

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
Board Room – March 22, 2012**

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, Karen Doty, Kasey Dread, Steve Glover, Florence Kidd, Renita Lanier, Sara Longhini, Phil Ryan, LaVoneia Steele, Robert Stockard

Absent: Suad Abdulla, Leon Berrios, Brenda Dowdle, Renee Pratt, Adinah Robertson,

Staff/Others: Camille Baker, Tyronda Burgess, Marvin Cox, Karen Crook, Cynthia Croom, Corey Harkey (Metro Attorney), Chinita Hudson (Metro OMB), Cassandra Johnson-Payne, Pamela Matthews, Rickie McQueen, and Calithea Steward

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

Motion: Approve January 26, 2012 meeting minutes

Made by: Calvin Atchison

Seconded: Davette Blalock.

Passed unanimously.

REPORT FROM THE CHAIR

Dr. Steele convened the following committees with all actions due June 21, 2012:

Nominating Committee: Adinah Robertson (Chair), Bobby Stockard, Barbara Clinton

By-Laws Committee: Steve Glover (Chair), Renee Pratt, Sara Longhini

Executive Director's Evaluation Ad Hoc Committee: Flo Kidd (Chair), Calvin Atchison, Brenda Dowdle, Kasey Dread

EXECUTIVE DIRECTOR REPORT

The agency's budget hearing before Mayor Dean is scheduled for March 27, 2012, at 11:00 a.m. All Board members are encouraged to attend. As requested by Metro, the budget was submitted with a 2% reduction. The reduction was identified within Community Services Assistance Program direct services. However, we will be asking for a financial enhancement to assist with Head Start benefit costs.

President Obama's recently submitted budget for FY13 is similar to last year's budget, slating the Community Services Block Grant for a 50% reduction in funding, a proposed reduction in Low Income Home Energy Assistance Funding, yet Head Start funding doesn't appear to be reduced. As the federal funding appropriation process is just beginning, Mrs. Croom will keep Board members updated with additional information as it is received.

The Head Start Act mandates that programs receiving a deficiency during their reviews are subject to re-competition. However, there are 132 agencies on initial list for re-competition including agencies that did not have a deficit. In response to the U.S. Office of Head Start not following federal mandate for identifying programs that must re-compete, several state Head Start and community action associations and programs have filed suit against the U.S. Department of Health and Human Services. The Southeast Association of Community Action (SEACAA) has joined the lawsuit. Due to her role as president of the Tennessee Association of Community Action, Mrs. Croom is also a member of the SEACAA Board. To avoid any policy conflict, under the advisement of Metro Legal, Mrs. Croom will recuse herself from any discussion with SEACAA or TACA concerning the lawsuit and delegate convening TACA meetings during discussion of the lawsuit.

A default email address that is synced to all Board members' email addresses is now listed on the Metro Clerk's webpage so that constituents can have the opportunity to contact Board members.

FINANCE REPORT as reported by Tyronda Burgess, Chief Financial Officer

Chinita Hudson, Metro Budget Analyst assigned to the agency was introduced.

The January 2012 financial report was reviewed. All fund balances are positive. Head Start in-kind is 59%. Early Head Start in-kind is 29%. A transfer subsidy for MAC Admin was received in January, and then depreciated out. Credit card statements were reviewed. Credit cards are locked in a safe in the Accounting Department and cannot be signed out without an approved purchase order. CACFP billings and meal counts were reviewed.

The February 2012 financial report was reviewed. All fund balances are positive with the exception of Head Start fringe, which is at 137%. Due to MAC's cost projections based upon current staffing, MAC staff alerted

Metro of the pending issue prior to the start of the fiscal year. Additionally, in anticipation of the issue, to help offset costs, needed bus driver positions were not filled. Mrs. Croom and staff met with Metro OMB to discuss this issue given that the Head Start grant cannot be charged any additional funds for fringe, and there are no additional funds in MAC Admin. A request was made to Metro OMB for a supplement to cover the fringe expenses. Share the Warmth funds expend slower as LIHEAP funds are first used to provide energy assistance. Head Start in-kind is 62%. Early Head Start in-kind is 37%. Credit card statements and CACFP billings and meal counts were reviewed.

ITEMS REQUIRING BOARD ACTION

Finance Report

Motion: Approve January and February 2012 financial reports. **Made by:** Robert Stockard **Second:** Phil Ryan
Passed unanimously.

Grants/Contracts/Memoranda of Understanding

Motion: Approve LIHEAP FY12 Amendment #1 and CSBG FY12 Amendments #1. **Made by:** Steve Glover **Second:** Davette Blalock **Passed unanimously.**

Motion: Approve submission of the FY13 Low Income Home Energy Assistance Program application and receipt of grant. Approve submission of the FY13 Community Services Block Grant application and Admission Policy and receipt of grant. Approve submission of the FY13 Summer Food Services Program application and receipt of grant. Approve submission of FY13 Share the Warmth Memorandum of Understanding (MOU). Approve Nashville Electric Service MOU. **Made by:** Kasey Dread **Second:** Davette Blalock **Passed unanimously.**

Motion: Approve MOU with Tennessee State University. Approve MOU with Dr. Godwin. Approve MOU with Dr. Pinnock. Approve MOU with Tennessee Early Intervention Services. Approve MOU with Prevent Child Abuse TN. **Made by:** Davette Blalock **Second:** Karen Doty **Passed unanimously.**

Motion: Approve submission of the FY13 Head Start grant application and subsequent funding. **Made by:** Steve Glover **Second:** Davette Blalock / **Passed unanimously.**

Motion: Approve submission of the FY13 Early Head Start grant application and subsequent funding. **Made by:** Robert Stockard **Second:** Calvin Atchison **Passed unanimously.**

Motion: Approve submission of the FY13 Head Start/Early Head Start Training and Technical Assistance application and receipt of funding. Approve submission of the FY13 Child and Adult Community Food Program application and receipt of grant. **Made by:** Barbara Clinton **Second:** Davette Blalock **Passed unanimously.**

Head Start Information Memorandum was received announcing that Head Start was to receive a .72% COLA. However, the official Financial Assistance Award has not been received, therefore, Item F is deferred.

Motion: Approve Head Start Annual Report. Approve Early Head Start Annual Report. Approve Head Start/Early Head Start Self-Assessment. Approve Head Start/Early Head Start Program Improvement Plan. **Made by:** Steve Glover **Second:** Bobby Stockard **Passed unanimously.**

Motion: Approve Metro ITS Department Personal Computer Replacement Policy **Made by:** Phil Ryan **Second:** Davette Blalock **Passed unanimously.**

PROGRAM REPORTS

Media/Public Relations – Report attached. **Community Services** – Report attached. **Head Start** – Report attached. **Early Head Start** – Report attached. **Policy Council** – No Report. **Administrative Services and Operations** – Report attached. **Human Resources** – Report attached.

OTHER BUSINESS

Mrs. Croom introduced Calithea Steward, who joined MAC in the Community Services Division as Adult Education and Training Manager. Ms. Steward will work around staff professional development and workforce goals.

Meeting adjourned.
Minutes submitted by:

Kasey Dread, Secretary, Board of Commissioners