

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
Board Room –June 21, 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, Leon Berrios, Davette Blalock, Benita Davis, Karen Doty, Brenda Dowdle, Florence Kidd, Renita Lanier, Renee Pratt, Adinah Robertson, and LaVoneia Steele

Absent: Suad Abdulla, Kasey Anderson, Steve Glover, Sara Longhini, Phil Ryan, Robert Stockard, and Wendy Tucker

Staff/Others: Camille Baker, Tyronda Burgess, Marvin Cox, Cynthia Croom, Corey Harkey (Metro Attorney), 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 May 24, 2012 meeting minutes

Made by: Flo Kidd **Seconded:** Brenda Dowdle. **Passed unanimously.**

REPORT FROM THE CHAIR

Former Board member Barbara Clinton, whose term expired February 2012, was presented with a vase and much gratitude for her 2002 – 2012 tenure on the Board of Commissioners

NOMINATING COMMITTEE REPORT, chaired by Adinah Robertson

The Nominating Committee met on May 24, 2012 and recommended the following slate of officers:

Chair – appointed by the Mayor

Vice Chair – Dr. Calvin Atchison

Treasurer – Benita Davis

Secretary – Kasey Anderson

Motion: Approve the slate of officers as recommended by the Nominating Committee

Made by: Adinah Robertson **Seconded:** Brenda Dowdle. **Passed unanimously.**

EXECUTIVE DIRECTOR EVALUATION AD HOC COMMITTEE REPORT, chaired by Flo Kidd

Deferred to Executive Session

EXECUTIVE DIRECTOR REPORT

Mrs. Croom informed Board members of the Agency's new initiative, MAC4Jobs that will:

- o Through the use of identified agency strengths and our on-going concept of **ONE Agency** we will use a cross programmatic (intra-agency) approach as well as an inter-agency/community partner approach to increase outcomes for families.
- o Focus on job and employment outcomes for Head Start parents with 2 to 4 year degrees
- o Link targeted customers to jobs in Nashville by providing soft skills training and pairing with training in high need areas that do not require long term training but pay a "livable wage."
- o Focus on increased credentials for staff with an increased emphasis on online training through use of various technology.

Motion: Approve the MAC4Jobs three-year plan

Made by: Davette Blalock **Seconded:** Benita Davis. **Passed unanimously.**

FINANCE REPORT as reported by Tyronda Burgess, Chief Financial Officer

The April 2012 final in-kind report for Head Start is at 89% and Early Head Start is at 61%.

The May 2012 financial report is based on pre-closed figures as the final numbers do not close until June 25. All fund balances are zero or positive. Head Start in-kind is 95% and Early Head Start in-kind, which is based specifically on volunteer hours and donated space at the partner sites, is at 65% (not final as numbers continue to be put into the system). May credit card statements were reviewed. CACFP billings and meal counts will be reviewed during the next Board meeting.

Staff are working to close out FY12 as the fiscal year ends June 30. Head Start was projected with a \$900,000 short-fall that was directly tied to employee benefit costs. To help off-set the costs, Metro gave the agency \$400,000. Admin and other non-program dollars will have to be identified to cover the remaining balance, along with shifting some Head Start costs as there are no children during this time. Mrs. Croom, citing that benefit costs have never been so high that the expenses could not be covered with admin dollars from her budget, said that as Metro benefit costs continue to rise, the agency will continue to struggle with being able to cover the expense without an additional appropriation from Metro.

ITEMS REQUIRING BOARD ACTION

Finance Report

Motion: Approve May financial report. **Made by:** Calvin Atchison **Second:** Karen Doty **Passed unanimously.**

Grants/Contracts/Memoranda of Understanding

None at this time.

Employee Handbook

The Employee Handbook was reviewed and approved at the last Board meeting during which time it was noted that corrections needed to be made to the document. Correction has been made to the Employee Handbook

Motion: Approve Employee Handbook as corrected

Made by: Karen Doty **Second:** Davette Blalock **Passed unanimously.**

Executive Director Pay Grade

When the agency's FY13 classification plan was submitted to Metro Human Resources, they noted that the executive director's salary exceeded the pay plan range. In response, the Human Resources Director for Metropolitan Government wrote a letter to the Board of Commissioners explaining that the salary range for MAC's executive director as noted by a Mercer Study conducted by the Metropolitan Government falls in to the D2 pay range established by the Metropolitan Government.

Motion: Adjust MAC classification so that executive director pay range reflects Metro's D2 pay range of \$84,000 - \$162,000

Made by: Brenda Dowdle **Second:** Adinah Robertson **Passed unanimously.**

Information Security Incident Management Policy (ITS)

Motion: Adopt Metro's Information Security Incident Management Policy.

Made by: Davette Blalock **Second:** Karen Doty

Metro ITS Department Information Labeling and Handling Policy

Metro policies adopted by the Agency are brought before the Board of Commissioners for approval

Motion: Approve Metro ITS Department Information Labeling and Handling Policy.

Made by: Adinah Robertson **Second:** Brenda Dowdle **Passed unanimously.**

PROGRAM REPORTS

Media/Public Relations –Rising high school seniors from the Mayor’s Summer Internship Program assigned to the agency were introduced: Jaylen Coleman (Overton), Taylor Giles (Hume Fogg), Briana Shepherd (Antioch), and Sam McKenzie (Maplewood). Also introduced was Shayla Humphries, MTSU senior social work student interning at the agency. Report attached.

Community Services –Report distributed.

Head Start –Report distributed.

Early Head Start – Report attached.

Policy Council – No report.

Administrative Services and Operations – Ms. Crook is on leave until the end of July. No report at this time.

Human Resources – Report attached.

EXECUTIVE SESSION

Staff left the meeting so Board members could review the executive director evaluation for the time period of 7/1/11 – 6/30/12.

Motion: Approve the executive director evaluation coupled with a 4% salary increase in keeping with the 4% salary increase experienced by agency staff.

Made by: Flo Kidd **Second:** Adinah Robertson

Next meeting is Thursday, August 23, 2012

Meeting adjourned.

Minutes submitted by:

Kasey Dread, Secretary, Board of Commissioners