

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
GOVERNANCE TRAINING
8:30 a.m. – 3:00 p.m.
Board Room – October 25, 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: Kasey Anderson, Calvin Atchison, Davette Blalock, Benita Davis, Karen Doty, Brenda Dowdle, Florence Kidd, Renita Lanier, Sara Longhini, Adinah Robertson, LaVoneia Steele, Robert Stockard, and Wendy Tucker

Absent: Leon Berrios, Steve Glover, Renee Pratt, and Phil Ryan

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

Dr. Steele called the meeting to order at 8:30 a.m. and read the Metropolitan Code of Laws appeal procedures.

Motion: Approve September 27, 2012 meeting minutes

Made by: Robert Stockard **Seconded:** Florence Kidd **Passed unanimously.**

EXECUTIVE DIRECTOR REPORT

The Tennessee Association of Community Action, of which Cynthia Croom serves as state president, 2012 Annual Fall Conference is December 3-5, at the Sheraton Music City. MAC is the host agency. A special Board track occurs on Tuesday, December 4 and includes training on legal and fiduciary responsibilities of boards. Also on Tuesday is a special lunch exclusively for Board members, executive directors, and Head Start directors. 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.

FINANCE REPORT as reported by Tyronda Burgess

The FY12 July, August, and September reports were reviewed.

The July report reflects the Metro-approved budget of \$28,464,300. All fund balances are positive or zero. Head Start in-kind is 8% and Early Head Start is 3%. These figures are combined into one for the Budget vs. Actual report. In July, \$190,002 was transferred from MAC Admin to Head Start to cover the cost of employee benefits. July credit card statements were reviewed. CACFP billings and meal counts were reviewed. The CACFP budget is pending a transfer from Before/After Care.

The August report reflects Metro's new online procurement system that began May 2012. The new system charges accounts the moment items are marked received whereas previously accounts were paid from invoices. As CACFP and SFSP place large orders for ongoing delivery, these accounts were charged for the entire order thereby creating negative fund balance. These charges will be now be reversed and Metro will revert to the previous purchasing system for the CACFP and SFSP expenditures. August credit card statements were reviewed. CACFP billings and meal counts were reviewed.

The September report reflected pre-close figures

ITEMS REQUIRING BOARD ACTION

Finance Report

Motion: Approve July 2012 and August 2012 financial report. **Made by:** Calvin Atchison **Second:** Kasey Anderson **Passed unanimously.**

Board Governance Training

The Board Governance Training commenced with Head Start Director Pamela Matthews and Early Head Start Director Camille Baker providing information including, but not limited to, School Readiness definition, Metro Action Head Start School Readiness Plan as Board members requested that Movement and Music be added to Approaches to Learning, Teaching Strategies curriculum and how it aligns with School Readiness, MAC4Jobs survey of Head Start parents who are also signing up for the program.

The following action items were brought forth during the Training as the Board received detailed information as part of their Governance Training.

Grants/Contracts/Memoranda of Understanding

Memorandum of Understanding between Metro Action Commission and Metro Health Department for a registered nurse to provide services to Early Head Start pregnant mother, infants, and toddlers

Motion: Approve MOU with Metro Health Department.

Made by: Karen Doty **Second:** Kasey Anderson **Passed unanimously.**

Head Start / Early Head Start Program Information Report (PIR)

The Head Start/Early Head Start PIR reviewed line by line so that Board members would have a full understanding of its purpose and the information provided.

Motion: Approve Head Start/Early Head Start PIR for the 2011-2012 academic year.

Made by: Karen Doty **Second:** Calvin Atchison **Passed unanimously.**

Head Start / Early Head Start Self-Assessment

The Head Start/Early Head Start Self-Assessment was fully reviewed. Weaknesses were noted and resolutions identified.

Motion: Approve Head Start / Early Head Start Self-Assessment.

Made by: Karen Doty **Second:** Kasey Anderson **Passed unanimously.**

Head Start / Early Head Start Selection Criteria

The Head Start/Early Head Start Selection Criteria was approved for content at the March 2012 meeting. A motion is required to reflect the actual name.

Motion: Approve Head Start / Early Head Selection Criteria

Made by: Benita Davis **Second:** Kasey Anderson **Passed unanimously.**

PROGRAM REPORTS – Reports were not provided as the meeting focused on Governance training.

Next meeting is Thursday, December 6, 2012

Meeting adjourned.

Minutes submitted by:

Kasey Anderson, Secretary
Board of Commissioners