual agenda.

Motion: Approve October 27, 2011 meeting minutes

Made by: Bobby Stockard **Seconded:** Phil Ryan

Passed unanimously.

EXECUTIVE DIRECTOR REPORT

The Tennessee Association of Community Action (TACA), of which Cynthia Croom serves as state president, 2011 Annual Fall Conference is December 5-7, at the Sheraton Music City. Details concerning the Tuesday, December 6, Board track workshops were distributed. The December 6, General Session at 8:00 a.m. includes guest speaker, former Mayor Bill Purcell. Additionally, on 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. Tickets to this special luncheon will be included in the conference registration packets. Mrs. Croom gave special thanks to Rickie McQueen and Lisa McCrady for their work in coordinating the conference.

On the national level, the impact of the Super Committee convened by Congress not reaching a resolution is that while CSBG and LIHEAP may fair well, Head Start may possibly experience a 1.5% decrease in funding. A 1.5% reduction in Head Start funding translates to the funding of two Head Start classrooms. The current funding resolution expires December 16 without a continuing resolution in place. Mrs. Croom will continue to monitor the federal funding developments and keep the Board informed.

FINANCE REPORT as reported by Tyronda Burgess, Chief Financial Officer

The October 31 financial report was reviewed. All fund balances ended with either a positive amount or were zeroed out. Some of the positive fund balances are due to month-end (10/31) Metro or internal admin quarterly transfers. Both CSBG and LIHEAP are each operating from two separate grants (July 1-September 30 and October 1-June 30) this fiscal year. The July - September grants have closed, so there will be no more changes to those line items. The EHS ARRA grant ended September 29. Additional funding for EHS was received through the regular Head Start program, so the EHS ARRA grant has closed, so there will be no more changes to those line items. All EHS funding activity will run through the Head Start fund number, but will retain its own business unit for separate reporting purposes. As standard practice, the first half of EHS funding has been received with the second half to be received at a later date. Head Start in-kind is at 36%. EHS in-kind is at 4%. In-kind details are attached. Credit card statements were reviewed. TACA will reimburse the agency for a couple of expenses listed on Mrs. Croom's credit card statement. The CACFP billings and meal counts were reviewed.

ITEMS REQUIRING BOARD ACTION

Finance Report

Motion: Approve October 31, 2011 financial report.

Made by: Robert Stockard/ **Second:** Davette Blalock / **Passed unanimously.**

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

Gold Sneaker Partnership

The Gold Sneaker program is a partnership with the Metro Health Department. A national initiative, the Gold Sneaker program focuses on the daily activity level of children. A written policy is required to participate in the Gold Sneaker policy. Once approved, Metro Action could become the first Gold Sneaker Head Start in the country.

Motion: Approve written Gold Sneaker partnership policy with the Metro Health Department.

Made by: Florence Kidd / **Second:** Phil Ryan **Passed unanimously.**

PROGRAM REPORTS

Media/Public Relations – Report attached.

Community Services – Report attached.

Head Start – Report attached.

Early Head Start – Report attached.

Policy Council – Report attached.

Administrative Services and Operations – Report attached.

Human Resources – Two vacant bus driver positions will be filled beginning December 19. The only vacant aftercare teacher position will be filled on December 5. Report attached.

OTHER BUSINESS

Danielle Mezera informed the Board that this meeting will be her last as a member of the Board of Commissioners as she has accepted a position with the Tennessee Department of Education. She thanked the Board and staff for the opportunity to serve on the Commission. Board members and staff thanked Danielle for her work serving the community as a member of the Commission.

Motion to adjourn. Made by Flo Kidd. Seconded by Steve Glover. Passed unanimously.

Meeting adjourned.

Minutes submitted by:

Kasey Dread, Secretary
Board of Commissioners